



**Cedar Springs
High School
2017-2018**

CEDAR SPRINGS HIGH SCHOOL

2017-2018



CEDAR SPRINGS HIGH SCHOOL
204 E. MUSKEGON STREET
CEDAR SPRINGS, MI 49319
(616) 696-1200 MAIN OFFICE

HIGH SCHOOL ADMINISTRATION

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DISCLAIMER This student handbook is composed of most of the rules and regulations that students need to know while attending Cedar Springs High School. However, it does not include every rule, regulation, qualification, or other relevant information of the district or building. Cedar Springs Schools will not waive students' responsibilities simply because a state regulation, district, or building policy is not included in this handbook. We will make every effort reasonably possible to see that students are informed either verbally or in writing. However, it is the students' responsibility to know the rules that they must live by at Cedar Springs High School.

Any changes made in state law and/or School Board Policy, after this handbook has gone to press, may require information in this handbook to be amended. An addendum reflecting changes in policy or state law will be issued as soon as possible. We apologize for any inconvenience this may cause you or your student. This does not exempt parents or students from making themselves aware of and follow rules and policies added to the student code of conduct.



Dear Students:

Welcome to the 2017-18 school year at Cedar Springs High School. Cedar Springs has a tradition of excellence academically, within the arts, and in extracurricular activities. I hope each of you take full advantage of the varied opportunities available to you this year. Research has proven that students who take an active role in their education experience both greater success and satisfaction.

This handbook outlines not only the expectations for behavior but also information which can help you make good choices this year. Please see a counselor or administrator if you have any questions which are not addressed in the handbook.

Set high expectations, get involved, plan for success and you will have a great school year.

Sincerely,

Mr. Behrenwald
Principal

Notice

The Cedar Springs Public Schools does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its programs or activities.

The following person has been designated to handle inquiries regarding the nondiscrimination process: Ms. Carrie Duddles, Human Resource Department, 204 E. Muskegon Street, Cedar Springs, MI 49319, (616) 696-1204.

CEDAR SPRINGS PUBLIC SCHOOLS MISSION STATEMENT

Cedar Springs Public Schools is a welcoming, inclusive educational environment where students 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.

CEDAR SPRINGS HIGH SCHOOL BELIEFS

- All students are unique individuals with diverse cultures and experiences.
- Every student can learn.
- Learning spans the full spectrum of one's life.
- An education includes the mastery of academic skills, development of life skills, and an appreciation of the Arts.
- Student achievement relies on the commitment of: students, parents, faculty, and community.
- Thinking strategies and the *Habits of Mind* are key components to success in life.
- Exemplary professional practices make a difference in teaching, learning, and student achievement.
- Frequent monitoring of student progress contributes to student success.
- Rigor, relevance, relationships, and reflection are our academic foundation.
- An orderly, respectful, and expectation based environment is required in developing the whole student.
- Collaboration from all stakeholders is critical to achieving our mission and vision.
- Research and data guide our decision making.

RESIDENCY:

Students attending Cedar Springs High School must meet certain residency requirements. See CSPS Board Policy 5111

- * First, the student must reside within the Cedar Springs school district.
- * Second, students under 18 years of age must be living with their parent(s) or legal guardian.
- * Third, non-resident students wishing to attend Cedar Springs High School must obtain permission from the Cedar Springs Superintendent.

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ADMINISTRATIVE POLICIES AND PROCEDURES

ACCIDENTS:

For your own safety, any accidents or serious illnesses which occur in the school building, on school grounds, at practice sessions or at athletic events sponsored by the school must be reported immediately to the staff person in charge of the class or activity and to the main office. An accident or injury report should be completed for all occurrences.

EMERGENCY PROCEDURES:

In the event of emergencies at school, each student must become acquainted with fire and shelter procedures. These instructions are posted in each classroom.

FIRE:

1. The alarm will sound.
2. All students will move quickly and in an orderly manner out of the building using the designated routes of exit.
3. Students are not to go to their lockers or to the restroom.
4. While outside, students must stay at least 200 feet from the building.
5. Students are to remain outside until the "all clear" is announced.
6. If a fire drill occurs during lunch or an activity, all students are to exit through the closest exterior doorway.

SEVERE WEATHER:

A tornado watch means that conditions are favorable for the development or occurrence of severe thunderstorms and possibly tornadoes. A tornado warning means a funnel cloud or tornado has been visually sighted or indicated on radar. Students and staff need to proceed with appropriate protective measures in either event. Students will not be dismissed in a tornado warning. The school keeps contact with the local authorities in case of a tornado warning.

SNOW DAYS:

In case of excessive snow or other severe weather, which may lead to school being closed or delayed, students and parents are asked to listen to one of the local radio stations, watch one of the local television channels or look for information online at www.csredhawks.org. You may also contact the school at 696-1204.

CRITICAL INCIDENTS RESPONSE PROCEDURE

Cedar Springs High School is working hard to foster a safe environment for your child by working on preparation and prevention. We believe that safe schools do not happen automatically. Safe schools require collaboration and support from students, parents, faculty and community.

Cedar Springs High School has developed a response plan that outlines the responsibilities of all school employees during a crisis situation at Cedar Springs High School. The goal of this response plan is to protect students and staff from serious injury.

If a parent or student observes any person in or on school grounds who does not belong, they need to contact the office immediately. When Students hear the words “**CODE RED**” they need to promptly and calmly go to the nearest classroom and seek instruction from the teacher. When in the room, find the least observable wall and seek cover. At no time should a student attempt to confront or apprehend a suspect. When the school is in a lockdown mode, students are not to leave the room until directed.

LOCKDOWNS:

RESPONSIBILITIES OF STUDENTS

1. Promptly and calmly go to nearest attended room or assigned classroom; do not loiter, look for friends, go to the restroom or engage in any other activity.
2. Obey the teacher or school employee in the room at all times.
3. Place desks, tables, chairs, etc. against the least observable wall in a secured, attended room and lay in the space between the furniture and the wall; stay concealed at all times.
4. Do not attempt to talk to or apprehend suspect at any time.
5. If you are unavoidably confronted by a suspect, do not display disagreement, anger, hostility or any behavior that may cause a violent response; act compliantly.
6. Do not leave the room for any reason until you are directed.

ATTENDANCE

STATEMENT OF PHILOSOPHY

At Cedar Springs High School we believe that regular and punctual class attendance by students will result in:

1. greater levels of achievement by all students
2. safe, secure and orderly school environment
3. higher staff and student morale
4. better preparation for the demands of post-high school life

Students are expected to attend all classes regularly and to be on time in order to receive maximum benefit from the instructional program, to assist in keeping disruption of the educational environment to a minimum and to develop habits of punctuality, self-discipline and responsibility. While it is possible for an absent student to make up some missed schoolwork, it is impossible to completely compensate for an absence from class.

ATTENDANCE: STUDENT/PARENT RESPONSIBILITIES

1. Students are expected to arrive on time and attend all assigned classes. **In order to excuse an absence, parents must call the Cedar Springs High School office at 696-4014 within 24**

hours of the absence. A telephone answering service is in operation to take calls 24 hours a day.

2. Cedar Springs High School is a closed campus. This means that students are not permitted to leave the campus during the school day without prior parental permission. If a student must leave campus during the school day, the parent/guardian must contact the Attendance Office in advance, stating the hours of absence, giving permission to issue a pass to the student. Students leaving campus (with parental permission) must sign out at the Attendance Office and sign in upon return.
3. The day a student returns from an absence she/he must contact each teacher to arrange make-up work. All students are expected to make up work for all absences.
4. We urge parents to consider school hours and the school calendar when planning vacations, medical and dental appointments, college visits or other pre-planned activities.

APPROVED EXTENDED/PRE-PLANNED EDUCATIONAL ACTIVITY ABSENCE

A Planned Absence Form must be completed by the parent/guardian if the student plans to be absent three or more consecutive days during the regular school session or if she/he plans on being absent. This form is then submitted to the Administration five or more days prior to the first day of the extended absence.

EXCUSED ABSENCES

Cedar Springs High School encourages regular attendance on the part of all students. Students who are absent from school risk academic failure and loss of credit.

The school reserves the right to accept or deny the reason for absence.

Students who are reported absent **within 24 hours** by their parent/guardian for one or more of the reasons below shall have the absence recorded as an EXCUSED absence.

