



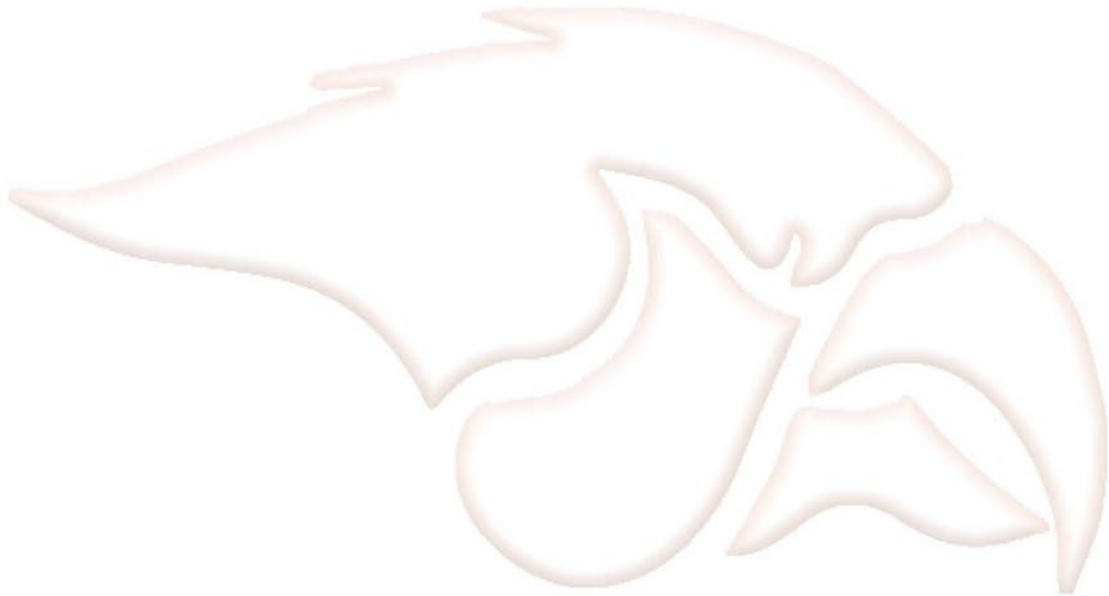
CEDAR SPRINGS PUBLIC SCHOOLS

Cedar Springs

New Beginnings High School

Student Handbook

2024-2025



204 E. Muskegon Street
Cedar Springs, MI 49319
(616) 696-1200
highschool.csredhawks.org/



WE CAN. WE WILL. WE ARE. TOGETHER.



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SCHOOL OVERVIEW

ABOUT NEW BEGINNINGS HIGH SCHOOL

New Beginnings Alternative High School is committed to providing an opportunity for students to earn credit toward graduation in a small environment, with increased support, using differentiated teaching strategies and materials. To this end, the staff is committed to providing a safe and stimulating environment in which students may grow academically and develop social skills to prepare them for life after high school.

CEDAR SPRINGS PUBLIC SCHOOLS MISSION, VISION, AND CORE VALUES

MISSION STATEMENT

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

VISION STATEMENT

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

CORE VALUES

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

NEW BEGINNINGS HIGH SCHOOL BELIEFS

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

CEDAR SPRINGS NEW BEGINNINGS MAIN OFFICE CONTACT INFORMATION

Main Office

Todd Simmons, Principal

Angel Martin, New Beginnings Secretary

Michelle Wiles, Administrative Assistant

Fax: (616) 696-4016

todd.simmons@csredhawks.org

angela.martin@csredhawks.org

michelle.wiles@csredhawks.org

Phone: (616) 696-1200

(616)696-1200 x7979

(616)696-1200 x7904

(616)696-1200 x7902



SCHEDULE AND CALENDAR

ABOUT THE SCHOOL DAY

Students begin their day at 7:38 a.m. and end at 2:18 p.m. Our school office is open from 7:15 a.m. – 3:30 p.m. daily.

Other schedules and school routines that may be helpful to you and your family are:

- Students who walk should enter through the main entrance on the North side of the building.
- Students riding the bus enter through the West side of the building.
- Lunch lasts 30 minutes

SCHEDULING

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule are handled through the office.

