



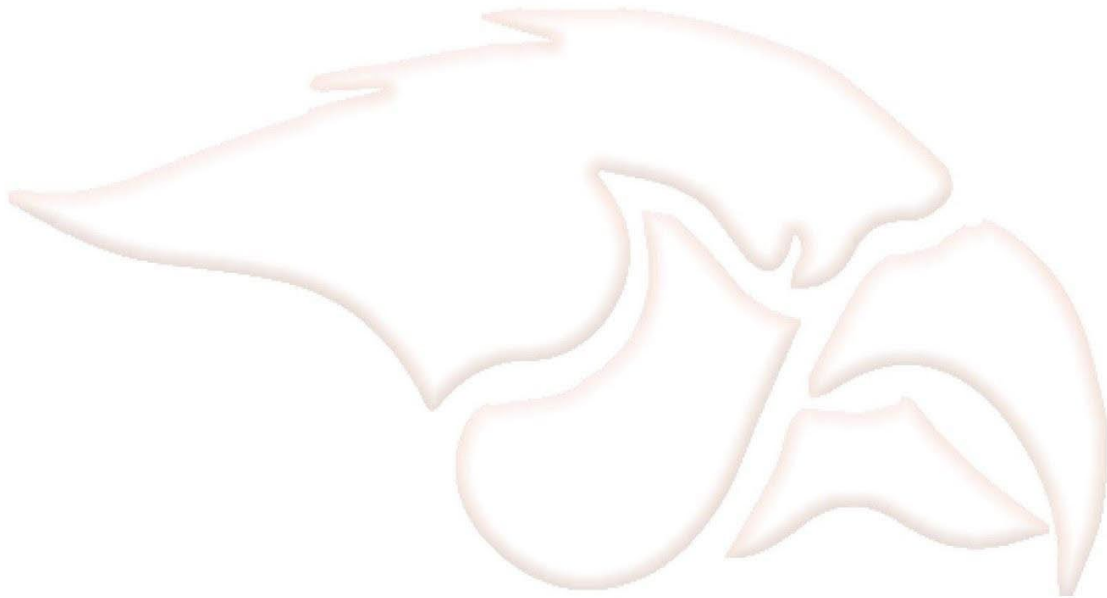
CEDAR SPRINGS PUBLIC SCHOOLS

Cedar Springs

Virtual Academy

Parent/Student Handbook

2026-2027



Cedar Springs Public Schools
204 E. Muskegon Street, Cedar Springs, MI 49319
616-696-1204 x5920 | cspstogether@csredhawks.org
csredhawks.org/enrollment/virtual-academy

WE CAN. WE WILL. WE ARE. TOGETHER.



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SCHOOL OVERVIEW

ABOUT CEDAR SPRINGS VIRTUAL ACADEMY

Cedar Springs Virtual Academy (CSVA) is a tuition-free, fully online learning option for students enrolled in Cedar Springs Public Schools. CSVA serves students in grades K–12 and is designed to provide a flexible, high-quality education while maintaining strong connections to the district.

Students follow a structured schedule with pacing guides, regular communication with teachers and required participation in synchronous (live) sessions when assigned. With dedicated staff support, academic guidance, and clear expectations, Cedar Springs Virtual Academy provides students with a flexible pathway to become college-, career-, and life-ready.

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 VALUE

We believe in the unique promise of each learner.

CEDAR SPRINGS PUBLIC SCHOOLS MAIN OFFICE CONTACT INFORMATION

Main Office

Kimberly Morden, Director of Extended Learning and Engagement
Jenny Drew, Secretary

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jennifer.drew@csredhawks.org

(616) 696-1204

(616) 696-1204 x5920

(616) 696-1204 x1919

CEDAR SPRINGS PUBLIC SCHOOLS DISTRICT DEPARTMENTS

Cedar Springs Student Services and Mental Health
Cedar Springs IT Support/Help Desk
Tutoring Services

cspstogether@csredhawks.org
helpdesk@kentisd.org
By Appointment

(616) 696-1204 x1040

HANDBOOK OVERVIEW AND GUIDELINES

This handbook provides important information about school procedures, expectations and Board policies for Cedar Springs Virtual Academy. Families are encouraged to review it carefully and refer to it throughout the school year.

