



**CEDAR SPRINGS PUBLIC SCHOOLS**

# **Cedar Springs High School**

## **Student Handbook**

**2023-2024**



204 E. Muskegon Street  
Cedar Springs, MI 49319  
(616) 696-9102  
[highschool.csredhawks.org/](https://highschool.csredhawks.org/)

*WE CAN. WE WILL. WE ARE. TOGETHER.*



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## SCHOOL OVERVIEW

### ABOUT CEDAR SPRINGS HIGH SCHOOL

Cedar Springs High School is part of the Cedar Springs Public School district. We are a ninth through 12<sup>th</sup>- grade school, serving approximately 1,100 students. Our staff is dedicated to academic excellence. We provide students with a solid foundation of skills while at the same time encouraging them to be creative and to develop positive character traits. Our curriculum is hands-on and exciting. Students explore many different types of learning and subject matter. Students learn through direct instruction, independent exploration, and in large and small groups.

### ABOUT ALTERNATIVE EDUCATION/NEW BEGINNINGS PROGRAM

The district's alternative education program is an opportunity for high school students to complete their education requirements in a nontraditional format. It is designed to help the struggling student meet with academic success and develop productive lifelong learning habits. Students are recommended for admission into this program (which follows the Michigan Merit Core curriculum) by high school administration and counseling. For more information, call (616) 696-1200.

### CEDAR SPRINGS PUBLIC SCHOOLS MISSION, VISION, AND CORE VALUES

#### MISSION STATEMENT

We foster a dynamic community of learners who inspire and support one another to exceed their potential.

#### VISION STATEMENT

We enrich the world by cultivating learners who thrive within their communities.

#### CORE VALUES

As learners, we value community, diversity, integrity, resiliency, synergy, and transparency.

### CEDAR SPRINGS HIGH SCHOOL MAIN OFFICE CONTACT INFORMATION

#### Main Office

Todd Simmons, Principal  
Eddie Johns, Assistant Principal  
Matt Moffett, Assistant Prin./Athletic Director  
Mike Duffy, Dean of Students  
Tara Harthorn, High School Secretary  
Angel Martin, New Beginnings Secretary  
Madeline McDonnell, High School Secretary  
Michelle Wiles, Administrative Assistant

#### Fax: (616) 696-4016

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michelle.wiles@csredhawks.org

#### Phone: (616) 696-1200

(616)696-1200 x7979  
(616)696-1200 x7901  
(616)696-1200 x7906  
(616)696-1200 x7908  
(616)696-1200 x7000  
(616)696-1200 x7004  
(616) 696-1200 x7903  
(616)696-1200 x7902



## SCHEDULE AND CALENDAR

### ABOUT THE SCHOOL DAY

Main office is open 7:15 a.m. – 3:30 p.m. daily

- School day is 7:38 a.m. – 2:18 p.m.
  - Students can enter the building starting at 7:15 a.m.
  - Students who walk or get dropped off should arrive after 7:15 a.m.
- Students who ride the bus enter through the west entrance
- Students who walk should enter through the main entrance on the north side of the building
- Lunch break is 30 minutes

### SCHEDULING

Schedules are provided electronically to each student at the beginning of the school year or upon enrollment.

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

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

### SCHEDULE CHANGE REQUESTS

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

### CLASS SCHEDULE

1st Hour: 7:38 - 8:36 a.m.	1st Hour: 7:38 - 8:36 a.m.
2nd Hour: 8:41 - 9:38 a.m.	2nd Hour: 8:41 - 9:38 a.m.
3rd Hour: 9:43 - 10:40 a.m.	3rd Hour: 9:43 - 10:40 a.m.
A Lunch: 10:40 - 11:10 a.m.	4th Hour: 10:45 - 11:43 a.m.
4th Hour: 11:15 a.m. - 12:13 p.m.	B Lunch: 11:43 a.m. - 12:13 p.m.
5th Hour: 12:18 - 1:15 p.m.	5th Hour: 12:18 - 1:15 p.m.
6th Hour: 1:20 - 2:18 p.m.	6th Hour: 1:20 - 2:18 p.m.



## SCHEDULE AND CALENDAR CONTINUED

### 2023-2024 DISTRICT CALENDAR

Month	Event
August 23	First Day of School
September 1-4	Labor Day Recess
September 22	Half Day
October 20-24	Fall Break
November 10	Half Day
November 22-24	Thanksgiving Break
December 15	Half Day
December 22-January 5	Winter Break
January 19	Half Day
February 16-20	Mid-Winter Break
March 15	Half Day
March 28-April 5	Spring Break
April 19	Half Day
May 17	Half Day
May 24-27	Memorial Day
June 6	Last Day of School/Half Day

For a full calendar of events at Cedar Springs High School, visit [highschool.csredhawks.org/calendar/](https://highschool.csredhawks.org/calendar/).

## ATTENDANCE PROCEDURES

### ATTENDANCE AND TRUANCY (Policy 5200)

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

If a student is going to be absent, parents must contact the school by phone and provide an explanation by leaving a message on the school attendance line, (616) 696-1200. If prior contact is not possible, a written excuse should be provided as soon as possible. When no excuse is provided, the absence will be unexcused and the student is considered truant. If the absence of a student is questionable or excessive, school staff will try to help parents improve their child's attendance.

### DEPARTURE DURING THE INSTRUCTIONAL DAY

Prior to leaving during instructional hours, students must have proper parental/guardian communication excusing their absence turned in to the secretary. Students must sign out in the main office prior to departure. Failure to do so may result in an unexcused absence and discipline.



## RESPONSIBILITIES OF ATTENDANCE POLICY

### Student Responsibilities of Attendance Policy:

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

### Parent Responsibilities of Attendance Policy:

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

### School Responsibilities of Attendance Policy:

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

## REQUIREMENTS FOR CLASS CREDIT AND ABSENCES

Each student is allowed eight absences (excused or unexcused) per semester. Students who have over eight 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.], 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**
  - Student 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.
  - The student may still receive **credit** for the class if the following requirements are met:
  - The student must have a passing grade in the class AND
    1. The student passes the final exam with a 78% or better.
    2. 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.





### **Chronic absenteeism; attendance is 90 percent or less of scheduled days to date**

This definition includes all counted absences even if sanctioned by a parent/guardian. Chronic absenteeism can be measured at any point in the school year, such as fall count day, semester end, or when an attendance problem is identified.

## **WHAT IS AND IS NOT COUNTED FOR ATTENDANCE INTERVENTION AND TRUANCY ACTION?**

### **Absences counted for attendance intervention:**

- Unexcused absences
- Excused absences (after five equivalent days noted above have been exceeded)
- Proportional lost learning time absences (for example, a half-day absence equals .5 day of lost learning time; a tardy of more than 10 minutes equals one absence)

### **Absences not counted for attendance intervention:**

- Up to five equivalent school days of lost instruction, per school year, as excused by a parent or guardian. Not counted until five per school year is exceeded.
- The following four categories should not be included in “days possible” when reporting:
  - Snow days and other nonscheduled school closings.
  - Medical absences. Not intended for routine illness, but rather for serious medical events, such as hospitalizations, these are absences ordered and documented, with hand signature, by a licensed health care doctor, with specific dates school must be missed for medical necessity. (This also includes significant life trauma, such as an immediate family member death, as confirmed and approved by appropriate school staff.) Blanket or “under the care of” excuses are not considered “medically absent” without an IEP or 504 plan specifically addressing the medical issue and approval of appropriate school staff.
  - Court dates: required court appearances with court documentation, and related detention.
  - Suspensions and expulsions.
- Preplanned absences that would not negatively affect the student’s learning and educational performance as determined by the student’s teacher(s) and building administrator in consultation.

## **PREARRANGED ABSENCE FOR POST-SECONDARY SCHOOL VISITS**

For prearranged absences for post-secondary school visits, career fairs, or open houses for an absence of one or more days or a part of a day, the student must inform the office concerning the time of the student’s absence, and an excused absence agreement must be completed and approved by the administration and the student’s teachers. At least two days prior to the absence, the student must follow this procedure:

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



## **ADDITIONAL ABSENCE INFORMATION**

Absences are determined excused or unexcused only for the purpose of making up work. A student is not allowed to receive credit for classroom work missed while he/she was unexcused from school.

