CEDAR SPRINGS PUBLIC SCHOOLS

Cedar Springs Middle School

Student Handbook

2024-2025

204 E. Muskegon Street
Cedar Springs, MI 49319
Middle School (616) 696-9102
middlelevel.csredhawks.org/

WE CAN. WE WILL. WE ARE. TOGETHER.

Table of Contents

SCHOOL OVERVIEW **6**
ABOUT CEDAR SPRINGS MIDDLE SCHOOL 6
CEDAR SPRINGS PUBLIC SCHOOLS MISSION, VISION, AND CORE VALUES 6
CEDAR SPRINGS MIDDLE SCHOOL MAIN OFFICE CONTACT INFORMATION 6
SCHEDULE AND CALENDAR **7**
ABOUT THE SCHOOL DAY 7
CLASS SCHEDULE 7
HALF DAY SCHEDULE 7
2 HOUR DELAY (9:20 a.m. START TIME) 7
ATTENDANCE PROCEDURES **9**
ATTENDANCE (Policy 5200) 9
ABSENCES 9
DEPARTURE DURING THE DAY 10
RESPONSIBILITIES OF ATTENDANCE POLICY 10
RESPONSIBILITIES OF ATTENDANCE POLICY CONTINUED 11
TARDY (LATE ARRIVAL) 11
BEHAVIOR EXPECTATIONS **12**
BEHAVIOR AT ATHLETIC EVENTS 12
CAFETERIA/LUNCH TIME BEHAVIOR 12
POSITIVE BEHAVIOR SUPPORT 12
POSITIVE BEHAVIOR SUPPORT CONTINUED 13
SECLUSION AND RESTRAINT 13
GENERAL PROCEDURAL INFORMATION **14**
ASSEMBLIES 14
ATHLETICS 14
BACKPACKS, BOOKBAGS, ATHLETIC BAGS, LARGE PURSES, etc. 14
CELL PHONES AND OTHER ELECTRONIC DEVICES (POLICY 5136) 14
COMMUNICATION 14
DAILY ANNOUNCEMENTS 14
DANCES, ATHLETIC EVENTS AND SCHOOL FUNCTIONS 15
DANGEROUS INSTRUMENTS 15
FOOD AND DRINK 15
GUIDANCE AND COUNSELING 15

LOCKERS 15
LOST AND FOUND 15
LUNCH AND CAFÉ 15
MICHIGAN HEALTH AND REPRODUCTIVE HEALTH 16
SCHOOL BUILDINGS 16
SOCIAL ACTIVITIES 16
STUDENT ASSESSMENT 16
STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES 16
STUDENT'S PERSONAL PROPERTY 16
STUDENT RIGHT OF EXPRESSION 17
STUDENT COUNSELING SERVICES 17
TELEPHONE USE 17
WITHDRAWAL FROM DISTRICT 17
WORK PERMITS 17
VIDEO MONITORING SYSTEMS TECHNOLOGY (POLICY 7440.01) 18
TRANSPORTATION 18
BICYCLE SAFETY AT SCHOOL (POLICY 5514) 18
SKATEBOARDS AND ROLLERBLADES 18
ACADEMIC STUDENT SERVICES INFORMATION 19
HOMEWORK (POLICY 2330) 19
PROMOTION/RETENTION/CREDIT RECOVERY 19
TEXTBOOKS - WORKBOOKS 19
CEDAR SPRINGS PUBLIC SCHOOLS MIDDLE SCHOOL CODE OF CONDUCT 20
PURPOSE 20
CORE VALUES 20
GENERAL INFORMATION 20
DEFINITIONS OF CONSEQUENCES 22
APPEAL PROCESS AND DUE PROCESS RIGHTS 23
LEVEL 1 25
LEVEL 1 DISCIPLINE GUIDELINES 26
Cell Phones and Other Electronic Devices (POLICY 5136) 26
Disruption 26
Dress Code 26
False Identification 28
Food 28