This document summarizes district policies and guidelines. In the event of any conflict, official Board policies and administrative guidelines will take precedence. The handbook reflects current procedures and may be updated as policies change.

For detailed student policies by grade level, please refer to the appropriate handbook linked below.

- [Cedar Springs High School Student Handbook, Grades 9-12](#)
- [Cedar Springs Middle School Student Handbook, Grades 6-8](#)
- [Cedar Springs Elementary Schools Student Handbook, Grades K-5](#)



DAILY SCHEDULE AND DISTRICT CALENDAR

ABOUT THE SCHOOL DAY

- School Office Hours are Monday-Friday between 8 a.m. – 4 p.m.
 - Other times available by appointment.

DAILY SCHEDULE

Secondary schedules may be modified at the district’s discretion.

Grades 6–8: View the sample daily schedule for grades 6–8 on the Cedar Springs Virtual Academy webpage.

Grades 9–12: View the sample daily schedule for grades 9–12 on the Cedar Springs Virtual Academy webpage.

2026-2027 DISTRICT CALENDAR

Date	Event
Wednesday, August 26, 2026	First Day of School
September 4-7, 2026	Labor Day Recess
Friday, September 25, 2026	Half Day
October 29-30, 2026	Fall Break
Friday, November 13, 2026	Half Day
November 25-27, 2026	Thanksgiving Break
Friday, December 11, 2026	Half Day
December 18, 2026 – January 1, 2027	Winter Break
Friday, January 22, 2027	Half Day
February 12-15, 2027	Mid-Winter Break
Friday, March 12, 2027	Half Day
April 1-9, 2027	Spring Break
Friday, April 23, 2027	Half Day
Friday, May 14, 2027	Half Day
May 28-31, 2027	Memorial Break
Thursday, June 10, 2027	Last Day of School/Half Day

For a full calendar of elementary events, visit csredhawks.org/our-district/news-district-calendars.

School Closing and Scheduled Breaks

If Cedar Springs Public Schools is closed for the day, families will be notified through the district’s messaging system by text (if opted-in) and email. Closure information will also be posted on csredhawks.org, the official Cedar Springs Public Schools Facebook page (facebook.com/csredhawks), and on local television outlets.

If the district is closed, Cedar Springs Virtual Academy will also be closed. Students will not be required to complete online assignments on those days. Students who are behind in coursework are encouraged to use the time to catch up if possible.

Please note that when school is not in session, teachers may not be available for grading, feedback, or communication.



ADMINISTRATIVE AUTHORITY

It is not possible, nor is it intended, to identify all of the unique circumstances that may occur in virtual learning within this handbook. As such, the Director has the authority in his/her discretion to make a professional determination under these policies to meet the needs of students.

ENROLLMENT POLICY AND PROCEDURES

Enrollment Process

To attend Cedar Springs Virtual Academy, a student must first be enrolled in Cedar Springs Public Schools. Admission to CSVA requires completion of a separate application process. Families should visit the Cedar Springs Virtual Academy webpage for detailed information about enrollment steps and timelines.

Students may enroll in CSVA at the beginning of the school year. Students who are new to the district may apply upon enrollment in Cedar Springs Public Schools. Students must apply during the designated enrollment period to participate in CSVA, unless they are newly enrolling in the district.

In addition:

- Elementary and secondary students must enroll in CSVA for at least one full semester.
- Secondary students must be on track for graduation in order to apply.

Credit requirements for secondary students include:

- Incoming 10th grade: 5 total credits completed, including 4 core content credits and 1 required elective credit.
- Incoming 11th grade: 10 total credits completed, including 2 credits in each core content area and 2 required elective credits.
- Incoming 12th grade: 15 total credits completed, including 3 credits in each core content area and 3 required elective credits.