Students may be denied course enrollment due to insufficient space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

CLASS SCHEDULE

1st Hour: 7:40 - 8:41 a.m.

2nd Hour: 8:46 - 9:44 a.m.

3rd Hour: 9:49 - 10:46 a.m.

A Lunch: 10:46 -11:16 a.m.

4th Hour: 11:21 - 12:19 p.m.

5th Hour: 12:24 - 1:22 p.m.

6th Hour: 1:27 - 2:25 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

For a full calendar of events at Cedar Springs High School, visit highschool.csredhawks.org/calendar



ATTENDANCE PROCEDURES

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. If prior contact is not possible, a written excuse should be provided as soon as possible. When no excuse is provided, the absence will be unexcused and the student is considered truant. If the absence of a student is questionable or excessive, school staff will try to help parents improve their child's attendance.

DEPARTURE DURING THE INSTRUCTIONAL DAY

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

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 the 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 when arriving at school late or leaving school early
- To seek and make up school work 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 students, 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 the correct email and physical address, 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, of the student's continuing absences and/or tardies in a particular class
- To work with students and parents when the student's absences are impacting the student's work.



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.

ADDITIONAL ABSENCE INFORMATION

- Students missing coursework due to disciplinary action are allowed to make up missing assignments.
- 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. 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). School attendance is required to remain enrolled in New Beginnings High School. If a student has 10 consecutive (in a row) absences, the student may be dropped from New Beginnings High School, and no credit will be issued. Students would then need to re-enroll the following semester if accepted back into the program.

Please keep in mind this may put students further behind in accumulating credit, which could result in limited options for graduation (Adult Ed/GED being the only option left). Every attempt will be made to work with students and families to problem solve around attendance issues.

A student who has extensive absences due to illness/medical issues will need to bring in a doctor's note for the student to remain enrolled and to receive a letter grade. This is not necessary for only one or two days of absences due to illness.

All absences (excused and unexcused) count toward the nine days. Students are not given nine days off each semester to use as vacation days. Absences should be reserved for appointments or in case a student is sick late in the semester. In order to earn a letter grade, students must put in the seat time and be in attendance daily.

Below is the process that will be followed for students who have attendance challenges:

Nine Absences

- Teacher conference with student

10-12 Absences

- Make up time (hour for hour) for letter Grade
- If time is not made up, you may receive credit (CR) which is worth a 1.0 GPA

13+ Absences

- Students will receive credit (CR) which is worth a 1.0 GPA if the course has a 60% or higher on the coursework
- Students below 60% will receive a failing grade



TARDY (LATE ARRIVAL)

Late Arrival to School

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

Tardies are recorded in the teacher's record book and are cumulative over a semester. Tardies will be accounted for in each class period.

Three tardies

- A lunch detention will be assigned

Six tardies

- Two lunch detentions or an after-school detention will be assigned

Nine tardies

- After-school detention is assigned

10+ tardies

- Additional disciplinary action as determined by the administration

WITHDRAWAL FROM SCHOOL

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



GENERAL SCHOOL INFORMATION AND PROCEDURES

ARMED FORCES RECRUITING

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

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

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

CAFETERIA BEHAVIOR

During lunch, students need to be in their designated area. Students are expected to be orderly, wait patiently in line, use good manners, and speak in their classroom voice.

BACKPACKS, BOOKBAGS, ATHLETIC BAGS, LARGE PURSES

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 in grades nine-12 may use personal communication devices (PCDs) before and after school; during their lunch break; in between classes as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment; during after-school activities (e.g., extracurricular activities); or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited, and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

Always keep at least one ear open to surroundings. Earbuds and headphones should not cover both ears and block all sounds from the surroundings. This is a safety concern and it is important to be aware of your surroundings.

At Cedar Springs High School, our priority during instructional time is to foster an effective learning environment. The school provides each student in grades 9-12 with a Chromebook, ensuring access to necessary digital resources.

While students may occasionally be allowed to use personal devices like cell phones to access web-based content during class, this is only permitted when explicitly directed by a staff member.

To reduce the distraction of having immediate access to their phones, a cell phone garage will be available for students who bring personal devices into the classroom. Outside of specific instructions from staff, students are not permitted to use their phones or similar personal communication devices during instructional periods.