Rowdiness/Horseplay 28
Tardy 28
LEVEL 2 29
LEVEL 2 DISCIPLINE GUIDELINES 29
Assisting or Inciting Violation of School Rules 29
Cheating/Plagiarism 29
Forgery/False Representation 30
Gambling 30
Inappropriate Computer Use 30
Insubordination 30
Interfering with Investigation 31
Leaving without Permission 31
Loitering/Skipping Class 31
Obscene Language, Actions, or Gestures 31
Physical Aggression 31
Public Displays of Affection 31
Theft or Possession of Stolen Property 31
Trespassing 31
Vandalism 31
LEVEL 3 32
LEVEL 3 DISCIPLINE GUIDELINES 32
Level 3 Discipline Guidelines for Transportation K-12 32
Assault 32
Breaking and Entering 32
Bullying 33
False Fire Alarms/911 Call 33
Fighting 33
Gang Activity 33
Harassment 33
Hazing 34
Major Theft 35
Major Vandalism 35
Pornography/Sexting 35
Possession Drug Paraphernalia 35

Possession of Dangerous Devices 35
Possession/Use/Illicit Drugs/Alcohol 35
Possession/Use/Sale of Tobacco/Nicotine or Vaping Devices 36
Threats 36
LEVEL 4 37
LEVEL 4 DISCIPLINE GUIDELINES 37
Arson 37
Bomb Threat 37
Criminal Sexual Misconduct 37
Dangerous Instruments and Weapons 37
Physical Assault to Staff 38
Sale/Transfer of Illicit Drugs 38
Extracurricular Activities 38
Athletics Program 38
Cedar Springs Public Schools 39
Middle School 39
Technology Code of Ethics & Acceptable Use Policy 39

SCHOOL OVERVIEW

ABOUT CEDAR SPRINGS MIDDLE SCHOOL

Middle School is part of the Cedar Springs Public School district. We are a sixth and seventh grade school serving approximately 550 students. Our staff is dedicated to academic excellence. We provide students with a solid foundation of skills while at the same time encouraging them to be creative and to develop positive character traits. Our curriculum is hands-on and exciting. Students explore many different types of learning and subject matter. Students learn through direct instruction, independent exploration, and in large and small groups.

CEDAR SPRINGS PUBLIC SCHOOLS MISSION, VISION, AND CORE VALUES

MISSION STATEMENT

We exist to equip every learner to thrive.

VISION STATEMENT

We aspire to prepare all learners to exceed their potential.

CORE VALUES

We believe in the unique promise of each learner.

CEDAR SPRINGS MIDDLE SCHOOL MAIN OFFICE CONTACT INFORMATION

Main Office	**Fax: 616.696.3123**	**616.696.9100**
Courtney MacDonald, Principal	courtney.macdonald@csredhawks.org	616.696.9100 x6900
Rachelle Alvarez, Assistant Principal	rachelle.alvarez@csredhawks.org	616.696.9100 x6901
Cortney O'Brien, Dean of Students	cortney.obrien@csredhawks.org	616-696-9100 x
Jodie Amell, Secretary	jodie.Amell@csredhawks.org	616.696.9100 x6909
Jenny Rogers, Secretary	jenny.Rogers@csredhawks.org	616.696.9100 x6902

A full staff directory is available online at **csredhawks.org**

KEYS TO LEARNING SUCCESS

Parents contribute to learning success for students in a number of ways. Please keep the following suggestions in mind to help promote learning for your student.

- Build positive relationships with the school.
- Communicate with principal, teachers, and staff.
- Encourage responsibility from your student.
- Prepare students for the school day—good nutrition, adequate sleep, and emotional support.
- Participate in the learning process.
- Engage students in conversation about homework and learning.
- Maintain timeliness and good attendance when possible.
- Demonstrate pride in student effort and achievement.
- Respect school procedures and the code of conduct.
- Seek clarity from faculty, staff, and/or administration when questions arise.

We encourage parents to enjoy participation in the school community. We welcome you and your energies on behalf of your child! Your involvement is essential to educational growth. Consider also the benefit of encouraging study time at home, providing books for leisure reading, monitoring screen time, limiting after school activities, discussing school events, planning time to help with homework, and keeping an open line of communication with your child's teacher. Together we can improve the learning opportunity for every student!

SCHEDULE AND CALENDAR

ABOUT THE SCHOOL DAY

- Main office is open 6:45 a.m. – 3:30 p.m. daily
- School day is 7:25 a.m. – 2:05 p.m.
  - Students can enter the building starting at 7 a.m.
    - Students riding the bus must use the south entrance
    - Students walking or dropped must use the main entrance
- Lunch break is 30 minutes and includes a supervised recess time.