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

## **WITHDRAWAL FROM DISTRICT**

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

## **BEHAVIOR EXPECTATIONS**

### **BEHAVIOR AT ATHLETIC EVENTS**

#### **Acceptable Behavior at Athletic Events:**

- Fans attend sporting events to support and cheer for their team and to enjoy the contest.
- Learn the rules of the game so that you understand and appreciate why certain situations take place and certain calls are made.
- Show respect for the opposing players, coaches, spectators, and officials.
- Respect the integrity and judgment of the officials. Understand that they are doing their best to help promote the student-athlete at the high school level.
- Recognize and show appreciation for outstanding play by either team.
- Be a positive role model through your own actions and positively represent Cedar Springs High School and your community by ensuring proper behavior by those around you.

#### **Unacceptable Behaviors at Athletic Events:**

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



## **BEHAVIOR AT ATHLETIC EVENTS CONTINUED**

### **Consequences:**

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

## **CAFETERIA/LUNCH TIME BEHAVIOR**

While in the cafeteria, students are expected to be orderly, wait patiently in line, use good manners, and speak in their classroom voice. During lunch, students should eat in the cafeteria (not in hallways or other academic areas).

## **GENERAL PROCEDURAL INFORMATION**

### **ARMED FORCES RECRUITING**

By law, the district must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to students. This access includes the "Armed Forces," meaning the armed forces of the United States, their reserve components, and the United States Coast Guard.

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

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

### **CELL PHONES AND OTHER ELECTRONIC DEVICES (POLICY 5136)**

Students in grades nine-12 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., extracurricular activities); or at school-related functions. 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.

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 a PCD 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.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view internet websites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other board-provided vehicles, or on a school bus or board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.



## **CELL PHONES AND OTHER ELECTRONIC DEVICES (POLICY 5136) CONTINUED**

Also, during after-school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Except as authorized by a teacher, administrator, or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until a parent/guardian picks it up.

If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement. Any PCD use that prevents the bus or vehicle driver from safely operating the vehicle and maintaining the required focus to do so will need to be turned off at the discretion/request of the driver. Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" – i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, emails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extracurricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student or parent/guardian, based on progression of discipline, after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity, in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the student or parent/guardian, or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in district custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the administrator or designee.

Students are personally and solely responsible for the care and security of their PCDs. The board assumes no responsibility for theft, loss, damage to, or misuse or unauthorized use of PCDs brought onto its property.



## **CELL PHONES AND OTHER ELECTRONIC DEVICES (POLICY 5136) CONTINUED**

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day. (5136)

### **First Violation**

- Student may pick up his/her device from an administrator at the end of the day.

### **Second Violation**

- Will result in the confiscation of the property until claimed by a parent/guardian.

### **Third Violation**

- Will result in the confiscation of the property until claimed by parent/guardian, phone contract (check-in/check-out of device for remainder of semester) and/or a meeting with the student, parents, and administrators. Possible additional consequences if deemed insubordination.

### **Fourth and Subsequent Violations**

- Will be treated as insubordination, failure to respond to correction; the student will be placed on a progressive discipline plan beginning with three days of out-of-school suspension.

Failure to surrender the electronic device upon request of a staff member will be deemed insubordination.

Students shall have no expectation of confidentiality with respect to their use of personal communication devices on school premises/property (5136).

## **CLOSED CAMPUS**

A closed campus means that students are not permitted to leave the school building or grounds from the time they arrive in the morning to the time they are dismissed after school without first securing permission from the high school office. Failure to do so prior to leaving will result in disciplinary action.

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

## **COMMENCEMENT ACTIVITIES (POLICY 5460)**

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

## **COMMUNICATION**

Communication between school and home is a vital link for student success and positive relationships. Our school office distributes a newsletter regularly. The High School Newsletter is posted on our website, and parents will receive email notification as well. We will send a hard copy to those parents who specifically request one. The newsletter contains information about our calendar and events at school. Please read it carefully. The principal welcomes communication in any form from parents. The principal's direct phone number is (616) 696-1200 x7979. Classroom teachers also communicate with parents in ways that are unique to their classrooms. Please check with individual teachers regarding communication with them online or by telephone.



## COMMUNICATION CONTINUED

Families may also access information about the district, including the High School, by visiting our website at [csredhawks.org](http://csredhawks.org). Many teachers post their newsletters on the web page, and viewers can access. The High School Newsletter, calendar of events, and other stories and photos of interest are available at [highschool.csredhawks.org](http://highschool.csredhawks.org).

## DANCES, ATHLETIC EVENTS, AND SCHOOL FUNCTIONS

A student attending a school function or athletic event is not permitted to return once he/she leaves the building in which the school function or athletic event is being held. Students who are absent from school should not expect to attend either a function or an athletic event on the day they are absent.

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

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

## DANGEROUS INSTRUMENTS

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

## FOOD AND DRINK

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

## GUIDANCE AND COUNSELING

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

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

## LOCKERS

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



## **LOST AND FOUND**

Lost and found items should be turned in to the main office. Students who lose articles should check in the office and also report any items missing. Lost books are usually returned to teachers. A lost or stolen item report should be filed by students in the office for future reference and identification. Any items not claimed by the end of each semester will be donated to a charitable organization.

## **LUNCH**

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

## **MICHIGAN HEALTH AND REPRODUCTIVE HEALTH**

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

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

## **P.A. AND VIDEO ANNOUNCEMENTS**

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

## **POSTING OF INFORMATION**

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

## **SCHOOL BUILDINGS**

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





## **SENIOR PHOTOS/YEARBOOK**

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

## **STUDENT SUPPORT SERVICES**

Your school counselor is here for everyone. Students, staff, and parents are all a part of our High School community, and therefore, all receive various aspects of our counseling program. Unless excused in writing by parents, all students may work with the counselor through classroom guidance lessons and short-term individual counseling as situations arise. Written parental permission is required for your child to participate in small educational support groups.

To see the counselor, students may make their own request, or parents, staff, or other responsible adults may refer a child for counseling services. The school counselor also offers guidance and referrals when outside counseling is needed.

Confidentiality is maintained except:

- In cases of suspected abuse or neglect.
- If a child poses a danger to self or others.
- The child and/or parent or guardian give permission to share information.

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

## **STUDENT ASSESSMENTS**

To measure progress, students are tested in accordance with state standards and district policy. Unless otherwise exempt, students are expected to participate in state-mandated tests annually in grades 3-12. Although makeup days are scheduled, students are encouraged to be present for the test and unnecessary absences should be avoided.

Additional group assessments may be given to monitor progress and determine achievement of curriculum objectives.

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

Freshman and sophomore students will have the opportunity to take the PSAT, a preparatory assessment primarily used to help students prepare for the SAT. The test includes sections on English, math, reading, and scientific reasoning.

## **TELEPHONE USE**

Students may use the office telephone for emergency situations and/or when granted permission. We ask that students make after-school plans before they come to school. It can be disruptive to the learning environment when students need to use the phone to make after-school arrangements.

## **TEXTBOOKS AND WORKBOOKS**

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





## **TRANSCRIPTS**

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

## **USE OF SCHOOL FACILITIES**

School facilities can be used for dances and other activities by following the district policy guidelines. Events must be scheduled by the faculty head sponsor and student leader through the building principal and facility coordinator. The faculty sponsor must complete a facility reservation form at least two weeks prior to the event and be present from the beginning of the event until the conclusion. He/she will be held responsible for the group and facilities. A complete listing of facility guidelines can be obtained from the CSPA Facility Coordinator, (616) 696-1204 x1013, or online at [csredhawks.org/community/facilities](https://csredhawks.org/community/facilities).