- a. **Illness**
- b. **Personal business** – church related activities, college visitation, family emergencies, family vacation, private vacation, and private transportation problems.
- c. **Death in family**
- d. **Professional appointments** – which cannot be made after school.
(Dentist/doctor, court appearance)
- e. **Approved planned absences**

All other absences shall be recorded as UNEXCUSED **including absences not reported in 24 hours.** Disciplinary action, reduction of grades, or loss of credit could occur.

Those students who must leave after the start of class on official school business will not be recorded as absent.

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.

EXCESSIVE TARDIES

Tardiness is defined as "Failure to be in the assigned classroom when the tardy bell rings." It is generally acknowledged that prompt arrival to all classes is a reasonable expectation and, therefore, a responsibility of all students.

1. Passing time between classes will be 5 minutes.

2. Per teacher syllabus, a student will be tardy if he/she is not in his/her assigned classroom when the bell rings, or assigned seat.
3. Tardies will be unexcused except for pre-arranged dental and medical appointments, a verifiable emergency as determined by the administration, or tardiness excused in writing by a faculty member. Phone call from guardian must be received before student's arrival at school.
4. If a student is tardy more than 10 minutes, he/she will be marked absent for the entire hour unless he/she receives an excused admit slip from the attendance office.

MAKE-UP WORK

It is the student's responsibility to make up any required work the student may have missed during their excused absence from a regularly scheduled class. Teachers should be asked for make-up work the day the student returns to school. Class work is to be made up at a time mutually convenient to the student and teacher involved with one(1) school day of make-up time allowed for each day of an excused absence (or as stipulated by an I.E.P.)

In cases of absence due to truancy, the teacher has no other responsibility than to see that the student has the opportunity to cover the subject matter missed. Students may make up work for a day of disciplinary suspension. A student who has been expelled by the Board of Education has no opportunity to do make-up work, receive credit or participate in any school functions except for a student under age 16 (or by I.E.P.) who will be given an alternate means of making up the work, but will not receive credit or participate in any school functions.

During the student's absence due to a pre-arranged trip, there are likely to be tests. The teachers have the choice of : (1) requiring the student, within a reasonable length of time, to take a make-up test during the scheduled make-up period and count the grade when establishing averages; or (2) ignoring the test completely, not penalizing the student, with the student's average being based on what the student has otherwise done. It is recognized that emergency situations will exist. Under circumstances, arrangements shall be made at the earliest possible date.

ACADEMIC POLICIES

HABITS OF MIND

"Good habits learned in youth make all the difference"

Aristotle

Habits of Mind are those skills and behaviors displayed by successful individuals. All CSPA students are encouraged to be critical, creative and self-regulated thinkers.

Critical Thinking

Strive for Accuracy
Strive for Understanding
Restrain Impulsivity
Treat Others with Respect

Express Ideas Clearly
Maintain an Open Mind
Take a Stand When Appropriate

Creative Thinking

Persevere
View Situations in New Ways

Challenge Your Abilities

Self-Regulated Thinking

Complete Daily Work with Accuracy
Complete Homework with Accuracy
Respond Appropriately to Feedback
Monitor Your Own Thinking

Plan Appropriately
Evaluate Your Actions
Identify and Use Resources
Self-Advocacy

GRADING SCALE

GPA HONOR POINTS

A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	.67
C+	2.33	F	0.00

Advanced Placement honor points are as follows:

<u>Course</u>	<u>Scale</u>	<u>Credit Awarded</u>
AP Classes w/ AP Exam	5.0	0.5
AP Classes w/o Exam	4.5	0.5

Dual Enrollment honor points are as follows:

<u>Course</u>	<u>Scale</u>	<u>Credit Awarded</u>
Dual Enrollment (min. 3 credit)	4.5	.50 for College semester classes .25 for College term or accelerated

EARLY GRADUATION

Students are expected to be enrolled in and attend regularly six (6) classes for all eight (8) semesters of their high school career. However, students who have met all other graduation requirements by the end of the seventh semester may meet the eight semesters attendance requirement in an alternate educational program if recommended by the principal and approved by the board of education or its designee. A request for Early Graduation must be submitted in writing by Thanksgiving break to the building principal.

REQUIRED COURSE LOAD

All students are required to take six (6) classes all eight (8) semesters. (Variations will be made for dual enrollment classes) per State of Michigan guidelines. If

there are extenuating circumstances involving a physical, psychological or major life function that has a direct limiting effect on a student's ability to successfully fulfill the required course load, the parent must submit a written request with appropriate documentation that the student be placed on a reduced schedule. The student's counselor and the building principal will review the request and approve or deny it. Under this provision, the student's schedule can only be reduced by twenty percent of the total contact time required by the State Department of Education. Requests requiring more than the twenty-percent reduction will be forwarded to the Cedar Springs Public Schools Board of Education for their consideration.

INCOMPLETES

An incomplete not made up three weeks after the end of a marking period becomes a failure unless waived by the teacher.

MHSAA ELIGIBILITY

- Fall and Winter credit recovery for MHSAA academic eligibility must be completed before the first day of school.
- Spring credit recovery for MHSAA academic eligibility must be completed prior to the Friday after Spring Break.

DUAL ENROLLMENT

Dual Enrollment to college is available to academically eligible 9th-- 12th grade students. Dual Enrollment permits the student to take classes in both high school and college at the same time. The purpose of this program is to provide a wider variety of options to high school students to assure all students continue to be challenged and able to pursue their educational/career goals.

Eligible students may take certain classes at colleges essentially paid for by a percentage of the students' state funding to the local school district. Students may take college courses only if a comparable course is not offered by our district and has met all eligibility requirements. Any student who hopes to participate in the Dual Enrollment program shall schedule a meeting with his/her school counselor in the spring (for fall classes) and the fall (for winter classes). Dual enrollment courses are considered in Academic and Athletic Eligibility. See the course curriculum guide for further clarification.

Digital Learning, Online Classes, Virtual Learning

High school students can take a variety of courses and learn any place there is a computer and an Internet connection. This program is free of charge to CSHS students during the normal school year. Any student interested in taking a course on MVHS should meet with his or her counselor and consult course curriculum guide.

TESTING OUT

For information on testing out of a class, refer to the CSHS Curriculum Guide or consult your academic counselor. Any home-school student not affiliated with a state-endorsed program may receive credit through the testing out process.

DISCIPLINE POLICIES

DISCIPLINE PHILOSOPHY

The Board of Education of Cedar Springs Schools, in keeping with its basic philosophy, believes that discipline in the school setting provides each student with the most favorable atmosphere for learning. It is recognized that the incorporation of limits and controls by individual students is an important part of the learning process, and a necessity for young people if they are to participate effectively in a democratic way of life. To further this purpose and promote the objectives of the educational community, rules, regulations and policies are established to protect the rights, safety, and welfare of the individual student, as well as of the total school population.

Because discipline is essential to the learning process, it is expected that all personnel connected with the educational setting, in cooperation with the home, will endeavor to help individual students to adapt to these constructive limits and controls.

If it is found that after exhausting all available resources, a specific individual cannot function effectively in the school setting, the school board shall be informed so as to act as is necessary for the best interest of the educational environment and the individual student.

It is recognized that parents are most influential in the social and emotional development of children and that their cooperation is essential in helping their children to incorporate limits and controls.

DISCIPLINE POLICY

School attendance is a privilege as well as a right carrying with it the responsibilities of good citizenship and acceptable behavior. The Board of Education recognizes that minor disciplinary difficulties will sometimes occur even in well-ordered and well-controlled classrooms. Restorative Justice practices will always be the default when addressing student conduct. However, when any student deviates from acceptable standards of student behavior, the Board or its designee may authorize the suspension or expulsion of any such student from school. Any child covered under an IEP will be referred for diagnostic evaluation before expulsion is instigated. (Section 380.1311 Michigan School Code of 1976, as amended).

One of the major purposes of a student code of conduct is to assist the student in the development of the qualities of responsibility and respect for the rights of others. It is hoped that students will view the regulations as a necessary and desirable means by which the school provides each student with the most

favorable atmosphere for learning. It is believed that reasonable expectations of student behavior in school complement those of the home and society.

SECLUSION & RESTRAINT

Students will only be secluded or restrained in an emergency situation when the student is a danger to himself/herself or others.