CLASS SCHEDULE

Hour	6th Grade	Hour	7th Grade	Hour	8th Grade
1st Hour	7:30 – 8:29 a.m.	**1st Hour**	7:30 – 8:29 a.m.	**1st Hour**	7:30 – 8:29 a.m.
2nd Hour	8:34 – 9:31 a.m.	**2nd Hour**	8:34 – 9:31 a.m.	**2nd Hour**	8:34 – 9:31 a.m.
3rd Hour	9:36 – 10:33 a.m.	**3rd Hour**	9:36 – 10:33 a.m.	**3rd Hour**	9:36 – 10:36 a.m.
4th Hour Split	10:38 – 11:07a.m.	**4th Hour**	10:38 – 11:36 a.m.	**Lunch A**	10:38 – 11:08 a.m.
Lunch B	11:12 –11:42 a.m.	**Lunch C**	11:41 a.m. – 12:11 p.m.	**4th Hour**	11:13 a.m. – 12:11 p.m.
4th Hour split	11:47 a.m. – 12:11 p.m.				
5th Hour	12:16 – 1:3 p.m.	**5th Hour**	12:16 – 1:13 p.m.	**5th Hour**	12:16 – 1:13 p.m.
6th Hour	1:18 – 2:15 p.m.	**6th Hour**	1:18 – 2:15 p.m.	**6th Hour**	1:18 – 2:15 p.m.

HALF DAY SCHEDULE

Hour	6th Grade	7th Grade	8th Grade
4th Hour Homeroom – Academic Advisory	7:30 –9 a.m.	7:30 –9 a.m.	7:30 –9 a.m.
Assembly	7:30 – 7:50 a.m.	8 – 8:20 a.m.	8:30 – 8:50 a.m.
Career Exploration and SEL + Student Choice	9 – 10:40 a.m.	9 – 10:40 a.m.	9 – 10:40 a.m.
Student Choice	9 – 9:30 a.m.	9:35 – 10:05 a.m.	10:10 – 10:40 a.m.
Dismissal	10:45 a.m.	10:45 a.m.	10:45 a.m.

2 HOUR DELAY (9:20 a.m. START TIME)

Hour	6th Grade	Hour	7th Grade	Hour	8th Grade
1st Hour	9:30 – 10:10 a.m.	**1st Hour**	9:30 – 10:10 a.m.	**1st Hour**	9:30 – 10:10 a.m.
2nd Hour	10:15 – 10:50 a.m.	**2nd Hour**	10:15 – 10:50 a.m.	**Lunch A**	10:15 – 10:50 a.m.
Lunch B	10:55 – 11:25 a.m.	**3rd Hour**	10:55 – 11:25 a.m.	**2nd Hour**	10:55 – 11:25 a.m.
3rd Hour	11:30 a.m. – 12:05 p.m.	**Lunch C**	11:30 a.m. – 12:05 p.m.	**3rd Hour**	11:30 a.m. – 12:05 p.m.
4th Hour	12:10 –12:48 p.m.	**4th Hour**	12:10 –12:48 p.m.	**4th Hour**	12:10 –12:48 p.m.
5th Hour	12:52– 1:31p.m.	**5th Hour**	12:53 – 1:31 p.m.	**5th Hour**	12:53 – 1:31 p.m.
6th Hour	1:36 – 2:15 p.m.	**6th Hour**	1:36 – 2:15 p.m.	**6th Hour**	1:36 – 2:15 p.m.

2024-2025 DISTRICT SCHOOL CALENDAR

Month	Event
August 21	First Day of School
August 30-Sept 2	Labor Day Recess
September 27	Half Day
October 31-November 1	Fall Break
November 15	Half Day
November 27-29	Thanksgiving Break
December 13	Half Day
December 20-January 3	Winter Break
January 17	Half Day
February 14-17	Mid-Winter Break
March 14	Half Day
April 3-11	Spring Break
April 25	Half Day
May 16	Half Day
May 23-26	Memorial Break
June 5	Last Day of School/Half Day

ATTENDANCE PROCEDURES

ATTENDANCE (Policy 5200)

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

If a student is going to be absent, parents must contact the school by phone and provide an explanation by leaving a message on the school attendance line, 616-696-9100 x6090. If the absence of a student is questionable or excessive, school staff will try to help parents improve their child's attendance.

