



# CEDAR SPRINGS PUBLIC SCHOOLS

## CEDAR SPRINGS MIDDLE SCHOOL STUDENT HANDBOOK

### THE GOOD STUFF IS IN THE MIDDLE

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Middle School Staff Directory can be found on the Middle School's Website at <http://middleschool.csredhawks.org/>

#### **Cedar Springs Public Schools Mission Statement**

Cedar Springs Public Schools is a welcoming educational environment where all students have a sense of belonging, are challenged to reach their potential, and are prepared for life beyond school.

#### **Cedar Springs Public Schools Vision Statement**

Cedar Springs Public Schools will prepare all students to be independent thinkers and life-long learners who are confident and engaged in their community and world.

#### **CORE VALUES**

Integrity, Respect, Compassion, Accountability, Collaboration

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Dear Students and Parents:

We are very excited to offer your child the best education in one of the finest school facilities in the state of Michigan. Your child is going to have many opportunities to learn, build relationships and to mature as a young adolescent. Though the middle school years can seem scary, they are some of the most rewarding years in your child's school career. The entire staff is here to make sure your child's time of learning in the middle school is a positive experience.

It is our mission to develop all students to become educated, self-confident, responsible citizens in a changing world. We believe that Cedar Springs Middle School is a partnership of the students, parents, staff and community. Research shows that strong lines of communication between teachers and parents increases student achievement, so please contact the school any time with questions or concerns regarding your child's education.

Staying involved in your child's education sends a strong message that their learning is important. It also keeps you informed. Let's work together to ensure your child has a wonderful year at Cedar Springs Middle School.

Sincerely,  
Brian Balding, Principal

September-18						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October-18						
S	M	T	W	Th	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**CEDAR SPRINGS PUBLIC SCHOOLS  
2018 - 2019  
SCHOOL CALENDAR**

September 4 - First Day June 5 - Last Day

November-18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December-18						
S	M	T	W	Th	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Student Early Release Days	
Friday, September 14	Friday, January 11
Friday, September 28	Friday, January 25
Friday, October 12	Friday, February 1
Friday, October 26	Friday, March 8
Friday, November 2	Friday, March 22
Friday, November 16	Friday, April 12
Friday, December 14	Friday, April 26
	Friday, May 10

January-19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February-19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

No School Days	
Wednesday, November 21	
November 22 & 23	Thanksgiving Break
Monday, November 26	
December 24-January 4	Winter Break
Friday, February 15	
February 18 & 19	Mid Winter Break
Friday, March 29	
April 1 - April 5	Spring Break
Friday, May 24	
May 27	Memorial Break

March-19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April-19						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Snow Day Make Up if Needed	
May 24	
June 7, 10,11,12,13	

May-19						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June-19						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Trimester and Semester Dates	
Grades K-5 Trimesters	Grades 6-12 Semesters
Tri 1: Sept 4 - Nov 20	Sem 1: Sept 4 - Jan 18
Tri 2: Nov 27 - Mar 8	Sem 2: Jan 21 - June 5
Tri 3: Mar 11 - June 5	

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**GENERAL SCHOOL INFORMATION AND PROCEDURES**

Middle School is part of the Cedar Springs Public School district. We are a seventh and eighth 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.

**About the School Day**

Students begin their day at 7:25 a.m. and end at 2:20 p.m. Our school office is open from 6:30 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 of the building.
- Students who walk to school or are dropped off should not arrive before 6:50 a.m. as there is no supervision prior to that time. Students are allowed to enter the building at 6:50 a.m.
- Students riding the bus enter through the south entrance.
- Lunch lasts 30 minutes and includes supervised recess time.

**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.

**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 x1606. 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 insure that proper parental/guardian communication excusing their absence has been communicated with the office secretary. Also, students must be signed out in the main office prior to departure.

#### **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.

In case of pre-arranged absences, students are responsible for the work missed. Students are expected to make arrangements 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.

## **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.

Un-excused 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).