(Board Policy 5630.01, MCL 380.1307)

DUE PROCESS

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

Students Subject To Short-Term Suspensions: Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

Students Subject to Long-Term Suspensions or Expulsion: A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion (Policy 5610 and/or Policy 5610.01), to a request for reinstatement (Policy 5610.01), or to a request for admission after being permanently expelled from another district (Policy 5610.01).

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights:

The Cedar Springs Public Schools recognize that education is a basic right, that students have certain rights of citizenship as guaranteed in the Constitution of the United States and that citizenship rights must not be changed or prohibited without due process of law. A basic responsibility of those who enjoy the rights of citizenship is to respect the law of the state and federal government.

Certain standards of student conduct are necessary to assure that individuals seeking to express their rights do not conflict with the rights of others. Students in our schools are expected to act in such a fashion that their behaviors will reflect favorably on the individual student and their school, and will show consideration for fellow students and create a harmonious school atmosphere. To accomplish this, it is the responsibility of students, parents, teachers, and the community to establish rules and regulations which promote the best possible learning environment.

Search and Seizure:

Cedar Springs Public Schools reserve the right to call in law enforcement officials and canine teams at any time during the school year in order to perform searches on school property. The canine unit will be allowed access to all school property including the parking lots. The school administration retains the right to search areas assigned to students (such as lockers, desks, etc.) as well as automobiles on school property. Student personal property may be seized by school authorities if the items are illegal, stolen, or are reasonably determined to be a threat to the health, safety, or security of others. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession. School authorities may search a student's person, if such authorities have a reasonable suspicion that illegal or stolen items are likely to be found on the student's person. Such searches will be done only by members of the same sex and will be done in a manner that respects the dignity of the student. See Board Policy 5771

Refusal to search vehicle—three day out of school suspension and revoking of vehicle permit.

Age of Majority:

The State of Michigan Age of Majority legislation states that students who are 18 years old have rights and privileges of adulthood. In accordance with this law, we are required to accept this request and now have in our records a statement signed by the son/daughter indicating sole responsibility for all things pertaining to the student's educational record at Cedar Springs High School.

Identification:

All persons, upon request, must identify themselves to proper school authorities when in the school building, on school grounds, or at school-sponsored events. Students must have IDs with them.

Student Conduct:

Students are responsible for being obedient and maintaining self-control and courtesy when talking with school personnel.

Student Records:

Students have the right to examine their own disciplinary files and academic file (CA60) under proper school supervision. A student must make an appointment with the proper school official in order to examine disciplinary files and/or transcripts.

DETENTION PROCEDURES

If a student is assigned a detention, he/she will be emailed and presented with a copy of the detention notice which will state the nature of the offense and the number of detentions assigned. A copy of this notice will be sent to the student's parents as well. If there is a need for additional detentions in the same class, the teacher will assign additional detentions. All detentions must be served within one week of assigned date. If a student is removed from detention for not following expectations it will result in a failure to serve. If the detention has not been served within the days allotted, discipline will be as follows:

1. 2 detentions
2. In school suspension (ISS) TBS on early release
Friday - ending time 12:32 pm.
3. Full Day of in school suspension (ISS)TBS one early release
Friday - ending time 2:32 pm.
4. Progressive Discipline.

SUSPENSION

The principal or designee may deny a student the right to attend school or to take part in any school function for a period not to exceed ten (10) days for infraction of school rules.

Suspensions for code of conduct violations that are not of mandated length will be progressive per similar occurrence:

1st occurrence: 1-3 days

2nd occurrence: up to 5 days

3rd occurrence: up to 7 days

4th occurrence: up to 10 days and possible recommendation for expulsion

If a student is to be suspended, a notice is written by an administrator, a copy is given to the student and a copy is sent home. Contact is made with the parent by telephone, if possible, indicating the reason for suspension, length of suspension, and notification of parental rights to review the suspension. Parents also have the right to ask for an appeal of the suspension if the handbook procedures and disciplinary consequences were not followed (see due process).

Students on suspension are not allowed on campus during regular school hours or to attend any extra-curricular activities. Students on suspension

are not eligible to participate in any extra-curricular activities during the period of suspension. Students suspended may not attend the next major dance of the school year (i.e. Homecoming, Swirl, Prom).

Note: School cancellation due to inclement weather, holiday breaks, scheduled in-service days, etc., do not count as days of suspension.

EXPULSION

Student exclusion may be by expulsion or by temporary suspension. Expulsion is solely within the province of the Board of Education and is its direct responsibility.

The authority to temporarily suspend is delegated to the building administration. The criminal or offensive nature of any student's actions or behavior and effect of such actions or behavior on the orderly progress of a class or school program, or to the safety, health, physical condition and general welfare of other school students and of school employees shall be among the factors considered in the expulsion of that student from school.

Suspension or expulsion of any student may be authorized or ordered for causes other than for deviations from good behavior. Students having bodily or health conditions or habits detrimental to the school may be excluded whenever, in the judgment of the superintendent (staff, as deemed appropriate) and the Board of Education, the interests of the school demands it.

Police officials must have permission of the administration to interview a student during school hours. A student may be interviewed during school hours by a police official only when an administrator (building representative) is present. No child shall be removed from school for the purpose of an interview by the police except by lawful exercise of police authority. In addition, the school district feels it best that parents be notified, if possible, when students are to be interviewed by police officials. Campus Security may interview students for school-related incidents.

DISCIPLINE CODE

The Discipline Code of Conduct and rules apply en route to and from school, during school, at all school related functions, and while on school property.

ELECTRONIC COMMUNICATION DEVICES

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as

they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school related functions.

Technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted as approved by the classroom teacher or the building principal. However, the use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

Cedar Springs High School will use the following process to communicate to students the expectations in their classroom in regards to Electronic and Personal Communication Devices.

These expectations will be at teacher discretion. Teachers will be responsible for displaying and communicating the type of classroom light expectation.

Green Light Classroom: PCDs are allowed by the classroom teacher based on the lesson or curriculum for that course. Students will be professional in their use, understanding that the lesson or curriculum demands interaction with community or outside resources using the technology.

Yellow Light Classroom: PCDs are regulated by the classroom teacher based on curriculum for the day's lesson. The teacher will communicate classroom expectations clearly to the students at the beginning of the class period.

Red Light Classroom: PCDs are not permitted by the classroom teacher, based on the lesson or curriculum for the course.

Consequences:

1st violation: Device is confiscated and stored in the office until the end of the school day, student may pickup device the office between last bell and 3:30 pm. Teacher is responsible to bring phone to office by the end of the school day and fill out a behavior referral form.

2nd violation: Device is confiscated and stored in the office. Parent may pick up device before 3:30 that day or student may pick up device the following morning. Teacher is responsible to bring phone to office by the end of the school day and fill out a behavior form.

3rd violation: Device is confiscated and stored in the office. Parent may pick up device before 3:30 that day. Teacher is responsible to bring phone to office prior to the end of the school day and fill out a behavior referral form. Student is on a 5 day device ban. Student will

turn in device each morning to the main office secretary. Student can pick up the device at the end of the school day. **If a student violates the ban, the student will be suspended for 1 day out of school.**

4th violation: Device is confiscated and stored in the office. Parent may pick up device before 3:30 that day. Teacher is responsible to bring phone to office prior to the end of the school day and fill out a behavior referral form. **3 days out of school suspension.**

5th and subsequent violations: Student placed on progressive discipline plan beginning with a 5 day out of school suspension.

****Failure to surrender the electronic device upon request of a staff member may result in 3 days out of school suspension for insubordination. ****

ONLINE POLICY

The use of electronic resources is supported provided that abuses do not occur. Access is a privilege that will be denied if used inappropriately. In addition, disciplinary and/or legal action may be taken. Please be aware that the use of websites that allow users to bypass the security and content filters in place of our network are considered an inappropriate use of the computer system. Any computer user visiting such sites will have their Internet privileges terminated. The security measures in place are designed to protect the safety of our students and the systems essential to our daily operations. Anonymous Proxy sites along with any other form of security bypass are not allowed. If any such use is found, the user's account will first be disabled and then their name will be submitted to the school principal.

SEXTING

Sexting is defined as taking nude, obscene or pornographic photos and sending them by electronic means. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd or otherwise illegal pictures or photographs will be punished under the Student Code of Conduct and will be reported to the appropriate law enforcement agency.