ABSENCES

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

Excused absences include:

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

Unexcused absences include:

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

Additional Absence Information

- If a student is to be dismissed prior to the end of the instructional day, the student's parent/guardian must provide written or verbal communication to the office excusing the child from that day's absence and authorizing the student to sign out. The student must sign out at the main office prior to exiting the building. Failure to do so will result in an unexcused absence.
- If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the non-custodial parent. Absent of such notice, the school will presume that the student may be released into the care of either parent.
- Skipping all or part of a class period, skipping all day, or leaving school without permission will result in additional disciplinary action as determined by the administration (see truancy in district handbook).

DEPARTURE DURING THE DAY

Prior to leaving during instructional hours, students must ensure that proper parental/guardian communication excusing their absence has been communicated with the office secretary. If leaving a class with more than 10 minutes remaining, this will be coded as an excused absence and subject to the attendance policy. Also, students must be signed out in the main office prior to departure.

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 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 4, 7 & 10 absences in class
- To work with students and parents when the student's absences are impacting the student's work.

RESPONSIBILITIES OF ATTENDANCE POLICY CONTINUED

In case of pre-arranged absences, students are responsible for the work missed. Students are expected to plan for necessary assignments and materials and the work must be completed as arranged between the student and the teacher. Serious consideration should be given to extended absences (family vacations, etc.), as some work is hard to complete when not in the classroom.

- Students wishing to be excused for an appointment (doctor, dentist, orthodontist, etc.) should present a written request from the parent to the office. A pass to leave class will be issued by the office.
- Students entering the building after 7:25 a.m. or returning following an appointment MUST report to the office before reporting to class.
- We value students being in class on time during every period of every day. If a student is tardy to school they must report to the Office before going to class. Per the county truancy policy, three unexcused tardies equals one absence.

School Attendance Actions:

Students who exhibit attendance patterns that are likely to interfere with their educational attainment, or meet the established criteria for chronic absenteeism or truancy will be subject to school interventions, which may include some or all of the following steps:

- Automated messages related to attendance (phone message).
- Student meeting with school staff (i.e. school counselor, assistant principal, social worker, or teacher).
- Parent/Guardian phone or e-mail contact.
- Development of Attendance Improvement Plan and subsequent monitoring of the plan with parent/guardian and student participation.
- Reporting from school building to the Kent County Intermediate School District Office of Truancy and School Attendance.

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 late, the student should proceed to the main office to obtain a pass which will be given to the teacher.

Late Arrival to Class

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

Tardies

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

1st Tardy: warning issued and student notified
2nd Tardy: warning issued, student and parent notified
3rd Tardy: disciplinary referral, conference with administration, parent notification
4th Tardy: disciplinary referral, parent notification, detention scheduled by the assistant principal or classroom teacher
5th Tardy: disciplinary referral, parent notification
6th Tardy: disciplinary referral, parent meeting, possible suspension from school

BEHAVIOR EXPECTATIONS

This Code of Conduct must be followed on school transportation or any school related event.

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

Consequences:

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

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.

POSITIVE BEHAVIOR SUPPORT

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

- Respectful
- Responsible
- Safe

The district's Code of Conduct can be found on the district's website. Parents are asked to review the Code of Conduct with their child(ren). Please remind children to report any problems, suspicions of a problem, or violations of school rules to an adult.

POSITIVE BEHAVIOR SUPPORT CONTINUED

While the Code of Conduct applies to all students K-12, we will also provide Middle School parents and students with a simplified version of common misbehaviors and consequences that children at this developmental level are better able to understand.

More important than our response to misbehavior is our proactive action to creating an environment that encourages positive behavior.

SECLUSION AND RESTRAINT

Students will only be restrained or secluded in an emergency where the student is a danger to themselves or others.

GENERAL PROCEDURAL INFORMATION

ASSEMBLIES

Students are expected to behave according to the guidelines of good citizenship at all assemblies. Student behavior is a direct reflection of the CSPS standard of excellence.

ATHLETICS

Research shows student athletes grow in confidence, and there is a direct correlation between improved homework completion and high attendance rates in athletes. At the middle school level, we are here to support fundamentals and introduce students to the game. We hold our athletes to the same eligibility requirements and guidelines as our high school athletes. All student athletes must have a valid physical for that school year to be able to play. Grade monitoring will be conducted by the Athletic Department on Friday of each week. Students can gain or lose eligibility with each weekly grade check. To participate in athletic contests or practice, students must attend school for the entire day. Please reference the Athletic Handbook on the website for additional student athlete information.

BACKPACKS, BOOKBAGS, ATHLETIC BAGS, LARGE PURSES, etc.