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



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

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

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

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

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

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office at 616-696-1200.

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

Starting in the Fall, of 2020, Cedar Springs High School became a 1:1 building when the district provided each student with their own Chromebook. The need for cell phones in the classroom changed significantly as each student could now access web-based content in every class to support their learning.

On occasion, teachers may still give students the option to access web-based content during class using a personal device like a cell phone. When the use of district-provided devices is the only option for students based on the professional judgment of the teacher, a cell phone garage will be provided for students who choose to bring a device into the classroom. Unless explicitly directed by a staff member, students are not permitted to use a phone (or similar personal communication device) during the instructional period.

First Violation

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

Second Violation

- Parent/Guardian may pick up the student's device from the front office.



Third Violation

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

Fourth and Subsequent Violations

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

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

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

CLOSED CAMPUS

Closed campus Students are not allowed to leave the school building at any time during the school day without a hard copy of written or verbal permission from their parents and approval of the administration. Students may be released only to persons authorized by parent/guardian on emergency data card.

COMMENCEMENT ACTIVITIES (POLICY 5460)

Participation in high school graduation/commencement activities is a privilege and not a right. All students desiring to participate in commencement activities must have met all graduation requirements as certified by the high school principal and approved by the board of education.

A student may be denied participation in the ceremony of graduation commencement, when personal conduct so warrants. Commencement rehearsal/practice is announced by the principal.

Practice typically occurs the day of graduation. Every student who plans on walking is required to attend and participate in commencement practice. Any student failing to attend commencement practice without making prior arrangements with the principal will not be allowed to participate in commencement activities.

DANCES, ATHLETIC EVENTS, AND SCHOOL FUNCTIONS

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

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

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



Dance Rules

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

Consequences

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

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.

STUDENT DRESS CODE

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

Additionally, the code serves to support our mission to foster a dynamic community of learners who inspire and support one another to exceed their potential. The code provides students and parent(s)/guardian(s) with a clear set of guidelines to use as they are making the primary decisions around student clothing and style. Lastly, the code clarifies how we work together as students, parents/guardians, and staff in accordance with BOE policy 5511.

Students whose clothing is not properly aligned with these guidelines may not be allowed to attend class. Parents will be notified if appropriate clothing is not available or the student is unwilling to wear clothing that aligns with the dress code. The principal will be the arbiter for the student dress code in the building.

General Guidelines:

1. At minimum, clothing must cover the student's body from one armpit directly across to the other armpit down to approximately 3 to 4 inches in length on the upper thighs (see Graphic Guide). Students must consider that some courses/programs may require specialized attire, such as athletic or safety gear. These guidelines will be applied when students are sitting/standing, participating in labs, participating in physical education, and other school-related activities.
2. For safety purposes, shoes will be worn at all times and should be safe for the school environment and hygiene. Slippers shall not be worn, except for school activities 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 and the Graphic Guide.
4. For the safety of staff and students, hoods are not allowed. Hats that follow the 'Additional Guidelines' below may be worn in the common areas. Staff members may request that a student remove their hat for academic, respect, or safety reasons. Not following this request will result in an office referral for insubordination.
5. Clothing must not require frequent adjustment to maintain appropriate coverage (needing to pull up/down garments on the upper and lower body).



Additional Guidelines:

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

LOCKERS

Student lockers and desks are school property and remain under the control of the district at all times; however, students are expected to assume full responsibility for the security of their lockers and are responsible for their contents at all times. School authorities may search a student's locker and will seize any illegal, unauthorized or contraband materials discovered in the search.

SCHOOL BUILDINGS

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

STUDENT ASSESSMENT

To measure progress, students are tested in accordance with state standards and district policy. Unless otherwise exempt, students are expected to participate in state-mandated tests annually in grades 3-12. Although make up days are scheduled, students are encouraged to be present for the test and unnecessary absences should be avoided. Additional group assessments may be given to monitor progress and determine achievement of curriculum objectives. Students are expected to complete the required state assessment which includes the SAT test. Beginning with the class of 2017, all students must participate in any State Required Assessments at New Beginnings High School to graduate. Any exception to this requirement must be approved by the superintendent/designee. Sophomore students will have the opportunity to take the PSAT, a preparatory assessment primarily used to help students prepare for the SAT. The test is usually administered during the sophomore year and includes sections on English, math, reading; and scientific reasoning section.