## **VIDEO MONITORING SYSTEM (POLICY 7440.01)**

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

## **WORK PERMITS**

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

## **TRANSPORTATION**

### **AUTOMOBILE USE AND PARKING (POLICY 5514.01)**

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

Parking and driving regulations are also controlled by city and township ordinances and are enforced by summons issued by the local police. Students should not park in areas designated for the physically handicapped, unless they possess the appropriate license plate, or "no parking" areas as indicated by painted lines. Students parking in illegal areas (for example, yellow lines, visitor parking, and handicapped spots) is prohibited.

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

Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

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



## **AUTOMOBILE USE AND PARKING (POLICY 5514.01) CONTINUED**

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

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

## **BICYCLE SAFETY AT SCHOOL (POLICY 5514)**

Students may ride bicycles to High School. For safety's sake, follow these procedures:

- Wear a helmet designed for bicycle safety.
- Cross streets at designated areas only by walking your bike.
- Ride slowly and carefully to/from school and on school grounds.
- Walk your bike on the sidewalk in front of the building.
- Park bikes on racks provided north of the building.
- Use paved areas only for riding bikes.

## **SKATEBOARDS AND ROLLERBLADES**

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

## **SPECTATOR BUS**

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

# **ACADEMIC STUDENT SERVICES INFORMATION**

## **ADVANCED PLACEMENT CLASSES**

Advanced Placement (AP) courses provide students with the opportunity to take college-level courses at Cedar Springs High School taught by Cedar Springs High School teachers. Students benefit by taking advanced placement courses as they can earn college credit at a much lower cost while still in high school. Cedar Springs High School offers a variety of advanced placement courses; see curriculum guide. **Grades for AP courses are reported on the student's transcript** and are included in a student's GPA. AP grades are weighted as well (an extra point; i.e. A=5.0). Students may only add or drop AP classes under extraordinary circumstances. This add or drop would be coordinated by the student and their guidance counselor. AP courses should be indicated in the student's course request when planning for the upcoming school year. On occasion, students may be able to take AP courses as an independent study, and this option should be discussed with the student's counselor. Some courses require advanced preparation such as summer reading and/or other projects.

## **APPROVED EXTENDED LEARNING CREDITS**

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



## **CREDIT/NO CREDIT (CR/NC)**

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

## **CREDIT CONVERSION FOR TRANSFER STUDENTS**

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

## **DUAL ENROLLMENT**

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

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

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

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

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

- The student is responsible for locating an acceptable course.
- Application and admission to the post-secondary institution are the responsibility of the student.
- Upon validation from the issuing post-secondary institution, the student's credit and grade will be recorded on the student's high school transcript.
- The student is responsible for ensuring the post-secondary institution reports the student's grade and credit to the high school principal.
- Tuition for the course(s) will be paid by the school district upon receiving a bill from the postsecondary institution, itemizing the charges for the student's participation in a particular course, up to a state allotment.
- Repayment of tuition, back to Cedar Springs Public Schools, is required for any failed courses.

## **EARLY GRADUATION**

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



## EARLY GRADUATION CONTINUED

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

## EARLY MIDDLE COLLEGE (EMC)

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

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

## ELIGIBILITY REQUIREMENTS FOR EXTRACURRICULAR, CO-CURRICULAR, SOCIAL OUTINGS, ETC.

In order to participate in extracurricular events such as (but not limited to) school dances, student conferences, and band competitions students need to be earning a passing grade in at least three of their six classes as well as an absence of suspensions in their behavioral log. There is an appeal process following one missed social activity.

## ELIGIBILITY REQUIREMENTS FOR EXTRACURRICULAR THEATRICAL PRODUCTIONS

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

## GRADES

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

The school uses the following grading scale:

A	93-100	C	73-36
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	0-59

CR--Credit (used only in limited situations)

NC--Credit (used only in limited situations)



## GRADE CHANGES

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

## GRADUATION REQUIREMENTS (POLICY 5460)

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

Graduation credit requirements for the Class of 2015 and beyond:

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

In addition to the credits outlined above, credit hours in elective or career and technology education programs 2.5 credits.

## HOMEWORK (POLICY 2330)

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

## INCOMPLETE

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

## INDEPENDENT STUDY (SOPHOMORE, JUNIOR, SENIOR)

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

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

1. The student selects a faculty sponsor in the field or area of research based on their EDP and future career or educational interests. It is the option of the teacher to accept an independent study program, and they may decline.



## **INDEPENDENT STUDY (SOPHOMORE, JUNIOR, SENIOR) CONTINUED**

2. The faculty sponsor must be highly qualified in the area of instruction for the student to receive credit.
3. The form is completed by the student and the faculty sponsor. The description of the project must be very precise, stating exactly what is to be done in specific terms. The amount of credit must be included, and specific grading criteria described. Half credit should require a minimum of 90 hours of work/nine-week period.
4. The student forwards the completed application to the principal for approval.

### **Other guidelines:**

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

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

## **MAKEUP WORK**

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

## **MASTERY OF COURSE'S SUBJECT MATTER**

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

1. The student is granted high school credit by attaining a grade of not less than C+ in the final examination in the course. (78%)
  - a. A final examination is a comprehensive examination that addresses all components of the course curriculum.
  - b. A non-comprehensive examination that is offered during the time set aside for final examinations is not considered a "final examination" for purposes of obtaining credit through the testing process.
  - c. No final examination will be created solely for the purpose of providing a student with an opportunity to test out of the course.
  - d. All testing must be done one week before school starts.
2. If there is not a final examination in the course, the student is granted high school credit by exhibiting that mastery through the basic assessment used in the course, which may consist of a portfolio, performance, paper, project, or presentation.
  - a. The course teacher and building principal will determine the assessment criteria to evaluate whether the student has exhibited a reasonable level of mastery of the course's subject matter.
  - b. A student is eligible to demonstrate mastery of the course's subject matter at the same time that students currently enrolled in the course are required to demonstrate their mastery of the course's subject matter.



## **MASTERY OF COURSE'S SUBJECT MATTER CONTINUED**

3. Credit earned under this policy section is applied in the following manner:
  - a. Credit is earned on a pass basis and will not be included in the computation of the student's grade point average for any purpose.
  - b. Credit shall apply equally to all students and may not be counted toward graduation.
  - c. Credit shall be counted toward fulfillment of a requirement for a subject area course.
  - d. Credit shall be counted toward fulfillment of a requirement as a course sequence.
  - e. Once credit is earned under this policy section, a student may not receive credit for a lower-numbered course in the same subject area.
  - f. A student may not test out of a course he/she has already started.

## **NATIONAL HONOR SOCIETY**

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

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

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

## **ONLINE LEARNING**

Students participating in online learning opportunities. have the option of staying on campus and making use of our Online Learning Lab, or having a parent/guardian signed permission slip allowing them the sign-out and work on their course off campus

## **RETAKING A CLASS**

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

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





## **SCHEDULING AND ASSIGNMENT**

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

## **PROGRESS REPORTS AND REPORT CARDS (POLICY 5420)**

PowerSchool gives both parent/guardian the advantage of accessing progress reports regularly. Benefits include the ability of all parents to be aware of their student's progress, not just those with students in danger of failing. It also empowers students, as each of them has an individual account that allows him/her to monitor his/her own progress, just as parents and teachers can.

## **PERSONAL CURRICULUM**

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

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

The MMC law requires the following when considering a personal curriculum:

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

## **PROMOTION, PLACEMENT, AND RETENTION**

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an individualized education plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Academic Services office, and a counselor will be pleased to answer any questions.





# **CEDAR SPRINGS PUBLIC SCHOOLS**

## **CEDAR SPRINGS HIGH SCHOOL**

### **CODE OF CONDUCT**

Cedar Springs Public Schools Code of Conduct is a statement of the district's rules regarding student behavior. Infractions and the associated consequences have been placed into a progressive level system, with minor infractions at Level 1, more serious infractions at Level 2 and Level 3, and most serious infractions at Level 4.