BULLYING

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Parents/Guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation

Procedure

Any student who believes he/she has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the building administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The building principal or other administrator shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents/guardians, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he

should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive Behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students
- Adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress
- Having an actual and substantial detrimental effect on a student's physical or mental health; and/or

Causing substantial disruption in, or substantial interference with, the orderly operation of the school

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- **Physical** – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- **Verbal** – taunting, malicious teasing, insulting, name calling, making threats
- **Psychological** – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical

characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

STUDENT HAZING

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing involves conduct such as but not limited to:

- Illegal activity, such as drinking or drugs
- Physical punishment or infliction of pain
- Intentional humiliation or embarrassment
- Dangerous activity
- Activity likely to cause mental or psychological stress
- Forced detention or kidnapping
- Undressing or otherwise exposing initiates

Administrators, faculty members, and other employees of the District shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties.

CYBER BULLYING

Cyber bullying is when one or more people use technology to intentionally harm, harass, intimidate, or reject another student or staff member.

- Sending mean or threatening messages to a classmate or staff via email, IM (instant messaging), or text messages.
- Spreading rumors about classmates or staff through email, IM, or text messages.

- Using a Web site or App. Such as “Facebook” (or other social-networking) account that targets another student or staff member.
- Sharing fake or embarrassing photos or videos of classmates or staff with others via a cell phone or the Web.
- Stealing a classmate's or a staff member’s login and password to send mean or embarrassing messages from his or her account.

WEAPONS

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, including athletic events, or in a District vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including spring, air and gas-powered guns (whether loaded or unloaded), that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C 921.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent is authorized to establish instructional programs on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school.

The Superintendent will refer any student who violates this policy to the student’s parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. Weapons under the control of law enforcement personnel
- B. Items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved; (Working firearms and any ammunition will never be approved as part of a presentation.)
- C. theatrical props that do not meet the definition of "weapons" above, used in appropriate settings.

BEHAVIORAL CONSEQUENCES FOR DISOBEYING CODE OF CONDUCT:

VIOLATION: ARSON

CONSEQUENCE:

1. Police contact, parent notification, indefinite suspension & possible recommendation to the Board of Education for expulsion pursuant to PA 328 of 1994; MCL 380.1311

VIOLATION: VERBAL OR WRITTEN ASSAULT/THREAT OR HARASSMENT USE OF INTIMIDATION, COERCION OR HARASSMENT

CONSEQUENCE:

1. 1-5 days O.S.S., contact parent, possible police referral
2. 5-10 days O.S.S. parent conference, possible police referral, possible recommendation for expulsion, Board of Education hearing

Sexual harassment, or harassment or bullying in any form will not be tolerated. Harassment may take different forms. Behaviors that are unacceptable include verbal comments which are degrading, slanderous, or threatening, as well as written notes/ emails, aggressive body movements, and obscene or threatening gestures. Unwanted physical contact including pushing, shoving, and/or assault are unacceptable. If violations occur, disciplinary action will be taken. Any discrimination on the basis of race, creed, national origin, sex, age, or handicap will not be tolerated.

VIOLATION: BATTERY/PHYSICAL ASSAULT on a STUDENT

CONSEQUENCE:

1. Indefinite suspension, possible recommendation for expulsion. Board of Education hearing. Possible police referral. Parent/student conference

VIOLATION: BATTERY/PHYSICAL ENCOUNTER ON A STAFF MEMBER or THREAT

CONSEQUENCE:

1. Indefinite suspension, possible Board of Education hearing for expulsion. Possible police referral. Parent/student conference

VIOLATION: EXTORTION – BLACKMAIL or COERCION

Obtaining money or property by violence or force, threat of violence or force

CONSEQUENCE:

1. 5-10 days O.S.S. and referral to police.
2. Indefinite suspension, possible expulsion, possible Board of Education hearing.

VIOLATION: FALSE BOMB/ALARMS THREAT

CONSEQUENCE:

1. Indefinite suspension and possible expulsion, Board of Education hearing, police referral, payment for charges incurred by district

VIOLATION: FIGHTING

CONSEQUENCE:

1. 3-5 days O.S.S., parent contact, possible recommendation for expulsion Board of Education hearing, possible police referral
2. 5-10 days O.S.S possible BOE hearing

VIOLATION: LARCENY (THEFT) – POSSESSION OF STOLEN PROPERTY

CONSEQUENCE:

1. Minimum 1-10 days suspension, possible referral to police, return or repayment of stolen item(s)
2. 5-10 days suspension, possible recommendation for expulsion.

VIOLATION: POSSESSION OR USE OF DANGEROUS WEAPONS: MACE, PEPPER SPRAY, ETC., EXPLOSIVE DEVICES, FIREWORKS, DANGEROUS OBJECTS, FIREARMS OR FACSIMILES.

CONSEQUENCE:

1. Indefinite suspension O.S.S., notify parents, contact police, possible recommendation for expulsion Board of Education hearing. Michigan School Code Policy MCL 380.1311

VIOLATION: POSSESSION OF TOBACCO (any form) OR ELECTRONIC CIGARETTE DEVICE, OR LOOK-ALIKE

CONSEQUENCE:

1. 1-3 detentions, parent contact
2. 1-3 days O.S.S.
3. 5 days O.S.S.

VIOLATION: USE OF TOBACCO IN SCHOOL (any form) OR ELECTRONIC CIGARETTE DEVICE, OR LOOK-ALIKE

CONSEQUENCE:

The smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

1. 1 day O.S.S.
2. 3 days O.S.S., parent contact
3. 5 days O.S.S., possible police referral, parent conference. Possible Board of Education hearing.

VIOLATION: VANDALISM

CONSEQUENCE:

1. Detention or suspension based on administrator discretion and restitution for damaged property
2. Indefinite suspension, possible recommendation for expulsion and restitution for damaged property

VIOLATION: POSSESSION, USE, OR UNDER INFLUENCE OF ALCOHOL, ILLEGAL DRUGS, LOOK ALIKE DRUGS, OR DRUG PARAPHENALIA WHILE IN SCHOOL OR AT A SCHOOL SPONSORED FUNCTION.

CONSEQUENCE:

1. 5-10 Days O.S.S. Police referral, notify parents, and possible Board of Education hearing,
2. Indefinite suspension, Police referral, notify parents, and possible Board of Education hearing. and completion of an administration approved substance abuse program. Reinstatement at discretion of administration.

VIOLATION: DISTRIBUTING, SELLING OR INTENT TO SELL A CONTROLLED SUBSTANCE OR LOOK ALIKE

CONSEQUENCE:

1. Notify parents, police referral, and indefinite suspension
2. Recommendation expulsion, Board of Education hearing

VIOLATION: PROFANITY

CONSEQUENCE:

1. Written Warning
2. 1-3 Detentions
3. 3-5 Detentions

VIOLATION: DIRECTED PROFANITY AT A STAFF MEMBER OR STUDENT

CONSEQUENCE:

1. Administrative Conference, 1-3 days suspension
2. 3-5 days suspension

VIOLATION: INSUBORDINATION

CONSEQUENCE:

1. Administrative Conference, multiple detentions or possible 1-3 day suspension
2. 3-5 days suspension

VIOLATION: DISRUPTIVE CONDUCT

CONSEQUENCE:

1. 1-3 detentions
2. 3-5 detentions
3. 1-3 days suspension

VIOLATION: AGGRESSIVE/DANGEROUS BEHAVIOR

CONSEQUENCE:

1. 1-3 detentions
2. 3-5 detentions
3. 1-3 days suspension

VIOLATION: FORGERY

CONSEQUENCE:

1. Notify parents
2. 3-5 detentions
3. Progressive Discipline, Possible referral to police

VIOLATION: EXCESSIVE DISPLAY OF AFFECTION

CONSEQUENCE: (hand holding is allowed)

1. Written Warning
2. 1-3 Detentions
3. 3-5 Detentions and Parent Contact

VIOLATION: HATS WORN DURING THE SCHOOL DAY

CONSEQUENCE:

1. Confiscation for one day (24 hours)
2. Confiscation for one week plus 1-3 detentions
3. Confiscation indefinitely only to be returned to a parent/guardian

VIOLATION: INAPPROPRIATE CLOTHING

See dress code description below**CONSEQUENCE:**

1. Change Clothes, Written warning
2. Change Clothes and 1-3 detentions
3. Change Clothes and 1 day suspension

Student Dress:

Most young adults accept responsibility for their dress and grooming habits. It is hoped that all members of the Cedar Springs High School student body will accept personal responsibility for maintaining our school's agreed upon standard of dress and grooming. The students will be the final test for the success and continued use of this code in the future.