TRANSCRIPTS

Student transcripts must be requested through Parchment.com and will be processed by the office as soon as the request is received.

WORK PERMITS AND COOPERATIVE EDUCATION

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 Board of Education Office during the summer. Since school is a full-time endeavor, students are not encouraged to work more than a few hours per week outside school. A minor who is a student in school shall not be employed more than a combined school and workweek of 48 hours during the period when school is in session.



TRANSPORTATION INFORMATION

AUTOMOBILE USE AND PARKING (POLICY 5514.01)

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

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

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

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

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

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

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

Student Parking Guidelines

1. Vehicle Registration is required at New Beginnings High School.
2. Cost of Parking Permit - \$5
3. If you are driving a vehicle other than your currently registered vehicle, you must inform the New Beginnings Secretary upon arriving at school.
4. Students parking in handicapped space/area will be referred to the police.
5. Reckless driving will result in suspension of driving privileges for an amount of time to be determined by an administrator and possible police referral. This means not being allowed to drive on the entire campus.
6. Students are required to park in the designated student parking area. Parking in other locations may result in a parking violation and/or towing of the vehicle.
7. The posted speed limit on campus is 15 mph, and 5 mph while in the parking lot



ACADEMIC STUDENT SERVICES INFORMATION

EARLY GRADUATION

Students who have met all graduation requirements before the end of their senior year, must have a parent/guardian submit, in writing, a letter to the principal requesting early graduation.

GRADUATION REQUIREMENTS

New Beginnings High School – Starting 2016 and After

COURSE	CREDITS
English	4 Credits
Social Sciences	3 Credits 1 World History 0.5 Economics 0.5 Government 1 US History
Mathematics	4 Credits Algebra I, Geometry, Algebra II and Math related course senior year
Science	3 Credits Must include Biology, Chemistry/Physics and Science Elective
Physical Education	0.5 Credits Physical Education
World Language/ Visual and Performing Arts	3 Credits 2 World Languages and 1 VPA Or 1 World Languages and 2 VPA
Health	0.5 Credits Health
Total Required	18

- Students who do not satisfactorily complete the graduation requirements will not be allowed to participate in the graduation ceremony.
- Under State law, students in grade 11 will take the Michigan Merit Exam.
- Beginning with the class of 2017, all students must participate in any State Required Assessments at Cedar Springs New Beginnings High School to graduate. Any exception to this requirement must be approved by the superintendent/designee.

GRADES

New Beginnings High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning; therefore, all students are required to attempt the final exam and complete projects assigned in all enrolled courses to earn credit. In general, students are assigned grades based upon test results, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how their grade will be determined, they should ask the teacher.



Grading Scale

The school uses the following grading scale:

A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	0-59

CR--Credit (used only in limited situations)

NC--Credit (used only in limited situations)

MAKEUP WORK

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

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

PROGRESS REPORTS AND REPORT CARDS

Refer to Report Cards in the district handbook. Parents may utilize PowerSchool and have the advantage of accessing progress reports regularly, benefits include the ability of all parents to be aware of their student's progress, not just those with students in danger of failing. It also empowers students, as each of them has an individual account that allows them to monitor their own progress; just as parents and teachers can. Students will have access to grades at all times through the online platform being used, if any.

PROMOTION, PLACEMENT, AND RETENTION

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



Cedar Springs Public Schools New Beginnings Technology Code of Ethics & Acceptable Use Policy

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

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

Privileges and Rights

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

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

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

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.

DIRECTORY INFORMATION NOTICE shall be provided annually to students and their parents:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Cedar Springs Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Cedar Springs Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The



primary purpose of directory information is to allow the Cedar Springs Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Cedar Springs Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 30th of the current school year. Cedar Springs Public Schools has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Student/Parent Handbook Signature Form

Please read the information included in the New Beginnings Student Handbook. Return this page to the New Beginnings Office after you and your student (If student is under the age of 18) have signed it.

As the parent or guardian of a New Beginnings High School student, I have a read, understand and shared the information with my student.

Parent/Guardian Signature (Required unless student is over the age of 18)

Student Signature