#### **Purpose**

Cedar Springs Public Schools is dedicated to the education of the whole child: academically, physically, socially, and emotionally. Our school programs teach universal values and conduct, such as honesty, integrity, loyalty, and respect for others, fundamental to the development of responsible citizens. This Code of Conduct is developed to establish the best possible learning environment for students and provide for the safety and well-being of all students and employees of Cedar Springs Public Schools. All those enjoying the rights of citizenship in the school community must accept the responsibilities of citizenship and respect the rights of other members of the school community.

The Code of Conduct is provided to each student as a source of general information, a guide to school policy, and an expectation of student responsibility. All students and their parents are expected to read this Code of Conduct and inform themselves accordingly.

The purpose of discipline is to encourage and teach appropriate school behavior. It is recognized that daily positive and caring interactions promote responsible decision-making. When it becomes necessary to establish disciplinary consequences for a student's misconduct, consideration is given to the student's age, experience, and abilities. The administration has the option to act in each case on an individual basis and to administer discipline over and above what is stated. Past behavior may be a factor in determining appropriate consequences.

Our building administrators and staff act "in loco parentis," which means the law allows them to direct a student as would a parent/guardian in their absence. This applies to all staff, not just teachers assigned to a student. If given a direction by a staff member, the student is expected to comply.

This Code of Conduct applies to all students while on school property or in school-sponsored transportation, as well as to all student participants in any school-sponsored activity or function regardless of location, date, or time.

#### **Core Values**

As learners, we value community, diversity, integrity, resiliency, synergy, and transparency.

#### **GENERAL INFORMATION**

##### **Application and Scope of the Code of Conduct**

The Code of Conduct applies to all students enrolled in Cedar Springs Public Schools. The code applies to a student who is on school premises, on another school's premises, in a school-related vehicle, or at a school-sponsored activity or trip on or away from campus. While the district is not responsible for supervising or regulating off-campus activities, the district may impose disciplinary or remedial measures in the event that off-campus activities of students, including travel to and from school, directly interfere with the operations, discipline, or general educational environment of Cedar Springs Public Schools, regardless of location, date, or time. The Cedar Springs Board of Education policy requires each student to adhere to the Code of Conduct.



## **The Discipline Process**

When student misbehavior is brought to the attention of a building administrator, s/he will meet with the student and, if warranted, begin an investigation. An investigation is conducted to determine the facts of the situation and if the student committed the infraction. The investigation includes conversations with staff and in some cases other students, who were present. Following the investigation and if it has been determined that the student has violated the Code of Conduct, a conduct report will be completed. The report includes the student's name, date of the incident, details of the incident, description of the infraction, and the resulting consequence. Parents/guardians will be involved in this process when it is deemed appropriate by the administrator.

## **Explanation of Infraction Levels**

Infractions are divided into four levels, with Level I infractions being the least severe and Level IV being the most severe. The examples of misconduct listed are not the only acts or conditions for which disciplinary actions may be warranted, nor do they in any way limit these regulations and rules. The offenses and penalties listed in the code are only guidelines. Actual circumstances and the severity of those circumstances may dictate actions not specifically outlined. The sanctions depend on the level of the infractions and whether prior offenses have occurred.

## **Implementation of the Code of Conduct**

Implementing the code is primarily the responsibility of the building administration. Building administrators shall keep records of disciplinary action and notify central administration of disciplinary action that involves expulsion of a student from school. Consequences will occur progressively if feasible. In cases of a severe offense, however, it may be necessary to proceed directly to an advanced level of disciplinary action. Cedar Springs Public Schools acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students. The staff believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

## **Discipline Options**

Our students may benefit from discipline in which alternative consequences may be considered. The administrator and parent may develop a discipline plan with specific student requirements and parent/guardian support to complete the consequence. In some cases, in lieu of traditional consequences, a parent/guardian and administrator may agree to alternative consequences, such as a partial suspension and community service that the parent/guardian or agency supervises and acknowledges in writing. When a student participates in community service, the parent/guardian and student are responsible for finding the community service and monitoring its completion. Students can also benefit from the direct support and involvement of their parent/guardian. Examples of options that may be considered can include writing an apology, volunteer work, in-building volunteering, attending a class, giving a speech, having a restorative meeting, etc. The building administrator has the authority to determine if alternative consequences are appropriate on a case-by-case basis dependent to some extent on the forthrightness and honesty of the student.

## **The Code of Conduct and Student Assistance**

When a building administrator deems it appropriate under certain circumstances, the code supports the use of an assistance program for a student whose conduct suggests a need for additional assistance. Student assistance is designed to intervene as early as possible when a student's conduct indicates specific need. District staff may suggest that the student receives assistance from counselors, social workers, psychologists, and other community resources, and/or private counseling.



### **Removal of a Student from School Pending Investigation**

When a building administrator deems it necessary, the code permits temporary removal from school of a student charged with, suspected of committing, or suspected of being involved in an infraction or incident, for a reasonable period of time:

- to complete the investigation of an alleged infraction or incident,
- to defuse a situation that could become worse without such removal, or
- for other reason(s) in the best interests of a particular student, a school, its students, or its staff.

Such a removal shall not constitute a disciplinary action, although the infraction or incident that prompts it may conclude in disciplinary action.

### **The Code of Conduct and Confidentiality of Disciplinary Records**

A student's record of disciplinary action is confidential. Parents/guardians may request and receive a copy of a school record of disciplinary action referral slip about their own child. Except as required by law, or in keeping with a parent's/guardian's written request, or a student's written request if age 18 or older, a student's record of disciplinary action is not released.

### **Extracurricular Activities**

Participation in Cedar Springs Public Schools extracurricular activities is a privilege and as such participants are held to a higher standard than other students. Therefore, additional consequences involving the loss of these privileges will be imposed as defined or determined by the building administrator.

### **Athletics Program**

Participation in athletics is a privilege, and as such, middle school and high school student-athletes are held to a higher standard of behavior than other students. Therefore, additional consequences involving the loss of these privileges and additional consequences will be imposed as defined in the Athletic Penalties section of this Code of Conduct. For athletes, the Code of Conduct is in effect 365 days per year on or off school grounds.

## **DEFINITIONS OF CONSEQUENCES**

The following are broad descriptions of concepts or vocabulary in the Code of Conduct.

**Behavior Plan** – A written document outlining expectations for behavior, the related timelines or duration, and the potential consequences if the misbehavior occurs again.

**Building Administrator** – Assigned principal, an acting principal, an assistant principal, or any other individual so designated by the building administrator or central administration.

**Consequence/Discipline/Sanction** – The action taken following an infraction of the Code of Conduct.

**Detention** – A period of time other than regular instructional school hours. This period of time may be used to help students understand the consequences of their behavior.

**Expulsion** – An expulsion occurs when the school board or its designee terminates the student's rights and privileges to attend school, including extracurricular activities or practices.

**Infraction** – A student's misbehavior that is in violation of the Code of Conduct.



**In-School Suspension** – Removal of the student from the regular school routine while remaining in the building. This involves a specified period of time away from peers, classroom activities, lunchroom privileges, and hall passing. During the in-school suspension, it is expected that the student will be engaged in doing schoolwork.

**Loss of Extracurricular Privileges** – Extracurricular activities are for the enjoyment of all students. These privileges enable students to attend after-school events and participate in dances, intramural activities, field trips, clubs, etc. It is important that every student understands that participation and attendance in such activities is a privilege, not a right. Students may lose these privileges for extended periods of time as part of their consequence for a violation of the Student Code of Conduct. Loss of privileges related to participation in interscholastic athletics is addressed in the Athletic Penalties.

**Long-Term Suspension (more than 10 days)** – A long-term suspension is a formal discipline for a violation of the Code of Conduct of a severe and/or persistent nature. During a long-term suspension, the student's rights and privileges of attending school, including extracurricular activities or practices, are suspended by the superintendent. The suspension may be in or out of school.

**Parent/Guardian Conference** – A scheduled meeting of the building administrator, parent/guardian, and possibly the student or other staff members.