The following guidelines shall prohibit student dress, insignia, headwear or grooming practices which:

- a. Present a hazard to the health or safety of the student him/herself or to others in school.
- b. Interfere with schoolwork, create disorder, or disrupt the educational environment.
- c. Create, promote, or contain vulgar, lewd or obscene language, gang affiliation, or illegal activity.

- d. Create ill will, hatred, or is divisive or prejudicial on the basis of religion, race, color, national origin, gender, sexual orientation, or disability.
- e. Portray death or destruction.
- f. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.
- g. Are too revealing: sagging, short skirts/shorts, and tops that do not cover mid-drift and bust area or do not have straps at least 1 inch wide.
- h. Headwear (all hats, bandanas, hoods, etc.) are not be worn during the school day.

VIOLATION: INAPPROPRIATE USE OF SCHOOL TECHNOLOGY

CONSEQUENCE:

- 1. Loss of computer privileges for 10 school days
- 2. Indefinite loss of internet privileges only to be reinstated with administrator approval.

VIOLATION: ACADEMIC DISHONESTY

CONSEQUENCE:

- 1. Loss of credit for work done dishonestly, teacher will contact parent
- 2. Loss of credit for the work done dishonestly, Teacher will contact parent, student will be placed on academic probation: receiving the letter grade for the class will no longer be a possibility.
 - The student may still receive credit for the class if the student passes the final exam with a 78% or better. The student will 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.
- 3. Loss of credit for the class, administration will contact parent.

Cheating/plagiarism in the learning environment means taking or helping someone to take unearned credit for school work. Examples of cheating/plagiarism include but not limited to:

- Copying another student's answers or work.
- Using unauthorized notes on tests and/or quizzes
- Submitting work done by another as your own
- Doing assignments for someone else
- Giving answers to someone else
- Changing answers after test and/or quiz review

- Gaining unfair advantage by looking at another student's test/quiz or soliciting help during a test/quiz.

VIOLATION: LEAVING SCHOOL BUILDING (Lunch Period)

Closed campus for 9th and 10th graders

CONSEQUENCE:

1. 1-3 detentions
2. 3-5 detentions
3. Loss of open campus for one calendar year (365 days)

11th and 12 graders MAY NOT take underclassmen out to lunch with them.

CONSEQUENCE:

1. Warning
2. Detention

VIOLATION: POSSESSION OF PROHIBITED ITEMS

See prohibited items list below

CONSEQUENCE:

1. Confiscation for one day and 1-3 detentions
2. Confiscation for one week and 3-5 detentions
3. 1-3 days O.S.S. and item will only be returned to parent/guardian

PROHIBITED ITEMS

Students may not use the following items at school, or at school events without the explicit permission of an administrator.

A school employee has the right to confiscate such items at the time of the offense.

1. cameras, laser pointer or any other electronic items of distraction
2. lighters, matches
3. gang paraphernalia, such as rags/bandannas, etc.
4. knives (blade under 3 inches – over 3 inches in considered a dangerous weapon), screwdrivers and/or other items designed or easily used to cause physical harm
5. animals, pets, etc.
6. backpacks/purses (larger than 4" x 8") during the school day
7. prank items
8. latex balloons
8. chains
9. gambling items
10. skateboards/rollerblades

VIOLATION: SKATEBOARDING/ROLLERBLADING ON SCHOOL GROUNDS

CONSEQUENCE:

1. Confiscation of skateboard, rollerblades, "razor" or "Heelys" only to be returned to a parent/ guardians

2. Possible police referral
 3. Progressive Disciplinary Action, if necessitated or required
- Skateboarding, roller skating, roller blading and similar activities are prohibited on all Cedar Springs Public Schools property. It shall be considered the breaking of school rules, for any person utilizing or riding upon any skateboard, roller skates, rollerblades or similar device to ride or move about upon school property.

VIOLATION: UNAUTHORIZED LEAVING OF SCHOOL BUILDING (Must have parent permission and confirmation from the office to leave)

CONSEQUENCE:

1. One detention for every hour missed.

VIOLATION: UNEXCUSED TARDIES (phone call from guardian must be received before student's arrival at school.) (All tardies will be recorded in PowerSchool)

CONSEQUENCE:

1. Warning--Verbal
2. Written warning with excessive Tardy Policy.
3. 1 detention for each additional tardy (3-8)
4. 2 detentions for each additional tardy (9-12)
5. 13th tardy will result in OSS, may not attend next major school dance, and student placed on academic probation.
 - Receiving the letter grade is no longer a possibility.
 - **The student may still receive credit for the class if the student passes the final exam with a 78% or better. The student will 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.

GENERAL INFORMATION

Hot lunch and ala carte are available each school day. Applications for free or reduced lunches are available in the Main Office. All students must eat their lunch in the assigned areas and clean up area when leaving. Food is not to be taken out of the cafeteria without administration approval. The replacement cost of lost items or items damaged beyond repair shall be charged to the student to whom such items are assigned.

DRUG FREE CAMPUS/ SCHOOL ZONE

The Cedar Springs School District is a smoke free and drug free campus. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Our school district clearly prohibits, at a minimum, the unlawful

possession, use, or distribution of illicit drugs and alcohol by students on school premises or as any part of any of its activities. The Drug-free school zone extends 1,000 feet from campus per the Safe and Drug-free Schools and Communities Act.

MEDICATION POLICY

Students who are using prescription medication must have a statement from their doctor on file in the office. Only medication in its original container labeled with the date, student's name, and exact dosage will be administered. Students authorized in writing by their physician and parents, and parents themselves may administer medication or treatment. All prescription medication must be kept in the office and will be dispensed according to the doctor's instructions. Failure to comply with this policy may result in a violation of the code of conduct--see board policy 5330

DANCES/ SCHOOL SPIRIT ASSEMBLIES

Any student having been suspended from school, having excessive tardies, excessive absences, unserved detentions, or having unpaid school issued parking tickets will not be allowed to attend the next major dance of the school year (Homecoming, Swirl or Prom). A guest list sign up sheet needs to be in the office for at least two days prior to the dance. Middle school students are not to attend high school dances. Students are limited to one guest and must register them before the dance. Guests must follow all school rules.

- Dances are for 9-12th grades for Cedar Springs students, unless specially approved.
- Parent chaperones have authority to enforce school rules.
- Students may not re-enter after having left the dance.
- All school rules apply to dances.

DANCE RULES:

- No grinding or overtly sexual actions will be permitted.
- Dancers will remain face to face – No front to back dancing.
- As a group, dancers will maintain sufficient space between each other to allow chaperones to circulate.

CONSEQUENCES:

- **First Offense:** Dancers will be warned and arm band will be removed.
- **Second Offense:** Dancers will be required to leave the dance. Parents will be contacted to transport the student home (if needed).

FORMAL ATTIRE GUIDELINES

In an effort to preserve the formal nature of a formal dance, the following guidelines have been established by the administration and the student leadership groups:

- no jeans and no shorts
- no casual hats (baseball caps, visors, stocking caps)
- no T-shirts or ripped clothing
- no tennis shoes
- dresses must be of an appropriate length-mid thigh or longer
- slits in dresses must be of modest nature – no revealing of undergarment or discreet body regions
- backless dresses are permitted so long as they meet the other requirements (discreet body regions)
- strapless dresses are permitted so long as they meet the other requirements (discreet body regions)
- necklines on dresses must be modest (within reason) and not reveal cleavage
- jewelry, make-up, or attire that is a safety concern or has the potential to present a disruption at the dance will result in a request to change by the administration or students will be required to leave the dance without a refund

Students who have any questions about attire are asked to bring their clothing, jewelry or make-up in advance to have it reviewed by an administrator.

CLOSED CAMPUS

Cedar Springs High School is a closed campus. Students are not allowed to leave the school building at any time during the school day without written permission from their parents and approval of the administration. Students may be released only to persons authorized by parent/guardian on emergency data card. **ONLY Seniors and Juniors are allowed to leave during lunch period.**

TELEPHONE USE

Only emergency phone calls to parents will be allowed from the office. Cell phones may be used with permission from office staff or administration in the designated area by the main office during the school day to contact parent/guardian.