Backpacks, book bags, athletic bags, large purses, etc., are prohibited in all classrooms. Students may only use backpacks, book bags, athletic bags, etc. to carry items to and from the building. Students requiring accommodations regarding these items are encouraged to talk with their case manager/counselor for assistance.

CELL PHONES AND OTHER ELECTRONIC DEVICES (POLICY 5136)

Students may bring personal communication devices to school but they must remain in their locker during the day. If a student is feeling sick, it is important that they report to the office and use the office phone to call a parent, if necessary.

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

COMMUNICATION

Communication between school and home is a vital link for student success and positive relationships. Our school office distributes a newsletter regularly. The Middle School Newsletter is posted on our website, and parents will receive e mail notification as well. We will send a hard copy to those parents who specifically request one. The newsletter contains information about our calendar and events at school. Please read it carefully. The principal welcomes communication in any form from parents. The principal's direct phone number is 616.696.9100 x6900.
Classroom teachers email newsletters with information that is significant to your child's learning success. Teachers also communicate with parents in ways that are unique to their classrooms. Please check with individual teachers regarding communication with them on-line or by telephone.

Families may also access information about the district, including Middle School, by visiting our website at csredhawks.org. Many teachers post their newsletters on the web page, and viewers can access The Middle School Newsletter, calendar of events, and other stories and photos of interest.

DAILY ANNOUNCEMENTS

Announcements are read daily over the speaker system during morning and afternoon. The appropriate member of the faculty, such as class or club sponsor will approve announcements.

DANCES, ATHLETIC EVENTS AND SCHOOL FUNCTIONS

A student attending a school function or athletic event is not permitted to return once he/she leaves the building in which the school function or athletic event is being held. Students who are absent from school should not expect to attend either a function or an athletic event on the day they are absent. Students who ride school buses to athletic events must return on the bus unless excused by the administration at the direct request of the parent/guardian on the day of the contest/event.

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

The only food or beverage permitted outside of the cafeteria is water in a spill proof container. 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. No jamming lockers to stay open/unlocked. Lockers are not to be shared unless assigned to do so by the office. School authorities may search a student's locker and will seize any illegal, unauthorized or contraband materials discovered in the search. No exterior locker decorations allowed except when authorized. Student lockers at Red Hawk Intermediate are lock-free and to remain unlocked.

LOST AND FOUND

Typical lost and found items should be turned in to the lost and found table in the café. Students who lose articles should check the lost and found table, the office, and also report any items missing. The custodians usually pick up gym clothes left in the locker room. Lost books are usually returned to teachers. A lost or stolen item report should be filed by students in the office for future reference and identification. Any items not claimed by the end of the school year will be donated to a charitable organization.

LUNCH AND CAFÉ

We discourage parents from bringing food and drink into the building that does not comply with our district wellness policy. Any parent that comes to the building during the day must check-in at the Office; this includes visits during lunch periods. For additional information, refer to the Lunch/Breakfast Program and Account in the district handbook.

During lunch, students are to remain in a school approved location that has a staff member present for supervision

MICHIGAN HEALTH AND REPRODUCTIVE HEALTH

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

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

SCHOOL BUILDINGS

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

SOCIAL ACTIVITIES

After school activities are frequently sponsored by various teachers for the benefit of CSPS students. These activities are not open to individuals not enrolled at CSPS. Student activities are generally scheduled immediately after school. To participate in or observe after school activities, the student must be in attendance for the full day on the day of the activity unless excused by the administration.

STUDENT ASSESSMENT

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

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the principal.

STUDENT'S PERSONAL PROPERTY

The district and staff take reasonable precautions to insure the safety of students' personal property. However, the district will not assume responsibility for the loss, theft, or damage of any property left at school or on any school property by the student. Students are reminded that they are responsible for any items they bring to school and that leaving items in their locker, a classroom or any other area will not transfer responsibility to the school.

STUDENT RIGHT OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students, with permission, may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

Material cannot be displayed if it:

- is obscene to minors, libelous, indecent, or vulgar,
- advertises any product or service not permitted to minors by law,
- intends to be insulting or harassing,
- intends to incite fighting or presents a likelihood of disrupting school or a school event.

Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building. Students who wish to display materials they believe meet school guidelines must present them to the principal twenty-four (24) hours prior to display.