**Parent/Guardian Notification** – Staff member notifies parents/guardians of student behavior.

**Restorative Practice** – Restorative practice is a strategy that takes a restorative approach to resolving conflict and preventing harm. Restorative approaches enable those who have been harmed to convey the impact of the harm to those responsible, and for those responsible to acknowledge this impact and take steps to put it right. It brings about a sense of remorse and restorative action on the part of the offender and forgiveness by the victim.

**Self-Disclosure** – When a student/athlete approaches a district staff person and seeks assistance for a substance/alcohol problem.

**Short-Term Suspension (10 school days or less)** – During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities or practices, are suspended by a building administrator for both on-campus and off-campus school-related events. During out-of-school suspension, it is expected that the student will be engaged in doing school work. The suspension may be in or out of school.

**Student Conference** – A meeting between the student and teacher, counselor, and/or building administrator.

**Time Out** – Removal of a student from an activity.

**Warning** – A verbal or written warning delivered by a school staff member to the student.

**When a Concern Arises** - It is our intent to respond with respect and thoughtfulness when we address situations and concerns. If you have concerns and are seeking resolution or clarity, please contact the classroom teacher or building administrator at the building in which the situation has occurred. The administrator will talk with the student, gather information, and interview others, if needed, to provide resolution to the situation. If you feel you need further clarification or information, please contact the superintendent.

Our staff is committed to student well-being. By working together, we can provide the best learning environments for our students.



## APPEALS PROCESS AND DUE PROCESS RIGHTS

The Cedar Springs 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 students receive appropriate due process, the board establishes the following guidelines:

- **Students subject to short-term suspension (10 school days or less)**
  - a) When the district suspends a student, the district must give within 24 hours the student and/or parent/guardian written or oral notice of the suspension and the reasons for the suspension. Prior to the suspension, the district also must give the student an opportunity to respond to the charges against him/her (due process).
- **Appeal process for short-term suspension (10 school days or less)**
  - a) Suspension for three days or less may not be appealed. To appeal a suspension of four, but not more than 10, school days, a student and/or parent/guardian must submit a written appeal to the building administrator within two school days of the parents'/guardians' notification of suspension. The written appeal must explain in reasonable detail the reason(s) that the suspension is being appealed. The student shall not be reinstated until the appeal process concludes.
  - b) Upon review, the principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parents/guardians if, in the principal's opinion, such a meeting is appropriate. The principal will reach the decision and inform the parents/guardians in writing within two school days after the receipt of the written appeal request.
  - c) The student and parents/guardians may appeal the building administrator's decision in writing to the superintendent within two school days of the parents'/guardians' receipt of the building administrator's decision. The superintendent will reach a decision and inform the parents/guardians in writing within five school days after the superintendent receives the written request. The superintendent's decision shall be considered final.
- **Students subject to long-term suspension and expulsion (for more than 10 school days)**
  - a) When a recommendation is made that a student be long-term suspended or expelled, the district must provide the student or parent/guardian written notice of the recommendation within two school days. The recommendation must include the reasons for the long-term suspension or expulsion, a brief description of the student's rights and of the private hearing procedure, a list of the witnesses who will provide testimony to the superintendent, and a summary of the facts to which the witnesses will testify. The student may be suspended pending completion of the hearing conducted by the superintendent and any appeal of the superintendent's decision.
- **Appeal process for long-term suspension and expulsion (for more than 10 school days)**
  - a) The superintendent will decide whether to uphold a suspension/expulsion within five school days after the hearing. The parents/guardians may, within three school days after the superintendent's decision, appeal an expulsion to the board by submitting a written explanation why the superintendent's decision is not justified and describing any extenuating circumstances they wish the board to consider. The board limits its role to considering the superintendent's decision and any information provided by the superintendent and parents/guardians in support or opposition of the superintendent's decision. The board may conduct a hearing and shall issue a written decision within 10 school days after the board receives the appeal.
  - b) The board shall act publicly within 10 school days on any written appeal to an expulsion, to a written request for reinstatement, or to a request for admission after being permanently expelled from another district.



## Reporting Certain Offenses to Local Police

In compliance with MCL 380.1308 and the Michigan School Safety Response Guide, Cedar Springs Public Schools reports certain incidents of student misconduct to local police agencies within the limits of the Family Educational Rights and Privacy Act. Listed are examples of offenses that must be reported to police and other offenses that may be reported depending on individual circumstances.

In judging whether to report an offense to local police, administrators consider multiple criteria, including current law, severity of the incident, and pattern of the student's behavior over time, school safety, and the specific context of each incident. Whenever police are contacted, the superintendent's office is notified, and a record of the contact is kept.

<b>Under MCL 380.1308, the School System Must Report to the Local Police</b>	<b>Under MCL 380.1308, the School System May Report to the Local Police (Administrative discretion is used on a case-by-case basis)</b>	<b>Other Offenses that Cedar Springs Public Schools May Report to Local Police (pursuant to district policies and administrative discretion)</b>
<ul style="list-style-type: none"> <li>• minor in possession (MIP)</li> <li>• alcohol, vape, tobacco products; including being under the influence</li> <li>• possession, use, or dealing drugs or other controlled substances</li> <li>• Reportable weapons: "firearms, bombs, silencers, double-edged, non-folding stabbing instruments, a switchblade, a blackjack, a slingshot, a billy club, a bludgeon, metallic knuckles, a sand club, a sand bag, a taser or stun gun, a gas ejecting device that is not a self-defense spray device or any other article carried or possessed for use as a weapon e.g., a tire iron or baseball bat carried for purposes of assault or defense."</li> <li>• arson</li> <li>• explosion</li> <li>• vandalism – over \$100 (intentional destruction of property)</li> <li>• theft – over \$100</li> <li>• robbery/extortion</li> <li>• bomb threat</li> <li>• criminal sexual conduct</li> <li>• suicide threat or attempt</li> <li>• suspected/armed student/hostage</li> <li>• intruder if he/she refuses to leave</li> <li>• death or homicide</li> </ul>	<ul style="list-style-type: none"> <li>• verbal assault</li> <li>• physical assault</li> <li>• theft – under \$100</li> <li>• vandalism – under \$100 (intentional destruction of property)</li> <li>• bus with students involved in accident or incident</li> </ul>	<ul style="list-style-type: none"> <li>• gang or other hate-related activity</li> <li>• hazing</li> <li>• demonstrations/strikes</li> <li>• other weapons (not shown in column A) not required to be reported.</li> </ul>

We will continue to follow the seven factors of restorative justice practice throughout our due diligence process. These factors are outlined in the Michigan Revised School Code as:

1. Age of the student
2. Disciplinary history of the student
3. Whether the student has a disability
4. Seriousness of the violation or behavior
5. Whether the violation threatened the safety of students or staff
6. Whether restorative practices will be used to address the violation
7. Whether lesser intervention would properly address the violation. [MCL 380.1310d(1).]



## LEVEL 1

The following infractions are considered Level I. If a student commits a violation, discipline may be imposed based on the discipline guidelines and at the discretion of the building administrator within the parameters of district policies. Alternative consequences may be determined by the building administrator and parents/guardians. Students may be asked to make restitution. Athletic penalties will be in addition to these. Fourth and subsequent offenses will result in escalation to the consequence of the next level.

### LEVEL 1 DISCIPLINE GUIDELINES

1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"><li>• Parent/guardian notification</li><li>• Detention</li></ul>	<ul style="list-style-type: none"><li>• Parent/guardian conference</li><li>• Detention</li><li>• Social probation</li></ul>	<ul style="list-style-type: none"><li>• Parent/guardian conference</li><li>• Detention or suspension</li><li>• Social probation</li></ul>

\*Social probation: prevents a student from attending school dances, athletic events, and other school functions at home or away.

### Disruption

Students will not conduct themselves in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another, constitutes disorderly conduct. This also includes using water balloons, squirt guns, shaving cream, etc. Behavior is considered disruption if a teacher is prevented from beginning an activity or lesson, or has to stop instruction to address the disruption. Such disruptions also include any delay or prevention of lessons, assemblies, field trips, athletic and performing arts events, or other school activities.