VISITORS

Parents are welcome to visit any time (except during periods of student assessment). Please stop in the office for a Visitor's Pass. Guest speakers and sales representatives are to report to the office. All persons not officially enrolled in the high school must have a visitor's pass from the office to be on school property during the school day. Violators are subject to the trespass law.

WITHDRAWAL AND TRANSFER FROM SCHOOL

1. Obtain appropriate forms from the Office.
2. Pay all fines and fees.

3. Return all books or make restitution.
4. All classes must be cleared by teacher's signature.
5. Books are cleared in the Media Center by librarian's signature.
6. Return completed forms to the main office for final clearance.

STUDENT PARKING GUIDELINES

PARKING GUIDELINES

1. Vehicle Registration and parking permits are required to park at Cedar Springs High School.
2. Cost of parking permits are \$5.00. If your sticker becomes lost, stolen or is on a vehicle that is in an accident and you are unable to retrieve that sticker, the cost is \$3.00 to replace it.
3. Parking Permits must be visible. Permits may be used from year to year unless notified otherwise. Permits must be placed in the bottom corner of the rear window on the driver side.
4. If you are driving a vehicle other than your currently registered vehicle, you must go to the attendance office and obtain a temporary parking pass upon the arrival of school. Temporary permits are good for only the date(s) assigned.
5. The following is a list of parking violations that will result in a \$5.00 ticket, but are not limited to:
 - no valid permit or vehicle registration
 - parking in no parking space/area
 - parking in reserved or designated space/area
 - parking in two spaces
 - blocking driveway or access (fire lane)
 - improper display of parking permit
6. Students parking in handicapped space/area will be referred to the police.
7. Students have two weeks to pay parking tickets for violations. If they are not paid in this amount of time and the student has not contacted Security for other arrangements, the student's vehicle may be "booted" and the student may not be allowed to attend dances. Suspended drivers who park elsewhere during this time will have their vehicle impounded at owner's expense and also lose driving privileges.
8. **Reckless driving will result in suspension of driving privileges for an amount of time to be determined by an administrator and possible police referral. This means not being allowed to drive on the entire campus.**
9. Students are required to park in the north parking lot. Parking in the west lot (Staff parking) or behind the building may result in a parking violation and/or towing of the vehicle.
10. The posted speed limit on campus is 15 mph.
11. Failure to allow a vehicle to be searched will result in a 3 day suspension and revoking of parking permit.

ATHLETICS

Cedar Springs is a member of the OK Conference – White Division.
Division Schools: Cedar Springs, Forest Hills Central, Forest Hills
Northern, Greenville, Lowell, Northview, and Ottawa Hills.

INTRODUCTION

This handbook is designed for students and parents to help define the role of athletics in Cedar Springs Public Schools. The purpose of this athletic handbook is threefold:

1. to help you understand our athletic philosophy.
2. to help you understand our athletic objectives.
3. to help you understand our athletic regulations.

As an athlete or parent representing Cedar Springs Public Schools and its communities, you must fully understand the responsibilities that accompany this privilege. Your actions, attitude and desire will reflect first and foremost on **you**. Second, it will reflect on your family, your team, school and community.

Your coaches and school athletic department want to help you be successful and make the most of your high school opportunities.

Philosophy of Athletics

Athletics are part of the total educational program of the Cedar Springs Public Schools. We realize not everyone can be a team member, but we do realize everyone can benefit from the program. The criteria upon which our program is judged is as follows:

1. Interscholastic participation is a **privilege**, not a right and must be earned.
2. Participation in interscholastic athletics is for those that have physical skills appropriate for the respective sport.
3. Success of the program is not necessarily determined by the win/loss record.
4. School and community values should be evident throughout the program.
5. The school community is identified by the publicity generated through the athletic program.
6. The coaching staff, athletes, student body, and adult followers should **never** act in a manner that would be detrimental to the name of Cedar Springs Public Schools.

Objectives of Athletics

An athletic program must have objectives to be meaningful. These objectives are applicable for all levels. The objective should be

consistent with its philosophy and the educational objectives of Cedar Springs Public Schools.

The Cedar Springs Athletic Program is dedicated to the following objectives within available means:

1. Provide all athletes with the best teaching and coaching personnel possible.
2. Provide all athletes with the best facilities and equipment possible.
3. Provide the opportunity for all athletes to participate in the best interscholastic program possible.
4. Provide all spectators an opportunity to identify with and support the interscholastic teams of Cedar Springs.

Provide all athletes an opportunity to grow physically, mentally, and emotionally through participation in the athletic program.

The Goals of Athletic Participation

The ultimate goal of every athlete is to become a more effective citizen in our society. This can be realized by achieving the goals through athletic participation.

YOU LEARN TEAM WORK – To work with others in society a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. You accomplish this by placing the team and its objectives higher than your personal desires.

YOU LEARN TO BE SUCCESSFUL – Our society is very competitive. You will not always win, but you will succeed when you continually strive to do so.

YOU LEARN TO BE A GOOD SPORT – You must learn to humbly accept success. You must also learn to accept defeat knowing that you've done your best. You must constantly strive to treat others as you would have them treat you. Through participation in athletics, you must develop positive social traits. Some of these traits worth mentioning are: emotional control, honesty, cooperativeness, and dependability.

YOU LEARN TO ENJOY ATHLETICS – Students are involved in athletics for many reasons, including the enjoyment derived from participating. It is hoped that you will learn to enjoy this period in your life and appreciate your personal rewards.

YOU MUST LEARN DESIRABLE HEALTH HABITS – To be an active, contributing citizen, it is important to obtain and maintain a high degree of physical fitness through exercise and good health habits. Your participation in athletics should demonstrate to you the importance of good health habits. It is hoped that you will have developed a desire to maintain this level of physical fitness after formal competition has been completed.

Sportsmanship

It is important to both our school and our community that Cedar Springs' athletic teams and spectators (adults as well as students) show good sportsmanship at all times. Please review the following suggestions for future considerations.

1. A student or adult spectator represents his/her school the same as the athlete.
2. The good name of the school is more valuable than any game won by unfair play.
3. Recognize and show appreciation of fine play or good sportsmanship on the part of the opponent.
4. Accept decisions of officials without dispute.
5. Advocate that any spectator or athlete who continually demonstrates poor sportsmanship be excused from the athletic program.

Conduct of an Athlete

The conduct of an athlete is closely observed in many areas of life. It is important that your behavior be above reproach in the following areas at all times.

1. Students and parents are reminded that the school rules and regulations as set forth in the student handbook are the basis for dealing with all student related matters. The Athletic Code of Conduct is to be viewed as an addition to the high school handbook and is intended to deal with the behavior and conduct of the student athlete.
2. On and off the field of competition, your conduct should be beyond reproach at all times.
3. The way we act and look on campus is of great importance. Athletes should be leaders and fellow students should respect and follow them.
4. The use of school equipment is important. We are committed to purchasing the best at all times. If you destroy or steal equipment, then you are taking from yourself and teammates. Each athlete is financially responsible for all equipment checked out at replacement cost.
5. Any athlete removed from a team for disciplinary reasons will not be allowed to try out for another team during the same season. (Example: wrestling to basketball).
6. Any athlete cut from a team shall be able to try out for another team during that season.
7. Quitting is a very serious matter! Student athlete who chooses not to fulfill a commitment must meet with the athletic director and coach before trying out for another sport during that season or any other.

Being a student athlete carries with it a great responsibility. Not everyone is fortunate enough in his/her life to participate in athletics. Since you are afforded this opportunity, you will be expected to observe these guidelines while participation in our athletic programs.