STUDENT COUNSELING SERVICES

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

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

Confidentiality is maintained except:

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

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

TELEPHONE USE

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

WITHDRAWAL FROM DISTRICT

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

WORK PERMITS

Students under 18 years of age must first obtain a work permit before they are employed. Applications are obtained in the office or at the District Office during the summer. Because 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 work week of 48 hours during the period when school is in session.

VIDEO MONITORING SYSTEMS TECHNOLOGY (POLICY 7440.01)

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

TRANSPORTATION

BICYCLE SAFETY AT SCHOOL (POLICY 5514)

Students may ride bicycles to the Middle School. We request students follow the following safety procedures:

- Wear a properly fitted bike helmet
- Cross streets at designated areas only by walking your bike across
- 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 roller blades to go to and from school, however they must be able to be stored in the student's locker. The use of roller blades and skateboards is restricted to outdoor purposes only. It is expected students will wear all necessary safety gear and use extreme caution at all times.

ACADEMIC STUDENT SERVICES INFORMATION

HOMEWORK (POLICY 2330)

The assignment of homework can be expected for students in our school. Homework is assigned to enhance the student's learning with real and purposeful activities to enhance classroom instruction. Regular and careful recording of homework is an essential part of school success. Assignments are posted in the classrooms and the students are expected to copy these assignments. Students are expected to complete homework assignments even when not in school. The percentage of credit given for late assignments is determined by department. A student can make a request for homework to the office on the second day of absence. For the purpose of make-up work, students will receive one day for each day of school missed.

PROGRESS REPORTS/REPORT CARDS

Student progress is reported four times during the school year. The final report card is mailed to the student's home. The final report card is mailed home, "upon parent/guardian request to the Middle School Office." Grades may be accessed through PowerSchool.

PROMOTION/RETENTION/CREDIT RECOVERY

If students fail (earn a grade 59% or below) a semester for a core content area, they will be required to take part in the credit recovery program.

TEXTBOOKS - WORKBOOKS

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

CEDAR SPRINGS PUBLIC SCHOOLS
MIDDLE 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 and more serious infractions at Level 2 and Level 3 with 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.
It 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 discipline 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 premise, in a school-related vehicle, or at a school-sponsored activity on or away from campus or trip. 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 will be determined after the considerations required under MCL 380.1310d.

Implementation of the Code of Conduct
Implementing the code is primarily the responsibility of the building administrator. Building administrators shall keep records of disciplinary action and notify central administration of disciplinary action that involves exclusion 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 by 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.

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 and 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. Students who lose privileges in this section will have the opportunity to appeal to have them reinstated, and contact the building administration to engage in the appeals process.

Long Term Suspension (Long Term 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 which 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.

APPEAL 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 (ten school days or less)
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 (ten school days or less)
Suspension for three days or less may not be appealed. To appeal a suspension of four, but not more than ten, 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.

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.

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 ten (10) school days)
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 ten (10) school days)
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 to the Superintendent's decision. The Board may conduct a hearing and shall issue a written decision within ten school days after the Board receives the appeal.

The Board shall act publicly within ten school days on any written appeal to an expulsion, to a written request for reinstatement or to 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.

Under MCL 380.1308, the School System Must Report to the Local Police	**Under MCL 380.1308, the School System May Report to the Local Police. Administrative discretion is used on a case-by-case basis**	**Other offenses that Cedar Springs Public Schools May Report to Local Police pursuant to district policies. Administrative discretion**
● minor in possession (MIP) ● alcohol, tobacco products; include under influence ● possession, use, dealing drugs or other controlled substances ● 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." ● arson ● explosion ● vandalism – over $100 (intentional destruction of property) ● theft – over $100 ● robbery/extortion ● bomb threat ● criminal sexual conduct ● suicide threat or attempt ● suspected/armed student/hostage ● intruder if he/she refuses to leave ● death or homicide	● verbal assault ● physical assault ● theft – under $100 ● vandalism – under $100 (intentional destruction of property) ● bus with students involved in accident or incident	● gang or other hate-related activity ● hazing ● demonstrations/strikes ● other weapons (not shown in column A)

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

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 consequences are considered Level I. Level I disciplinary infractions are those infractions that are to be addressed by the teacher or staff member responsible for supervision of the student(s) when the infraction(s) occur. 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 decided 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

Grade Level	1st Offense	2nd Offense	After the 3rd Offense
6-8	• Warning • Student Conference • Restorative Conversation and/or project	• Parent/Guardian notification • Warning and up to 2 hours detention • Restorative Conversation and/or project	• Parent/guardian notification • Up to 2 hours detention • Restorative Conversation and/or project

Cell Phones and Other Electronic Devices (POLICY 5136)

Students may have personal communication devices. They must remain in their locker. If a student is feeling sick, it is important that they report to the office and use the office phone to call a parent, if necessary. Any device used during school hours are subject to be confiscated and stored in the office. If an electronic device is confiscated, upon return of the phone, the students will receive a warning for the first offense. Subsequent infractions will result in the guardian being called to come in and pick up the device. Students may also serve detention time for additional infractions.