### Student Dress Code

The purpose of the Cedar Springs Public Schools dress code is to ensure appropriate dress and appearance for the place and situation. We respect students' rights to express themselves in the way they dress. Students are also expected to show respect for their learning community by dressing appropriately for the educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and staff. This code provides guidance for students, staff, and parents when thinking about appropriate attire for a school setting.

Additionally, the code serves to support our mission to foster a dynamic community of learners who inspire and support one another to exceed their potential. The code provides students and parent(s)/guardian(s) with a clear set of guidelines to use as they are making the primary decisions around student clothing and style. Lastly, the code clarifies how we work together as students, parents/guardians, and staff in accordance with BOE policy 5511. Students whose clothing is not properly aligned with these guidelines may not be allowed to attend class. Parents will be notified if appropriate clothing is not available or the student is unwilling to wear clothing that aligns with the dress code. The principal will be the arbiter for the student dress code in the building.

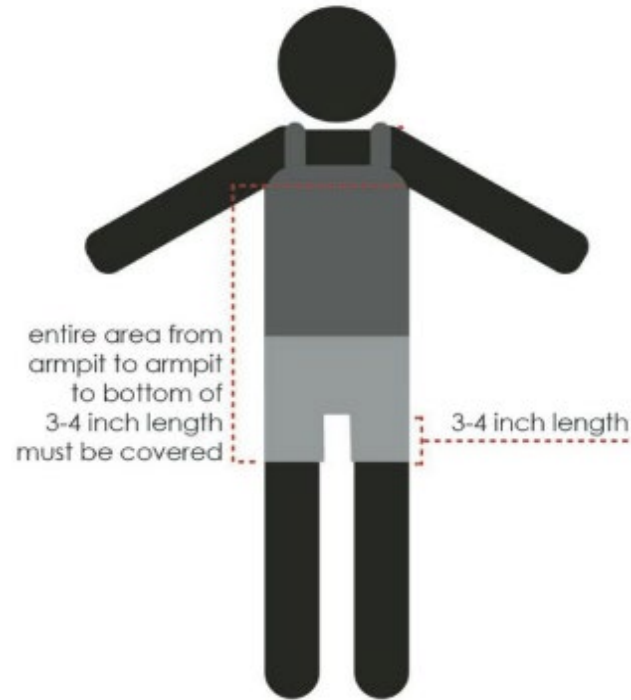
#### General Guidelines:

1. At minimum, clothing must cover the student's body from one armpit directly across to the other armpit down to approximately 3 to 4 inches in length on the upper thighs (see Graphic Guide). Students must consider that some courses/programs may require specialized attire, such as athletic or safety gear. These guidelines will be applied when students are sitting/standing, participating in labs, participating in physical education, and other school-related activities.
2. For safety purposes, shoes will be worn at all times and should be safe for the school environment and hygiene. Slippers shall not be worn, except for school activities approve by the principal.





3. See-through or mesh garments must not be worn without appropriate clothing coverage underneath that meets the minimum requirements of the dress code and the Graphic Guide.
4. For safety of staff and students, hoods are not allowed. Hats which follow the 'Additional Guidelines' below may be worn in the common areas. Staff members may request that a student remove their hat for academic, respect, or safety reasons. Not following this request will result in an office referral for insubordination.
5. Clothing must not require frequent adjustment to maintain appropriate coverage (needing to pull up/down garments on the upper and lower body).



#### **Additional Guidelines:**

1. Clothing may not depict, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana, or other controlled substances.
2. Clothing may not depict pornography, nudity, or sexual acts.
3. Clothing may not display vulgar, discriminatory, or obscene language or images.
4. Clothing may not state or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building unless necessary for medical reasons and approved by administration.
6. Clothing and accessories that may endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang or that advocates illegal or disruptive behavior is prohibited.

#### **Fraud**

A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.

#### **Food**

Due to the potential damage to school property, misuse of food items is not allowed.

#### **Rowdiness/Horseplay**

A student will refrain from any activity that is potentially harmful or destructive to others or their property, including games, tackling, running in the hallway, or horseplay. Students shall refrain from throwing any object or projectile. These may include rocks, stones, snowballs, sticks, etc.

#### **TARDY (LATE ARRIVAL)**

##### **Late Arrival to School**

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





### Late Arrival to Class

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

### Tardies

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the main office before proceeding to class. Students who are more than 10 minutes late will be considered absent for that instructional period. An automated call from PowerSchool will be made when a student is marked unexcused absent or tardy for a class

Consequences for Excessive Tardies:

- 1st Tardy: warning issued and student notified
- 2nd Tardy: warning issued, student and parent notified
- 3rd Tardy: disciplinary referral, parent notification, detention scheduled by a staff member
- 4th Tardy: disciplinary referral, parent notification
- 5th Tardy: disciplinary referral, parent notification
- 6th Tardy: disciplinary referral, administration call to parent/guardian meeting, possible suspension from school
- 9th tardy: disciplinary referral, OSS with re-entry/behavior plan in place

### Possession of Inappropriate Personal Property

A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning.

## LEVEL 2

The following infractions are considered Level 2. If a student commits a violation, consequences will be imposed based on the discipline guidelines and at the discretion of the building administrator within the parameters of district policies. Alternative consequences may be determined by the building administrator and parents or guardians. Students may be asked to make restitution. Athletic penalties will be in addition to these. Students may additionally lose extracurricular privileges. Fourth and subsequent offenses will result in escalation to the consequence of the next level.

### LEVEL 2 DISCIPLINE GUIDELINES

1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> <li>• Parent/guardian notification and Saturday school</li> <li>• Up to three days out-of-school suspension</li> <li>• Social probation</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/guardian conference and up to five days out-of-school suspension</li> <li>• Social probation</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/guardian conference and up to 10 days out-of-school suspension</li> <li>• Social probation</li> </ul>

\*Social probation: prevents a student from attending school dances, athletic events, and other school functions at home or away.

### Assisting or Inciting Violation of School Rules

If a student assists or incites another student in violating any school rule, he/she will be disciplined.



## **Cheating/Plagiarism**

First instance:

- Detention + student receives a "0" on the affected assignment.

If there is a second instance of cheating/plagiarism:

- The student will not receive credit for the work done dishonestly.
- The student will also be placed on academic probation: Receiving the letter grade for the class will no longer be a possibility.
- The student may earn credit (CR, resulting in a 1.00 GPA) for the class if the student passes the final exam with a 78% or better.
- If a student fails to earn a 78% or better, he or she will earn no credit (NC) for the semester.

If there are three or more instances of cheating/plagiarism, the student will not earn credit for the class (NC).

**Cheating** – Includes, but is not limited to, the use of any unauthorized assistance in taking of quizzes, tests, or examinations or altering teacher records; dependence upon the aid of sources beyond those authorized by the teacher in writing, preparing reports, solving problems, or carrying out other assignments; or the acquisition, without permission, of tests or other academic materials belonging to the teacher. While the student will receive a "0" on the affected assignment, he/she may still be directed to enter into a contract for completion of the given assignment by the teacher and the building administrator. Any device used for cheating may be permanently confiscated.

**Plagiarism** – Includes, but is not limited to, the use, whether by paraphrase or direct quotation, of published or unpublished work of another person without full and clear acknowledgment. It also includes copying homework done by another student or the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. While the student will receive a "0" on the affected assignment, he/she may still be directed to enter into a contract for completion of the given assignment by the teacher and the building administrator.

**Computerized Plagiarism** – Defined as turning in an assignment (including but not limited to an essay or paper) that was all or in part obtained electronically and portrayed as a student's own work. While the student will receive a "0" on the affected assignment, he/she may still be directed to enter into a contract for completion of the given assignment by the teacher and the building administrator.

A student who knowingly assists another student in cheating (as defined here) will be subject to the same disciplinary action.

## **Disrespect**

Any form of disrespectful language or behavior will not be tolerated. All students will be expected to treat all staff members and fellow students, visitors, and guests in a kind, courteous, and respectful manner.