General Information

1. There may be occasions when you will have a conflict of responsibilities. We suggest the following set of values to aid you in determining your prime responsibilities.
 - a. home and family responsibilities
 - b. academic responsibilities
 - c. athletic responsibilities
 - d. all other social and school responsibilities
2. Athletes who have not turned all equipment in from one sport will not be eligible for any future sports participation, either practice or games, until the equipment has been accounted for or the school district reimbursed.
3. To participate in an athletic contest/practice or performance, an athlete must be in school for the entire day. **Any deviations to this rule** (i.e. doctor's appt. /college visit) **must be cleared by the principal or athletic director prior to the absence.** Extenuating circumstances will be dealt with by administration on a case-by-case basis.
4. Students who have been suspended from school for disciplinary reasons (example: skipping school, fighting, smoking, etc.) are not to practice or participate in athletic competition of any kind until they are reinstated in school and have met with the athletic director and his/her coach.
5. **No student may practice or participate on any athletic team without a physical and a signed concussion parent/athlete acknowledge form on file in the athletic office.**
6. No student athlete will be allowed to return to practice or to an athletic contest if they had been treated by a medical professional for an injury until they have a written release signed by a medical professional.
7. All Cedar Springs athletes are expected to depart and return on the team bus for all away contests if it is provided by the district.
8. Communication throughout the athletic department should be complete and thorough. It is suggested that the following pattern of communication be used to avoid misunderstandings.
 1. Player > Coach
 2. Parent > Coach
 3. Player/Parent > coach > athletic director

*Communication should always be conducted in a mature and productive manner.

***Timing is everything** – communication should always be avoided immediately after a contest. Emotions are usually running high and communication is often nonproductive.

MHSAA Eligibility

1. **Age** – High School students become ineligible if they reach their nineteenth birthday before September 1 of the current school year. (Fourteen for 7th Grade and Fifteen for 8th Grade)
2. **Enrollment** – Students must be enrolled in school prior to the fourth Friday after Labor Day (1st semester) or the fourth Friday in February (2nd semester)
3. **Semesters of enrollment** – Students cannot be eligible in high school for more than 12 semesters, and the tenth, eleventh and twelfth must be consecutive.
4. **Academic Records** – Students must have passed at 66 percent of a full credit load potential for a full time student for the previous semester of enrollment, and must be currently passing the same.
5. **Transfer Students** – A student in grades 9-12 who transfers to another high school is not eligible to participate in an interscholastic contest for one full semester unless the student qualifies for immediate eligibility under one or more of 15 published exceptions. Students and parents anticipating a change of schools should first seek advice from their high school administration.
6. **Undue Influence** – The use of undue influence by any person directly or indirectly associated with a school to secure or encourage the attendance of a student for athletic purposes, shall cause the student to become ineligible for a minimum of one semester.
7. **Limited Team Membership** – After practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by his or her school in the same sport in the same season. Exceptions include all individual sports, which apply the rule from the point of a student's first participation in a contest or scrimmage, rather than practice. Students in individual sports may participate in a maximum of two non-school individual meets or contests during the school season while not representing their school.
8. **All-Star Competition** – Students shall not compete at any time in any sport under the MHSAA jurisdiction in all-star contests or national championships, regardless of the method of selection. Participation in such a contest shall cause that student to become ineligible for a maximum period of one year of school enrollment.
9. **Awards and Amateurism** – Students cannot receive money or other valuable consideration for participating in MHSAA-sponsored sports or officiating in interscholastic athletic contests, except as allowed by the MHSAA Handbook. Students may accept, for participating in MHSAA-sponsored sports, a symbolic or merchandise award, which does not have a value over \$25.
10. **Physical Examination** – Students must have on file, in the school's office, a physician's statement for the current school year (**after April 15**), certifying that he/she is physically able to compete in athletic practices and contests.

Cedar Springs High School Athletic Eligibility

All students must do or complete the following requirements in order to participate in an in-season practice or contest:

1. Athletic Physical/Permission Form

All students must have completed and turned into the Athletic Department Office a completely filled out Athletic Physical/Permission Form dated after April 15 of the previous school year. A completely filled out form includes:

- family information – student’s name, address, birth date, etc.
- physical card – doctor’s assessment of athlete’s health and appropriate signature
- emergency information – contact information and treatment consent authorization

2. Transfer Students

All transfer students from another high school must meet with the athletic director and verify eligibility before he/she can become a member of a team.

Cedar Springs High School Academic Eligibility

Weekly - Grade monitoring will be conducted by the athletic department on Friday of each week. Any student who receives one (1) F on their weekly check will be placed on probation for one week (Monday through the next week Saturday). Any student who has been on probation for one week and continues to receive one (1) F on their weekly check will be placed ineligible for one week (Monday through the next week Saturday). They do not have to be consecutive weeks. You get one probationary week each semester.

All athletes will be notified and a summary of the weekly check will be forwarded to all in-season coaches and the athletes teachers. Teachers will be required to have grades updated by 3:00 p.m. on Thursday and will be encouraged to report on any athlete who is struggling or having behavior problems. All students will be encouraged to arrange with staff members extra study sessions before school, at lunch or after school.

Semester Requirements –

Cedar Springs High School requires that all students must have earned credit in five (5) out of six (6) classes from the previous semester to be eligible for the current semester. In addition, Cedar Springs High School requires that all students attain a minimum C- (1.67) grade point average in the previous semester in order to be eligible for the current semester. If a student fails to meet these requirements they will become ineligible or the next semester

Appeals Process - for extenuating circumstances . . . a student may submit an appeal. A committee (Athletic Director, High School Principal and Counselor) will review all applicants.

Students/Parents have the right to appeal the 1.67 GPA (rounded to the nearest hundredth) rule their academic ineligibility if they have passed 5 out of the 6 classes. Students who have sub 1.67 GPAs will be notified. Letters of appeal from the parent or guardian should be turned in to the high school principal or the athletic director within two (2) weeks of the semester ending.

TRAINING RULES and VIOLATIONS

1. Training rules are in effect from the first day of fall athletic practice of their freshman year, until the end of his/her athletic career and are enforced 365 days a year.
2. Middle School student athletes are subject to the same penalties as High School student athletes.
3. Students entering high school will begin with a clean slate.
4. The penalties for violations of the training rules are as follows:
1st OFFENSE—30% of the regularly scheduled games or contest dates of that sport(s).

Self-reporting clause: In an attempt to encourage honesty, any student athlete who self-reports an athletic code violation prior to an investigation and is helpful with any follow-up to that incident, will have their first offense penalty reduced to 20% of the regularly scheduled games or contest dates of that sport(s).

2nd OFFENSE—60% of the regularly scheduled games or contest dates of that sport.

3rd OFFENSE—Dismissal from the athletic program for the remainder of that students high school career.

1. If less than the required percentage of games is left during the season in which the infraction occurs, the remainder of the penalty will carry over to the next season in which the student participates.

2. During the period of suspension, unless an athlete has been suspended from school, the individual or individuals are required to practice every night and to be in attendance at all contest dates during this period on the bench as a spectator not dressed in uniform and/or given a task assigned by the coach.

3. For any athlete who is found to have possessed or used alcohol or drugs, it is strongly recommended to seek counseling.

4. The number of contest dates to be missed by an athlete in violation of the training rules is calculated by taking the number of contest dates or meets scheduled and multiplying by the

percentage factor of the violation. Calculations which end in .4 or below are rounded down, .5 are rounded up.

5. Any athlete that does not complete the season in good standing will forfeit all rights and privileges to be part of the team (including served suspension time) and rights to any previously earned awards. (Letter, Certificates, etc.)

6. Regularly scheduled games do not include any post-season MHSAA Tournament games.

Substance Abuse Regulations

An athlete shall not be in possession of, use, sell, distribute, or be under the influence of illicit controlled substances. The possession, use, sale, or distribution of substance abuse paraphernalia is also prohibited. Illicit controlled substances include alcohol in any form; illegal drugs, including but not limited to those substances defined as “controlled substances” under Federal or Michigan law; tobacco in any form; drugs which are not lawfully prescribed, including steroids or imitation controlled substances or “look-alike” drugs.

Although tobacco may be legally purchased and used by 18-year olds, and alcohol may be legally consumed in other countries, its purchase or use by Cedar Springs' student athletes is prohibited.

Possession by an athlete is defined as the student athlete becoming part of a situation where alcohol or drugs are illegally present or being used. If a student athlete recognizes they are present in this type of an environment, they are expected to make arrangements to leave the situation immediately, or face the consequences of their actions.

Banned Drugs

The Department of Community Health will periodically distribute the district with the list of banned drugs based on bylaw 31.2.3 of The National Collegiate Athletic Association. This information is available on the school website and is posted in each locker room.