Disruption

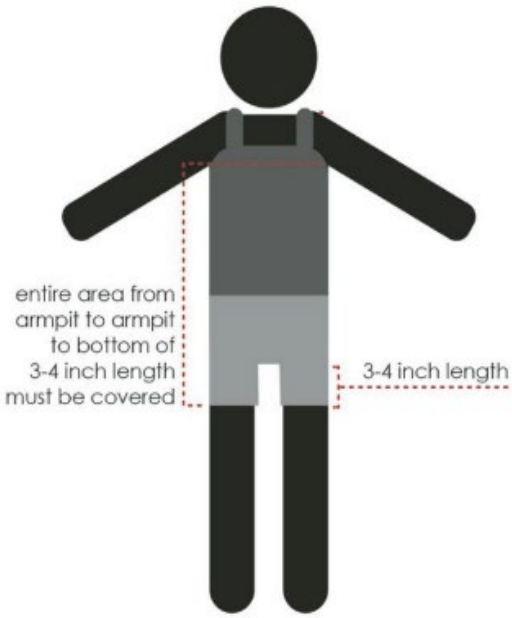
Students will not conduct themselves in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. This also includes using water balloons, squirt guns, shaving cream, etc. Behavior is considered disorderly 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.

Dress Code

The primary purpose of the Cedar Springs Public Schools dress code is to ensure appropriate dress and appearance for the place and situation. Administration respects students' rights to express themselves in the way they dress while expecting students to respect the school 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 policy is intended to provide guidance for students, staff, and parents.

Minimum Requirements:

1. Clothing must cover the student's upper body from one armpit directly across to the other armpit, and must cover the student's lower body down to approximately 3 to 4 inches in length on the upper thighs (see images below). Rips or tears in clothing should be no higher than the 3 to 4 inches in length.
2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved 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.
4. Headgear including hats, hoods, and caps are not allowed unless permitted for religious, medical, or other reasons by the school administration.
5. Students should not have to consciously maintain clothing (needing to pull down shorts/ skirts or pull up tops) in order to meet the minimum requirements.
6. Specialized courses may require specialized attire, such as sports uniforms or safety gear.



Additional Requirements:

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.

The administration reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be notified if appropriate clothing is not available or the student refuses dress-code-appropriate clothing.

Student in violation of the Middle School Dress Code. The type of clothing worn is primarily the responsibility of the parent and the student as long as the attire does not interfere with the normal education process. In general, students should dress in such a manner that they do not violate any health or safety standards or disrupt the educational environment. Due to the various activities of our program, such as sitting on floors, physical education, labs, and other activities, students are encouraged to wear appropriate clothing. Appropriate footwear is to be worn for safety and hygiene. Clothing which displays drugs, alcohol, tobacco products or which is obscene or offensive in nature, including double meanings, visible underwear and see-through tops will not be allowed. No outerwear coats, hats, hoods, and

earmuffs are to be worn inside during school hours. Bandannas and durags will be permitted. Face paint and/or temporary tattoos are permitted on spirit days and should be no larger than 1 inch by 1 inch in size.
Students who must return unacceptable clothing and other personal items to their lockers may be given a tardy if they are late for class. Students may be sent home to change inappropriate clothing at any time. Dress code violations will be referred to a principal or dean of students. Parents will be notified if the student is sent home.

False Identification
A student will not use another person's identification or give false identification to any school personnel or volunteer with intent to deceive school personnel or falsely obtain money or property.