## **Forgery/False Representation**

To falsely make, alter, forge, or counterfeit any writing, including electromagnetic data, as well as falsely representing another person on the telephone constitutes forgery or false representation. Students are also expected to abide by the Cedar Springs Public Schools Technology Code of Ethics and Acceptable Use Policy. A student will not sign the name of another person for the purpose of defrauding school personnel or the Board of Education.

**Gambling**

A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions. Students who bet on an activity in which they are involved may also be banned from that activity.

**Inappropriate Computer Use**

Students will be provided and must sign the Cedar Springs Public Schools Technology Code of Ethics & Acceptable Use Policy. A signed agreement by the student and parent/guardian must be on file with the school district before the student is given access to the district's computer system.

**Insubordination**

Failing to respond to or carry out a reasonable request by school personnel or profanity/verbal inappropriateness directed at any staff member or adult are acts of insubordination. Refusing to heed warnings, open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity is not appropriate. Likewise, refusing to leave a hallway or any other location when told to do so by a school staff member, or running away from school staff when told to stop, constitutes insubordination. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a more severe action such as suspension or expulsion.

**Interfering with Investigation**

A student will not interfere, lie, or misrepresent facts with building administrators, teachers, or other school personnel.

**Leaving without Permission**

A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.

**Loitering/Skipping**

Loitering is when students are in the building or on school property without permission. Skipping is when students are not in their regularly scheduled classes.

**Obscene Language, Actions, or Gestures**

A student will not orally, in writing, electronically, or with photographs or drawing, direct profanity or insulting, obscene gestures toward any other person.

**Physical Aggression**

A student will refrain from any activity that is physically aggressive towards another student. This could include horseplay that may lead to injury.

**Public Displays of Affection**

Inappropriate displays of affection and/or physical conduct of a sexual nature are unacceptable behaviors at Cedar Springs Public Schools or school-sponsored activities. This may include kissing, fondling, and prolonged embraces.

**Theft or Possession of Stolen Property**

Theft is the act of taking or having in one's possession without permission any items belonging to another student, the school district, or an employee, agent, contractor, or volunteer of the school district. A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued at \$100.00 or less that does not belong to the student. All violations could result in restitution and possible referral to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the building administrator. The school is not responsible for personal property.



### **Trespassing**

Trespassing is being present at a location other than where a student is authorized to be or when a student refuses to leave school property when ordered to do so by school authorities. A student will not enter the premises of the school district, other than the location to which the student is assigned, without adult authorization. If removed, suspended, or expelled from school, a student will not return to any school premises or school-related events without permission of the proper school authorities.

### **Vandalism**

Vandalism is the act of willful destruction, damage, or defacing of school property or property of others. A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books; writing on desks or walls; carving into woodwork, desks, or tables; and spray-painting surfaces are acts of defacement.

If a student does damage to or loses school property, the student or his/her parents may be required to pay for the replacement or damage. When a student is caught damaging school or someone's property, s/he will be disciplined and may be reported to law enforcement officials.

### **LEVEL 3**

The following infractions are considered Level 3. If a student commits a violation, consequences will be imposed based on the discipline guidelines at the discretion of the building administrator within the parameters of district policies. Alternative consequences may be determined by the building administrator and parents or guardians. Students may be asked to make restitution. Athletic penalties will be in addition to these. Students may additionally lose extracurricular privileges. Fourth and subsequent offenses will result in escalation to the consequence of the next level.

#### **LEVEL 3 DISCIPLINE GUIDELINES**

<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<ul style="list-style-type: none"><li>• Student/parent/guardian conference</li><li>• Up to 10 days of out-of-school suspension and/or recommendation for long-term suspension up to nine weeks</li><li>• And/or chemical assessment and follow-up of counselor recommendation</li><li>• Social probation</li></ul>	<ul style="list-style-type: none"><li>• Student/parent/guardian conference</li><li>• Up to 10 school days of out-of-school suspension and/or recommendation for long-term suspension up to nine weeks</li><li>• And/or chemical assessment and follow-up of counselor recommendation</li><li>• Social probation</li></ul>	<ul style="list-style-type: none"><li>• Student/parent/guardian conference</li><li>• 10 school days of out-of-school suspension and/or recommendation for long-term suspension up to nine weeks</li><li>• Expulsion</li><li>• Social probation</li></ul>

\*Social probation: prevents a student from attending school dances, athletic events, and other school functions at home or away.



## **Assault**

Physical assault means intentionally causing or attempting to cause physical harm to another through force or violence (MCL 380.1310[3], MCL 380.1311a[12][b]). Physical assault includes causing physical harm to a student, staff member, volunteer, or other person associated with the district, which may or may not cause injury. An incident of this nature may result in charges being filed with a law enforcement agency. Should the action be determined to be an assault and if a student enrolled in grade six or above commits a physical assault at school against another student, then the school board or its designee shall suspend or expel the student from the school district for up to 180 school days (MCL 380.1310[1]).

Verbal assault is a communicated intent to inflict physical or other harm to another person (Policy # 5610.01). If a student enrolled in grade six or above commits a verbal assault, as defined by school board policy, on school property or any school-related event against a person employed by or engaged as a volunteer or contractor by the school board, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the school board or its designee (MCL 380.1311a[2]).

## **Breaking and Entering**

The act of entering locked school property or facilities is considered breaking and entering.

## **Bullying**

Bullying is any pattern of written, verbal, or physical acts, including cyberbullying (i.e., any electronic communication, that, is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a) substantially interfering with educational opportunities, benefits, or programs of one or more students;
- b) 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;
- c) having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- d) 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:**

- a) Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money; blocking or impeding student movement; unwelcome physical contact.
- b) Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- c) 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.

Instances of suspected bullying should be reported, and documented, directly by the student to staff. This helps to initiate an investigation.

## **Extortion**

Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law.

## **False Fire Alarms/911 Call**

The act of initiating or circulating a false report warning of fire or other catastrophe will result in disciplinary action and/or a report to law enforcement. A false alarm endangers others who are responding, the citizens or the community, and persons in the building. What may seem like a prank is a dangerous stunt. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.



## **Fighting**

No student shall engage in an aggressive, abusive, dangerous, or threatening action upon another individual through either verbal or physical action or conduct. Nor shall any student engage in any behavior deemed threatening or dangerous to another person's property. No student shall initiate, or incite, or encourage a fight.

## **Gang Activity**

A student will not use violence, force, coercion, or threats of violence through participation in gang activity.

Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's education mission.

### **Gang activity at this level of infraction includes:**

- Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
- Using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang.
- Gathering of two or more persons for purposes of engaging in activities or holding discussions promoting gangs.
- Recruiting student(s) for gangs.

(MI Safe Schools, Model Code of Student Conduct)

## **Harassment**

Harassment includes, but is not limited to, a gesture or written, verbal, or physical act that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or by another distinguishing characteristic. The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. "Harassment" means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student's property, placing a student in reasonable fear of harm to the student's person or damage to the student's property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Harassment through any means, including electronically transmitted methods, is not allowed. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

### **Sexual Harassment**

**Verbal:** The making of written or verbal sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, sexual moaning sounds, whistling, or threats to a fellow student, staff member, or other person associated with the district.

**Nonverbal:** Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.

**Physical:** Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the district.



**Exposure of Private Body Parts:** Publicly displaying portions of one's body, especially the genitals, which are usually covered by clothing.

### **Gender/Ethnic/Religious/Disability Harassment**

**Verbal:** Written or verbal innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, sexual orientation, national origin, religious beliefs, etc. toward a fellow student, staff member or other person associated with the district.

Conducting "a campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.

**Nonverbal:** Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district.

**Physical:** Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

### **Hazing**

No student, including the victim, shall engage in hazing activities at any time in school facilities, on school property, or off-site. Hazing is the act of coercing another to perform any act of initiation into any club, class, group, or organization that is degrading, and causes or creates a risk of causing mental, emotional, or physical harm, even if they are willing. Hazing by any individual, school group, club, or team is not permitted. Students and their parents are asked to report any potential hazing.