Students who reside outside of the district must complete the CSVA application process and follow the Schools of Choice process. Please visit the [CSPS Schools of Choice webpage](#) for more information.

DENIAL OF ENROLLMENT

CSVA will follow the MDE Guidelines for the virtual learner requirements and reasons of denial for enrollment.

[Pupil Accounting Manual page 138](#)

5-0-D LAWS (Pupil Accounting)

Cedar Springs Virtual Academy adheres to the state's pupil account manual for laws on pupil accounting. You can review those laws on the [MDE Pupil Accounting website](#).



ATTENDANCE PROCEDURES

ATTENDANCE

CSVA provides students with academics designed to help them become college, career and life ready. Frequent absences, as measured by inactivity, failure to consistently participate in two-way communication, failure to attend required synchronous activities both virtually and in person, hinder a student from learning the skills required to achieve this goal. Therefore, a good attendance record is essential. Students are required to log in and complete tasks according to their pacing guide for each course, and attend any synchronous meetings as required by their teacher, mentor, or the administration. Due dates and pacing guides are set by the teacher of the course.

Attendance is based on the following:

- Successful completion of assignments - staying on pace with the pacing guide for each course
- Communication between student and teacher - the student should be responding to emails and feedback from their instructor consistently
- Attendance at the synchronous sessions or mandated office hours: synchronous sessions and/or office hours may be mandatory and a student should attend if required by their teacher or a CSVA staff member. If they are unable to attend a session, they should notify the teacher or mentor

A student is considered in violation of the Attendance Policy if they do one or more of the following:

- The student is not passing an online course
- Not attending a mandatory synchronous session or office hour
- Failure to respond to two-way communication attempts

Should attendance become an issue for the student, a contract may be initiated in an attempt to create a successful learning plan for that student. Failure to meet the terms of the contract may result in dismissal from Cedar Springs Virtual Academy.

REPORTING AN ABSENCE

If your student will be absent from a required synchronous learning session or unable to complete coursework for the day, please call 616-696-1204 ext. 5920 to report the absence.

LONG-TERM ABSENCES

Long-term absences (three or more consecutive days) due to illness or a death in the family may be considered for additional flexibility if appropriate documentation is provided to CSVA administration. However, all coursework must still be completed by the assigned due dates and the end of each unit or module.



VIRTUAL ACADEMY BEHAVIORAL AND LEARNING EXPECTATIONS

Academic Integrity

Cedar Springs Virtual Academy expects all students to demonstrate honesty and integrity in their academic work. Students are responsible for completing their own assignments and submitting original work.

Teachers will encourage and support individual effort in all courses. Any form of cheating, plagiarism or misuse of artificial intelligence (AI) tools to complete assignments may result in disciplinary action. Consequences may include receiving a failing grade on the assignment, being required to redo the work, loss of course credit or possible dismissal from the program.

Expectations and Student Conduct

Students enrolled in **Cedar Springs Virtual Academy (CSVA)** are expected to meet the weekly requirements outlined in their course schedules. Students must also attend any synchronous (live) sessions requested by their teacher, wear school-appropriate attire and participate in a learning environment that supports focus and engagement.

Student expectations include:

1. Communicate and behave in a respectful manner that reflects a positive school learning environment.
2. Dress appropriately and follow school standards during virtual sessions.
3. Avoid disruptive or distracting behavior during online learning.
4. Show respect for others, their ideas and their property.
5. Be prepared and attend scheduled meetings on time, especially synchronous sessions.
6. Demonstrate honesty, integrity and accountability in all coursework.
7. Remain in class until dismissed by the instructor at the end of a session.
8. Stay on pace with the pacing guide and course expectations for each class.

Parent and Guardian Partnership

Cedar Springs Public Schools values the partnership between families and the school in supporting student success. Parents and guardians are encouraged to take an active role in their child's education and behavior, including students who have reached the legal age of majority but continue to be supported by their family.