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
A student who fails to report to, or leaves early from, the school's assigned class or activity without prior permission, knowledge or excuse by the school and parent/guardian is considered truant. Late Arrival to Class Students are considered tardy if they are not inside the classroom when the bell rings. After the first ten (10) minutes of class, a tardy student who arrives to class will be marked absent. Such students are expected to remain and participate in class. Any tardiness to class is unexcused unless the student has a pass from a teacher or the office indicating the student has been detained. Any other tardy is unexcused except in extenuating circumstances as approved by the administration. Tardies Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the main office before proceeding to class. Students who are more than ten (10) minutes late will be considered absent for that instructional period.

- 1st Tardy: warning issued and student notified
- 2nd Tardy: warning issued, student and parent notified
- 3rd Tardy: disciplinary referral, conference with administration, parent notification
- 4th Tardy: disciplinary referral, parent notification, detention scheduled by assistant principal or classroom teacher.
- 5th Tardy: disciplinary referral, parent notification
- 6th Tardy: disciplinary referral, parent meeting, possible suspension from school
- 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 decided 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. **The fourth and subsequent offenses will result in escalation to the consequence of the next level.**

LEVEL 2 DISCIPLINE GUIDELINES

Grade Level	1st Offense	2nd Offense	After the 3rd Offense
6-8	• Parent/guardian Notification and up to 2 hours of detention • Social Probation*	• Parent/guardian notification and up to 3 days in-school suspension • Social Probation*	• Parent/guardian conference and up to 3 days out-of-school suspension • Behavior contract • Social Probation*

*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

In grades 9-12, 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 is a third, or additional, 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 electro-magnetic 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 must use school computers responsibly for educational purposes only. This includes respecting the privacy and rights of others and adhering to all applicable laws and school policies. Inappropriate use, such as accessing, transmitting, or downloading explicit, offensive, or illegal material, is strictly prohibited. Cyberbullying, harassment, or any form of online misconduct is also not tolerated. Attempting to bypass security measures, gain unauthorized access to files, accounts, systems, or engage in hacking activities is strictly prohibited. Using school computers for personal financial gain or commercial purposes is not permitted. Any damage to school computers due to negligence may result in repair costs.

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.

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 Class
Loitering is when students are in the building, or on school property without a valid pass and/or 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 could 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 holding hands, hugging, kissing, grabbing on another, hanging on one another or 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 which 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. Actions such as writing in school textbooks or library books; writing on desks or wall; 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 decided 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

Grade Level	1st Offense	2nd Offense	After the 3rd Offense
6-8	• Parent/guardian conference • Up to 5 days out-of-school suspension and/or student assessment Chemical Assessment and follow-up of counselor recommendation • Loss of extra-curricular privileges – 4 weeks	• Up to 10 school days out-of-school suspension and/or days may be reduced if student participates in our cessation program • Chemical assessment and follow-up of counselor recommendation • Loss of extra-curricular privileges – Remainder of the School Year	• 10 school days out-of-school suspension and referral to Superintendent for long-term suspension or expulsion • Loss of extra-curricular privileges - Remainder of the School Year

Level 3 Discipline Guidelines for Transportation K-12

Should a student commit a violation on a school bus, including before and after boarding the bus, discipline will be imposed based on the discipline guidelines for that grade level. In general, an out-of-school suspension will be a suspension of bus riding privileges.

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 6 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 6 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 facility is considered breaking and entering.

Bullying

Bullying is any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

a. substantially interfering with educational opportunities, benefits, or programs of one (1) 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.
d. Instances of suspected bullying should be reported and documented directly by the student to staff. This helps to initiate an investigation.
e. 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 threaten 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 (e.g., Internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), 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.
    - **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. 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.
    - **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 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, and 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/Illicit Drugs/Alcohol

A student will not possess, use, 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'Douls, 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 or 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 non-prescription 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.

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. More than three (3) offenses will result in ever increasing consequences.

LEVEL 4 DISCIPLINE GUIDELINES

Grade Level	1st, 2nd and 3rd Offenses
6-8	• 5-10 school days out-of-school suspension and/or expulsion and loss of extra-curricular privileges

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 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 6 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 spray, gas,

pellet guns, razors, etc. This also includes air guns, blow-guns, toy guns, any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device 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 possession of a student while the student attends school or a school activity, or while the student is in 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 6 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 which 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.

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.

Cedar Springs Public Schools
Middle School
Technology Code of Ethics & Acceptable Use Policy

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

Privileges and Rights:

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

Failure to abide by these guidelines may result in the suspension or elimination of access to the district's network.

Parents/guardians must sign a permission form for a student to have access to the district's technology.

_____ _____

Signature Date