### **Major Theft**

Theft is the act of taking or having in one's possession without permission any items valued at more than \$100.00 belonging to another student, the school district, or an employee, agent, contractor, or volunteer of the school district. All violations could result in restitution and possible referral to legal authorities in addition to Code of Conduct consequences.

### **Major Vandalism**

A student will not intentionally destroy, damage, or deface property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of vandalism.

### **Pornography/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.

### **Possession of Drug Paraphernalia**

Various instruments and materials are commonly known to be intended for the use of, or preparation of, illicit substances. Such instruments include hash pipes, water pipes, cigarette papers, apparatus used for rolling marijuana cigarettes, spoons used for the inhalation of cocaine, hypodermic syringes, and other similar materials. Because of the intended use implied by these implements, their manufacture, distribution, sale, use, or possession is prohibited.





### **Possession of Dangerous Devices**

Knives of any sort and/or lighters do not typically have any educational value, and students should not bring these items to school. These items may give the administration reasonable suspicion to conduct a search, may be confiscated, and may be considered dangerous weapons or drug paraphernalia and result in disciplinary consequences. Possession of explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle rockets, stink bombs, small firecrackers, and poppers is prohibited.

### **Possession/Use of Illicit Drugs/Alcohol**

A student will not possess, use, or be under the influence of, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, or alcohol. These standards of conduct apply to all students while on school property or in school-sponsored transportation, as well as to all student participants in any school-sponsored activity or function regardless of location, date, or time.

The manufacture, distribution, possession, use, or being under the influence of the following substances is prohibited:

- Alcohol or any alcoholic beverage.
- Illicit drugs.
- Any abusable glue, aerosol, or other chemical substance, including but not limited to lighter fluid and any other fluid for inhalation.
- Over-the-counter medications used to induce a “high” or other physical/mental state not aligned with product indications.
- Steroids, human growth hormones, or other performance-enhancing drugs.
- Substances purported to be illegal, abusive, or performance enhancing drugs, i.e. “look-alike” drugs.
- Malt beverages labeled as “nonalcoholic” (including, but not limited to, Sharp’s, O’Doul’s, Kingsbury Malt Beverage, and Zing Malt Beverage), regardless of alcoholic content.

It shall not be a violation of this guideline for a student to use, possess, or be under the influence of prescription drugs, over-the-counter medication, or vitamins when taken according to a legal prescription issued by a licensed physician or parent/guardian if a nonprescription medication, for which permission to use in school has been granted according to district medication procedures. Sale or distribution of such prescriptions is prohibited.

When school officials have a reasonable suspicion that a student is using or under the influence of alcohol because of observable behavior, they may request the student to take a breath test for blood alcohol. School administrators or a law officer may administer this test. (In all cases of illegal substance abuse activity, law enforcement officials will be contacted and the offense acted upon.) A student’s refusal to take a breath test for blood alcohol will be considered grounds for disciplinary action.

### **Possession/Use/Sale of Tobacco/Nicotine or Vaping Devices**

In compliance with state law and in the interest of health and safety, students shall not smoke or use tobacco/nicotine in any form, including vaporizing pen and e-cigarette, or have in their possession on any property, or in any bus or building owned or operated by the district, or at any school function regardless of location, date, or time. The law will be enforced.

Cedar Springs Public Schools have been designated as a Drug-Free Zone that extends 1,000 feet beyond the school property. Tobacco use is prohibited in the Drug-Free Zone. The amended Public Health Code prohibits tobacco use in all buildings owned by public schools. In addition, Cedar Springs’ school policy prohibits use of tobacco by any person on school property 24 hours each day, seven days per week. Parents will be notified of all violations, as well as referral of the student to legal authorities. Any student in grades nine-12 who violates the use or possession of tobacco products, e-cigarettes, vape pens, or paraphernalia policy will be prohibited from attending school dances for up to one calendar year.





## Threats

A student will not threaten another with harm to their person or property. A student will not coerce another to act or refrain from acting. Any statement or action that a student, staff member, or other person associated with the district feels to be a threat should be reported to a school official and will result in discipline.

## LEVEL 4

The following infractions are considered Level IV. If a student commits a violation, consequences will be imposed based on the discipline guidelines and at the discretion of the building administrator within the parameters of district policies. Alternative consequences may be decided by the building administrator and parents/guardians. Students may be asked to make restitution. Athletic and extracurricular consequences will be in addition to these.

### LEVEL 4 DISCIPLINE GUIDELINES

For all Level IV offenses:

- Five-10 school days of out-of-school suspension, long-term suspension, and/or expulsion
- Social probation: prevents a student from attending school dances, athletic events, and other school functions at home or away.

## Arson

A student will not intentionally, by means of starting a fire, cause harm to any property or person, participate in the burning of any property or person, or purposely start any fire.

If a student commits arson in a school building, on school grounds, or on other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5) (MCL 380.1311[2]). "Arson" means a felony violation as set forth in Chapter X of the Michigan Penal Code (MCL 750.71 to MCL 750.80).

## Bomb Threat

The act of initiating or circulating a false report of an impending bombing or other false emergency or catastrophe will result in disciplinary action. Such an act endangers the safety of agencies that are responding, the citizens of the community, and persons in the building. Any such behavior will be taken seriously and result in serious discipline to the student(s) involved and a report to law enforcement agencies.

If a student enrolled in grade six or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the school board or its designee (MCL 380.1311a[2]).

## Criminal Sexual Misconduct

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5) (MCL 380.1311[2]).

## Dangerous Instruments and Weapons

The act of possessing, using, or threatening to use any weapon, look-alike, or instrument to inflict bodily injury is against the law. Do not bring weapons of any kind on school property or vehicles as these are weapon-free zones. Because the Cedar Springs Board of Education believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to a staff member. Failure to report such knowledge may subject the student to discipline.



The Michigan School Code mandates that a student be permanently expelled from school, subject to a petition for possible reinstatement, if s/he brings into school or has in his/her possession on school property or at a school-related activity, including athletic events in any location, any of the following: firearm, dagger, dirk, sharp blade over three inches in length, pocketknife opened by a mechanical device, iron bar or brass knuckles, box cutters, mace, pepper, gas, pellet guns, razors, etc. This also includes air guns, blowguns, toy guns, any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into a destructive device. Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, and so on. Intentional injury to another can be a felony and/or cause for civil action.

State law requires the school board or its designee to permanently expel from the school district a student who possesses a “dangerous weapon” in a “weapon-free school zone,” subject to possible reinstatement, pursuant to MCL 380.1311(5) (MCL 380.1311[2]).

If a dangerous weapon is found in the possession of a student while the student attends school or a school activity, or while the student is en route to or from school on a school bus, the superintendent or the school district or intermediate school district, or his or her designee, shall immediately report that finding to the student’s parent or legal guardian and the local law enforcement agency (MCL 380.1313[1]).

#### **Physical Assault to Staff**

“Physical assault” means intentionally causing or attempting to cause physical harm to another through force or violence and will not be tolerated (MCL 380.1310[3], MCL 380.1311a[12][b]).

If a student enrolled in grade six or above commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by, the school board, then the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a(5) (MCL 380.1311a[1]).

#### **Sale/Transfer of Illicit Drugs**

The sale, transfer, or possession with the intent to deliver alcohol, drugs, narcotics, intoxicants, or any substance that produces abnormal behavior, including, but not limited to, those substances defined as controlled substances in the Michigan Public Health Code, on school property, including school-sponsored transportation, or at any school function, regardless of location, date, or time, is prohibited.



## **Cedar Springs Public Schools Cedar Springs High School Technology Code of Ethics & Acceptable Use Policy**

Cedar Springs Public Schools (“CSPS”) encourages and strongly promotes the use of electronic information technologies for educational endeavors. CSPS provides student access to information resources available in a variety of electronic formats for the development of information management skills. Together, these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment, and assist them to become responsible, self-directed, lifelong learners.

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

### **Privileges and Rights**

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

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

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Signature

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Date