In a virtual learning environment, this partnership is especially important. While the district monitors student progress and behavior within the scope of the program, parents and guardians play a key role in supervising their child's academic progress and conduct while learning at home or off campus.

Families can support their student's success by:

- A. Participating in school functions, organizations or committees when possible.
- B. Supporting teachers and school staff in maintaining a safe, respectful learning environment.
- C. Ensuring students follow school rules and expectations.
- D. Reinforcing appropriate consequences for misbehavior when necessary.
- E. Ensuring students are prepared for learning each day, including attention to health, cleanliness and appropriate dress.
- F. Monitoring daily schoolwork and providing a quiet, organized space for learning.
- G. Reading and responding to school communications in a timely manner.
- H. Attending conferences or meetings to discuss student progress.
- I. Providing transportation for required in-person activities such as state testing or scheduled meetings.

Virtual Learning Environment



To support student success in virtual learning, students must have a dedicated space for schoolwork. We recommend that students have access to the following:

- A quiet, well-lit area that is free from distractions
- A desk or consistent workspace for daily learning
- A notebook and pens or pencils for note-taking and organization
- Reliable internet access for completing daily coursework and participating in virtual sessions



ASSESSMENT AND GRADING INFORMATION

State and District Mandatory Assessments

Students enrolled in Cedar Springs Virtual Academy (CSVA) as their primary school are required to participate in all state and district assessments in person. These assessments may include, but are not limited to, the SAT, M-STEP, WorkKeys and other standardized tests required by the State of Michigan and the Michigan Department of Education. State testing dates will be shared with families once they are released.

Grade Reporting

Student grades will be reported through PowerSchool. Families are encouraged to monitor student progress regularly through their PowerSchool Parent Account. For additional details regarding grading procedures, please refer to the district student handbook.

Course Pacing and Assignment Deadlines

Each course includes a pacing guide to help students stay on track with assignments and coursework throughout the semester. Teachers may set deadlines for units or modules and may close submissions after the due date. The pacing guide is designed to support student time management and ensure steady progress through each course.

Grading Scale

TECHNOLOGY USE AND DEVICE EXPECTATIONS

Students enrolled in Cedar Springs Virtual Academy (CSVA) must follow the **Cedar Springs Public Schools Acceptable Use Policy** when using district technology, devices and internet access. This policy outlines expectations for responsible, safe and appropriate use of school-issued technology. The Acceptable Use Policy is available on the district website.

All student activity on district devices and networks may be monitored to ensure appropriate use.

Chromebook Repairs

If a student's school-issued Chromebook requires repair, the student should contact their teacher. The teacher will coordinate with the district's IT Department to arrange service or repair.

Account Support

If a student is experiencing issues with their online account or course access, they should first contact their reporting teacher. If the issue cannot be resolved at the classroom level, the teacher will contact technical support for additional assistance.

Virtual Learning Partnership - School • Student • Family Responsibilities

Successful virtual learning depends on a strong partnership between the school, students and families. Each member of the learning team plays an important role in supporting student success.

Cedar Springs Virtual Academy Responsibilities:

- Provide high-quality, tuition-free virtual curriculum and instruction
- Support students academically and emotionally
- Offer opportunities for enrichment and growth
- Meet or exceed state and district learning standards
- Communicate regularly with students and families about progress
- Student progress may be monitored through:
- Email or phone communication



- Virtual work sessions or support meetings
- Progress reports and online grade reports
- Individual performance plans
- Family conferences
- Electronic newsletters and district updates

Student Responsibilities

- Students enrolled in CSVA are expected to:
- Log in and participate in their online courses each school day
- Communicate regularly with teachers and CSVA staff
- Attend required in-person meetings when scheduled, including conferences, final exams, state testing or other critical assessments
- Follow all district technology expectations outlined in the Acceptable Use Policy

Parent and Guardian Responsibilities

- Parents and guardians are important partners in the virtual learning environment. Families are expected to:
- Monitor their student's daily attendance and academic progress
- Attend required in-person meetings when scheduled
- Provide a structured and productive learning environment at home
- Ensure students attend required on-campus events such as conferences, state testing, orientations or device pick-up and drop-off
- Support intervention plans if a student is identified for additional academic support



GENERAL INFORMATION

Guidance Services

Secondary students enrolled in Cedar Springs Virtual Academy will be assigned a Cedar Springs Public Schools guidance counselor. The counselor will assist students with course scheduling, academic planning and postsecondary goals, including college and career planning.