Conduct Unbecoming an Athlete

Conduct in and out of school shall be such that to bring no discredit to the athletes, parents, school, or team. Any conduct considered unbecoming an athlete will fall under the same training rule violations as the substance abuse policy. Examples of conduct unbecoming an athlete are as follows, the list not being inclusive: stealing, retail fraud, abusing/destroying/defacing school property, any felony convictions, disrespect for authority, and persistent classroom misconduct.

General Conduct Regulations

Any cases of general misconduct by an athlete on or off the athletic field not deemed conduct unbecoming will be dealt with on a case-by-case basis and decisions regarding athletic suspensions will rest with the athletic director and high school principal.

Disqualification Guidelines

Any athlete who is ejected/disqualified from an athletic contest will be subject to the following penalties:

1st Offense – Suspended from the next date of competition (per MHSAA).

2nd Offense – Suspended from the next two (2) dates of competition.

3rd Offense – (and any subsequent offenses) – Violation for Conduct Unbecoming an Athlete.

Training and Disciplinary Violation Procedure

1. School employees such as school board members, administration, teachers and coaches, who witness an offense, shall have power to inform the athletic director in writing so that disciplinary action in accordance with the established procedure can take place on the violation. Police notification, police reports, and court records may also be utilized.
2. All acts of violation of training rules and disciplinary action shall be given to the athletic director in writing and dated by the person witnessing the violation. Violations must be reported to the athletic director within 30 days (exception: police notification) after the violation occurs and all penalties served within 365 days of the reported date or the penalty is dropped. The athletic director will then have 30 days to act following notification. **The order of appeal for disciplinary action will be as follows: athletic director, high school principal, superintendent, school board and follow due process (see page 14).**
3. Court convictions for violation of the training rules and conduct not becoming an athlete will serve as justification for suspension in accordance with the athletic handbook. The athletic director will have 30 days after publication of the court notice.
4. The athletic director, principal, and superintendent reserves the right to review the record of any athlete who consistently violates training rules for more drastic and far reaching disciplinary action.
5. The athletic director, principal, and superintendent has power of suspension for reasons not specifically identified.

All the above training rules have a carry over from year to year. Training rules also apply during summer months. The training rules are the minimal standards which are to be adhered to by Cedar Springs High School athletes. But, **any coach may implement his/her own training rules and regulations which go above and beyond the minimum standards previously stated.** These rules must be approved by the athletic director and given in writing to the athletes and their parents.

All training rule violations must be served as consecutive athletic contests which will include any and all post season competition as defined in Regulation 1, Section 12, of the M.H.S.A.A. Handbook.

Spectator Guidelines

All spectators are expected to behave in a proper manner when attending athletic events. Any student, parent, or fan who behaves in a manner not acceptable to the administration of the event will be removed from that contest and is subject to denied entry to any Cedar Springs Athletic events for a period of up to one year.

ATHLETIC INSURANCE

The school district will provide parents the opportunity to purchase athletic insurance coverage. Sign up forms are available online, the athletic office, or the school office. The policy is designed for parents with no insurance protection or those that wish to use it as a supplement to their family insurance. Registration and payment must be made during the first week of the fall season.

POTENTIAL DANGERS IN ATHLETIC PARTICIPATION

Parents and student athletes should fully understand and appreciate the risk of serious personal injury associated with participation in the educational sports' program provided by the Cedar Springs Public Schools. Participation in school athletics involves flying objects, swift movement of bodies which many times are airborne, and unavoidable collisions.

Athletic activities are hazardous and taking part in such activities is calculated risk-taking on the part of the student athlete and parents. It is also understandable, that to many young adults, the potential benefits exceed participation and offer stimulating adventure that satisfies the student athlete's desires for competition, strenuous effort, and creative activity. Reducing injuries to a minimum without subtracting from this adventure is a continuous goal of our coaching and administration staff.

PARTICIPATION FEES

Since 2003, the Board of Education has supported a participation fee for students to be involved in the athletic program. This fee is expected to be paid **prior to the first contest date of the school year for each student**. This fee allows students to participate in as many athletic activities as they desire. These fees are subject to change on a year-to-year basis pending recommendations from the athletic office and support from the Board of Education.

NCAA/NAIA ELIGIBILITY

Any Athlete who is considering participating in college athletics must be NCAA and NAIA eligible. Make sure you check with the Athletic Department and your guidance counselor about your eligibility.

Cedar Springs High School Athletic Activities/Clubs

The Cedar Springs Public Schools provides a well-rounded program of athletic activities. For the 2017-2018 school year, the athletic department will offer varsity participation and athletic competition in 19 sports and 4 clubs (**bold**) as well as many lower level activities. These activities (and their respective levels) are as follows:

Title IX

1. *The Cedar Springs Public Schools does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its programs or activities.*

The following person has been designated to handle inquiries regarding the nondiscrimination process: Ms. Carrie Duddles, Human Resource Department, 204 E. Muskegon Street, Cedar Springs, MI 49319, (616) 696-1204.

2. *Annual Title IX reports are available on the District website.*

Fall

Football (V/JV/FR)
Girls Volleyball (V/JV/FR/MS)
Boys Soccer (V/JV)
Boys X-Country (V/JV/MS)
Girls X-Country (V/JV/MS)
Boys Tennis (V/JV/MS)
Girls Golf (V/JV)
Sideline Cheer (V/JV)
Equestrian Club (HS/MS)

Winter

Boys Basketball (V/JV/FR/MS)
Girls Basketball (V/JV/FR/MS)
Wrestling (V/JV/MS)
Competitive Cheer (V/JV/MS)
Boys Bowling Club (V/JV)
Girls Bowling Club (V/JV)
Hockey Co-Op (V)

Spring

Baseball (V/JV)
Softball (V/JV)
Boys Track (V/JV/MS)
Girls Track (V/JV/MS)
Girls Tennis (V/JV/MS)
Boys Golf (V/JV)
Girls Soccer (V/JV)

The main difference between a varsity sport and club sport is that club sports are non-funded. These programs are offered only if an approved adult volunteer can be found to oversee and run the program in conjunction with the athletic department and there are enough student athletes to field a competitive squad. Fundraisers may be done to help offset costs in the sport, but these must be approved by the athletic department prior to commencement. Also, **club sport participants do not have to pay the athletic participation fee for their sport**; these athletes will be sharing in the costs of their sport already. Club sport participants will still need to pay the school's Athletic Fee if they participate in a school sport in addition to a club.

All student-athletes, whether on a varsity (or lower level) sport team or club sport must still adhere to our athletic department guidelines and athletic code of conduct. This includes:

1. No student may participate on any athletic team/club without a signed athletic physical and a concussion parent/athlete acknowledge form on file in the athletic office.
2. No student may participate on any athletic team/club until they have met the academic requirements of the MHSAA and the Cedar Springs Public Schools.
3. All student-athletes must adhere to the training rules of the athletic code adopted by the Cedar Springs Public Schools or serve the penalties for each violation.

Participation awards and letters will be provided to all varsity, lower level, and club sports from the athletic department. Coaches must supply a list to the athletic department at the end of the season for all athletes that qualified for an award.

Daily Bell Schedule 2017-18

1st Hour 7:37—8:37
2nd Hour 8:42—9:42
3rd Hour 9:47—10:47

A Lunch 10:47—11:17
4th Hour 11:22—12:22

B Lunch 11:52—12:22
4th Hour 10:52—11:52

5th Hour 12:27—1:27
6th Hour 1:32—2:32

Early Release

1st Hour 7:37—8:17
2nd Hour 8:22—9:02
3rd Hour 9:07—9:47
4th Hour 9:52—10:32

A Lunch 10:32—11:02
5th Hour 11:07—11:47

B Lunch 11:17—11:47
5th Hour 10:37—11:17

6th Hour 11:52—12:32

Two Hour Delay Bell Schedule

1st Hour 9:37—10:17
2ⁿ Hour 10:22—11:02

A Lunch 11:02—11:32
3rd Hour 11:37—12:17

B Lunch 11:47—12:17
3rd Hour 11:07—11:47

4th Hour 12:22—1:02
5th Hour 1:07—1:47
6th Hour 1:52—2:32

ADVISORY Early Release Day

1st Hour 7:37—8:11
2nd Hour 8:16—8:50
3rd Hour 8:55—9:29
4th Hour 9:34—10:08

Advisory 10:13—10:43

A Lunch 10:43—11:13
5th Hour 11:18—11:52

B Lunch 11:22—11:52
5th Hour 10:48—11:22

6th Hour 11:57—12:32