



CEDAR SPRINGS PUBLIC SCHOOLS

DISTRICT CODE OF CONDUCT

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

PURPOSE

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

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

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

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

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

CORE VALUES

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

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GENERAL INFORMATION

Application and Scope of the Code of Conduct

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

The Discipline Process

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

Explanation of Infraction Levels

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

Implementation of the Code of Conduct

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

Discipline Options

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

The Code of Conduct and Student Assistance

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

Removal of a Student from School Pending Investigation

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

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

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

The Code of Conduct and Confidentiality of Disciplinary Records

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

DEFINITIONS OF CONSEQUENCES

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

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

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

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

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

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

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

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

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

Student Code of Conduct. Loss of privileges related to participation in interscholastic athletics is addressed in the Athletic Penalties.

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

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

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

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

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

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

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

Time Out – Removal of a student from an activity.

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

WHEN A CONCERN ARISES

It is our intent to respond with respect and thoughtfulness when we address situations and concerns.

If you have concerns and are seeking resolution or clarity, please contact the classroom teacher or building administrator at the building in which the situation has occurred. The administrator will talk with the student, gather information, and interview others, if needed, to provide resolution to the situation. If you feel you need further clarification or information, please contact the superintendent.

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

APPEAL PROCESS AND DUE PROCESS RIGHTS

The Cedar Springs Board of Education recognizes the importance of safeguarding a student’s constitutional rights, particularly when subject to the District’s disciplinary procedures.

To better ensure students receive appropriate due process, the Board establishes the following guidelines:

Students subject to short-term suspension (Ten (10) school days or less)

When the District suspends a student, the District must give within 24 hours the student and/or parent/guardian written or oral notice of the suspension and the reasons for the suspension. Prior to the suspension the District also must give the student an opportunity to respond to the charges against him/her. (Due Process).

Appeal Process for short-term suspension (Ten (10) School Days or less)

Suspension for three days or less may not be appealed. To appeal a suspension of four (4), but not more than ten (10), school days, a student and/or parent/guardian must submit a written appeal to the building administrator within two (2) school days of the parents’/guardians’ notification of suspension. The written appeal must explain in reasonable detail the reason(s) that the suspension is being appealed. The student shall not be reinstated until the appeal process concludes.

Upon review, the principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parents/guardians if, in the principal’s opinion, such a meeting is appropriate. The principal will reach the decision and inform the parents/guardians in writing within two (2) school days after the receipt of the written appeal request.

The student and parents/guardians may appeal the building administrator’s decision in writing to the Superintendent within two (2) school days of the parents’/guardians’ receipt of the building administrator’s decision. The Superintendent will reach a decision and inform the parents/guardians in writing within five (5) school days after the Superintendent receives the written request. The Superintendent’s decision shall be considered final.

Students subject to long-term suspension and expulsion (for more than ten (10) school days)

When a recommendation is made that a student be long-term suspended or expelled, the District must provide the student or parent/guardian written notice of the recommendation within two (2) school days. The recommendation must include the reasons for the long-term suspension or expulsion, a brief description of the student’s rights and of the private hearing procedure, a list of the witnesses who will provide testimony to the Superintendent, and a summary of the facts to which the witnesses will testify. The student may be suspended pending completion of the hearing conducted by the Superintendent and any appeal of the Superintendent’s decision.

Appeal Process for long-term suspension and expulsion (for more than ten (10) school days)

The Superintendent will decide whether to uphold a suspension/expulsion within five (5) school days after the hearing. The parents/guardians may within three (3) school days after the Superintendent’s decision, appeal an expulsion to the Board by submitting a written explanation why. The Superintendent’s decision is not justified and describing any extenuating circumstances they wish the Board to consider. The Board limits its role to considering the Superintendent’s decision and any information provided by the Superintendent and parents/guardians in support or opposition to the Superintendent’s decision. The Board may conduct a hearing and shall issue a written decision within ten (10) school days after the Board receives the appeal.

The Board shall act publicly within ten (10) school days on any written appeal to an expulsion, to a written request for reinstatement or to request for admission after being permanently expelled from another district.