Extracurricular and Athletic Opportunities

Students enrolled in Cedar Springs Virtual Academy are eligible to participate in extracurricular activities and athletics offered by Cedar Springs Public Schools. Students and their parent or guardian are responsible for providing transportation to and from all practices, meetings and events related to these activities.

Communication

Strong communication between school and home supports student success and positive relationships. Cedar Springs Virtual Academy (CSVA) uses several tools to keep families informed and connected.

- **Canvas** - the learning management system used for all virtual coursework. Parents and guardians may create an account to monitor their child's assignments, progress and communication from teachers.
- **PowerSchool Parent Account** - Parents and guardians can create a PowerSchool Parent Account through the district website to view grades, attendance, missing assignments and school bulletins.
- **District Website (csredhawks.org)** - The district website provides important information about Cedar Springs Public Schools, including program details, staff directories, calendars, news and upcoming events.
- **Red Hawk Monthly District Newsletter** - Families receive a monthly email newsletter highlighting district updates, student achievements and important information happening across the district.
- **District Facebook Page** - Follow Cedar Springs Public Schools on Facebook (facebook.com/csredhawks) for announcements, events, student highlights and school updates.

It is important that CSVA has accurate contact information for all students, parents and guardians. The district communicates through email and text messaging. If you need to update your student's contact information, please follow the appropriate [update process online](#) or contact the Registrar's Office at 616-696-1204 ext. 1919 for assistance.

Transportation

Transportation is the responsibility of the student and their parent or legal guardian. Cedar Springs Virtual Academy does not provide transportation for school-related activities, including extracurricular events, tutoring sessions or scheduled meetings held at district buildings.

Meal Availability

Meals are not routinely provided for Cedar Springs Virtual Academy students when they are in the building for tutoring or other services. Meal arrangements may be made upon request when needed.

Student Support Services

Students, staff, and parents all receive various aspects of our mental health program. All students may work with the behavior interventionist through classroom guidance lessons as situations arise. Written parental permission is required for your child to participate in small educational support groups.



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

Confidentiality is maintained except:

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

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



Cedar Springs Public Schools 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 that provide the opportunity to communicate in a technologically rich environment and assist them to become responsible, self-directed, lifelong learners.

Privileges and Rights

Using electronic equipment at school is a special privilege. I can use these tools to enhance my educational experiences and I will enjoy this privilege by:

- Producing quality work to share with my teacher, family, and friends
- Taking responsibility for my behavior while using the equipment
- Informing the teacher of any problems I may experience
- Informing the teacher of any equipment that is not functioning properly

Hardware/Software Guidelines

I will:

- Follow the proper procedures for caring for the equipment
- Be responsible for the equipment that I am using
- Only use software that is approved by Cedar Springs Public Schools.

Internet Guidelines

- I may access the internet to facilitate learning and personal growth in technology information, gathering skills and communication skills.
- I will only go to internet sites that my teacher has approved.
- I will only use the accounts that my teacher has assigned to me.
- I will only use the internet for school projects.
- I will let my teacher know if I accidentally find any information that makes me feel uncomfortable.
- I will only use social networks that my teacher assigns.

Consequences for Misuse of School Equipment

If I do not follow this policy or my teacher’s instructions, I may:

- Receive a warning
- Lose my computer privileges for a determined amount of time that my teacher and/or principal decides is appropriate
- Have my parents contacted

Signature

Date