## **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, 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, parent notification, detention scheduled by assistant principal or classroom teacher.

4th Tardy: disciplinary referral, parent notification

5th Tardy: disciplinary referral, parent notification

6th Tardy: disciplinary referral, parent meeting, possible suspension from school

## **Behavior at Athletic Events**

### **Guiding Principles:**

- Fans attend sporting events to support and cheer for their team and to enjoy the contest, not to intimidate or ridicule the other team, their fans, players or officials.
- A ticket is a privilege to observe the contest, not a license to verbally assault others, single out individual players in a negative manner, heckle officials or be generally obnoxious.
- 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. Treat them as you would treat a guest in your home.
- 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. Do not ridicule mistakes made by players.
- Be a positive role model through your own actions and positively represent Cedar Springs Middle School and your community by ensuring proper behavior by those around you.

### **Unacceptable Behaviors:**

- Disrespectful or rude behavior towards any visiting fan, player, administrator, coach 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.

## **Bicycle Safety at School (Policy 5514)**

Students may ride bicycles to Middle School. Students riding bicycles must lock them to the bicycle racks at the front of the building. Bicycles are to be locked up immediately upon the student's arrival to school and not to be unlocked until

school has been dismissed. It is expected that students choosing to ride their bicycles will use the utmost care and caution when riding near or through traffic. Helmets should be considered an absolute necessity.

### **Cafeteria Behavior**

While in the cafeteria, students are expected to be orderly, wait patiently in line, use good manners, and speak in their classroom voice.

### **Cell Phones and Other Electronic Devices (Policy 5136)**

Students may have personal communication devices. They must remain in their locker unless allowed by individual teachers within his/her classroom. The use of cell phones and other electronic devices in locker rooms is strictly prohibited. Use of electronic devices of any kind during assessments (tests, quizzes, etc.) is NOT permitted unless otherwise allowed by individual teachers within his/her classroom. 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.

### **Class Schedule**

#### **7<sup>th</sup> Grade**

Classes Start: 7:25 am

Lunch: 11:30 am – 12:00 pm

Classes End: 2:20 pm

#### **8<sup>th</sup> Grade**

Classes Start: 7:25 am

Lunch: 10:45 am – 11:15 am

Classes End: 2:20 pm

### **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 x1601.

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](http://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.

### **Dress for School**

The staff at Middle School asks that students dress neatly in clothing suitable for school. Attire advertising alcohol, inappropriate behavior, or foul language is not suitable for school. Your efforts are appreciated in dressing students in a manner that is comfortable and does not distract others in the learning environment. Of course, hats may be worn to school but we ask that they be removed inside the building. Because our students are very active throughout the school day, proper footwear is very important. It is strongly encouraged for you to have your child wear closed toed shoes that are safe for walking and running! For more specific information regarding the district dress code, please refer to the Code of Conduct.

### **Food and Drink**

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

### **Guidance and Counseling**

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

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

### **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.

### **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 television viewing, 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!

### **Library/Media Center**

The media center is available for student use as a resource for studies. Students may utilize the library before school, during lunch, or at other times throughout the day with a pass from his/her teacher.

### **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. 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.

### **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/Cafe**

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.

### **Michigan Health/Reproductive Health**

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

The district complies with state requirements for a local community committee and Cedar Springs Board of Education to review and approve 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.

### **Open House**

The school holds an open house each fall for students, parents, and staff. We encourage you and your family to attend. Visit the media center, tour the building, and meet your child's teachers during this special event.

### **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. In short, 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.

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. Programs such as Be Nice, and positive assemblies will occur throughout the year.

### **Progress Reports/Report Cards**

Student progress is reported 4 times during the school year. The final report card is mailed to the student's home.

### **School Buildings**

Cedar Springs High School, Red Hawk Elementary 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.

### **Skateboards/ 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.

### **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, & 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 Support 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.

**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) is in need of 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.

**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.

**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 (Policy 7440.01)**

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

**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