Reporting Certain Offenses to Local Police

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

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

Under MCL 380.1308, the School System Must Report to the Local Police	Under MCL 380.1308, the School System May Report to the Local Police. Administrative discretion is used on a case-by-case basis	Other offenses that Cedar Springs Public Schools May Report to Local Police pursuant to district policies. Administrative discretion
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<ul style="list-style-type: none"> •minor in possession (MIP) •alcohol, tobacco products; include under influence •possession, use, dealing drugs or other controlled substances •Reportable Weapons: “firearms, bombs, silencers, double-edged, non-folding stabbing instruments, a switchblade, a blackjack, a slingshot, a billy club, a bludgeon, metallic knuckles, a sand club, a sand bag, a taser or stun gun, a gas ejecting device that is not a self-defense spray device or any other article carried or possessed for use as a weapon e.g., a tire iron or baseball bat carried for purposes of assault or defense.” • arson •explosion •vandalism – over \$100 (intentional destruction of property) • theft – over \$100 • robbery/extortion •bomb threat • criminal sexual conduct • suicide threat or attempt • suspected/armed student/hostage • intruder if he/she refuses to leave • death or homicide 	<ul style="list-style-type: none"> •verbal assault • physical assault • theft – under \$100 •vandalism – under \$100 (intentional destruction of property) •bus with students involved in accident or incident 	<ul style="list-style-type: none"> •gang or other hate-related activity •hazing •demonstrations/strikes • other weapons (not shown in column A) not required to b LEVEL
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LEVEL 1

The following consequences are considered Level I. If a student commits a violation, discipline may be imposed based on the discipline guidelines and at the discretion of the building administrator within the parameters of district policies. Alternative consequences may be decided by the building administrator and parents/guardians. Students may be asked to make restitution. Athletic Penalties will be in addition to these. More than three (3) offenses will result in ever-increasing consequences.

LEVEL 1 DISCIPLINE GUIDELINES

Grade Level	1st Offense	2nd Offense	3rd Offense
K-5	<ul style="list-style-type: none"> • Warning • Student conference 	<ul style="list-style-type: none"> • Student conference • Parent/Guardian conference or notification • Time out 	<ul style="list-style-type: none"> • Parent/Guardian conference • Behavior plan • Time out
6-8	<ul style="list-style-type: none"> • Warning • Student conference 	<ul style="list-style-type: none"> • Parent/Guardian notification • Warning and up to 2 hours detention 	<ul style="list-style-type: none"> • Parent/guardian notification • Up to 2 hours detention
9-12	<ul style="list-style-type: none"> • Parent/Guardian notification • Detention 	<ul style="list-style-type: none"> • Parent/Guardian conference • Detention 	<ul style="list-style-type: none"> • Parent/Guardian conference • Detention or suspension
Trans. K-12	<ul style="list-style-type: none"> • Warning 	<ul style="list-style-type: none"> • Student conference 	<ul style="list-style-type: none"> • Student conference

	<ul style="list-style-type: none"> • Student conference 	<ul style="list-style-type: none"> • Incident Report • Parent/Guardian notification 	<ul style="list-style-type: none"> • Parent/Guardian notification • Moved to front seat
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Dress Code

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

Students who must return unacceptable clothing and other personal items to their lockers may be given a tardy if they are late for class. Students may be sent home to change inappropriate clothing at any time. Dress code violations will be referred to a principal or dean of students. Parents will be notified if the student is sent home.

False Identification

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

Fraud

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

Food

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

Loitering

Loitering is when students are in the building, or on school property without a valid pass and/or not in their regularly scheduled classes.

Rowdiness/Horseplay

A student will refrain from any activity that is potentially harmful or destructive to others or their property, including games, tackling, or horseplay that is likely to lead to injury.

Tuancy

A student who fails to report to the school’s assigned class or activity without prior permission, knowledge or excuse by the school and parent/guardian is considered truant.

Possession of Inappropriate Personal Property

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

Snowballs/Projectiles

Students shall refrain from throwing any object or projectile. These may include rocks, stones, snowballs, sticks, etc.

LEVEL 2

The following infractions are considered Level 2. If a student commits a violation, consequences will be imposed based on the discipline guidelines and at the discretion of the building administrator within the parameters of district policies. Alternative consequences may be decided by the building administrator and parents or guardians. Students may be

asked to make restitution. Athletic Penalties will be in addition to these. Students may additionally lose extracurricular privileges. More than three (3) offenses will result in ever-increasing consequences.

LEVEL 2 DISCIPLINE GUIDELINES

Grade Level	1st Offense	2nd Offense	3rd Offense
K-5	<ul style="list-style-type: none"> • Student conference and parent/guardian notification • Time out 	<ul style="list-style-type: none"> • Student conference and parent/guardian notification • Time out • Suspension of up to 2 school days 	<ul style="list-style-type: none"> • Parent/Guardian conference and behavior plan • Suspension of up to 3 days
6-8	<ul style="list-style-type: none"> • Parent/guardian Notification and up to 2 hours detention 	<ul style="list-style-type: none"> • Parent/guardian notification and up to 3 days in-school suspension • Loss of extra-curricular privileges - 2 weeks 	<ul style="list-style-type: none"> • Parent/guardian conference and up to 3 days out-of-school suspension • Behavior contract • Loss of extra-curricular privileges - 4 weeks
9-12	<ul style="list-style-type: none"> • Parent/Guardian notification and Saturday school • Up to 3 days out-of-school suspension 	<ul style="list-style-type: none"> • Parent/guardian conference and up to 5 days out-of-school suspension • Loss of extra-curricular privilege 	<ul style="list-style-type: none"> • Parent/guardian conference and up to 10 days out-of-school suspension • Loss of extra-curricular privileges
Trans. K-12	<ul style="list-style-type: none"> • Warning • Student conference • Incident Report • Parent/guardian notification 	<ul style="list-style-type: none"> • Student conference • Parent/guardian notification • Suspension of riding privileges up to 2 school days 	<ul style="list-style-type: none"> • Student conference • Parent/guardian notification • Suspension of riding privileges up to 3 school days

Aiding and Abetting or Inciting Violation of School Bus Rules

If a student assists or incites another student in violating any school rule, he/she will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Cheating/Plagiarism

In grades 9-12, if there is a second instance of cheating/plagiarism

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

If there is a third, or additional, instances of cheating/plagiarism, the student will not earn credit for the class (NC).

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

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

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

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

Disorderly Conduct

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

Disrespect

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

Forgery/False Representation

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

Gambling

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

Inappropriate Computer Use

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

Insubordination

Failing to respond to or carry out a reasonable request by school personnel or profanity/verbal inappropriateness directed at any staff member or adult are acts of insubordination. Refusing to heed warnings, open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity is not appropriate. Likewise, refusing to leave a hallway or any other location when told to do so by a school staff member, or running away from school staff when told to stop constitutes insubordination.

Interfering with Investigation

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

Leaving without Permission

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

Obscene Language, Actions, or Gestures

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

Public Displays of Affection

Inappropriate displays of affection and/or physical conduct of a sexual nature are unacceptable behaviors at Cedar Springs Public Schools or school-sponsored activities.

Refusal to Accept Discipline

When a student refuses to accept the usual discipline for an infraction, the refusal can result in a more severe action such as suspension or expulsion.

Theft or Possession of Stolen Property

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

Trespassing

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

Unauthorized Use of School Property

Students are expected to obtain permission to use any school property or any private property located on school property.

Vandalism

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

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

Violation of School/Class Rules

Each learning environment has specific rules for students. Individual classroom rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy

of the school. Each student is expected to put forth his/her best in every learning situation. This includes being helpful and positive with other students in group learning situations.

LEVEL 3

The following infractions are considered Level 3. If a student commits a violation, consequences will be imposed based on the discipline guidelines at the discretion of the building administrator within the parameters of district policies. Alternative consequences may be decided by the building administrator and parents or guardians. Students may be asked to make restitution. Athletic Penalties will be in addition to these. Students may additionally lose extracurricular privileges. More than three (3) offenses will result in ever-increasing consequences.

LEVEL 3 DISCIPLINE GUIDELINES

Grade Level	1st Offense	2nd Offense	3rd Offense
K-5	<ul style="list-style-type: none"> • Student conference • Parent/guardian conference • Time out • Suspension of up to 2 school days • *Grade 6 and above-any mandated expulsion 	<ul style="list-style-type: none"> • Student conference • Parent/guardian conference • Time out • Suspension of up to 5 school days • *Grade 6 and above-any mandated expulsion 	<ul style="list-style-type: none"> • Parent/guardian conference • Behavior plan • Time out • Suspension of up to 8 school days • *Grade 6 and above-any mandated expulsion
6-8	<ul style="list-style-type: none"> • Parent/guardian conference • Up to 5 days out-of-school suspension and/or student assessment in lieu of 5 additional days • Chemical Assessment and follow-up of counselor recommendation • Loss of extra-curricular privileges – 4 weeks 	<ul style="list-style-type: none"> • Up to 10 school days out-of-school suspension and/or student assessment in lieu or 10 additional days • Chemical assessment and follow-up of counselor recommendation • Loss of extra-curricular privileges – 4 weeks 	<ul style="list-style-type: none"> • 10 school days out-of-school suspension and referral to Superintendent for long-term suspension or expulsion • Loss of extra-curricular privileges – 4 weeks
9-12	<ul style="list-style-type: none"> • Student/Parent/guardian conference • Up to 10 days out-of-school suspension and/or recommendation for long-term suspension up to 9 weeks • And/or Chemical Assessment and follow-up of counselor recommendation • Loss of extra-curricular privileges 	<ul style="list-style-type: none"> • Student/Parent/guardian conference • Up to 10 school days out-of-school suspension and/or recommendation for long-term suspension up to 9 weeks • And/or Chemical Assessment and follow-up of counselor recommendation • Loss of extra-curricular privileges 	<ul style="list-style-type: none"> • Student/Parent/guardian conference • 10 days school out-of-school suspension and/or recommendation for long-term suspension up to 9 weeks • Expulsion • Loss of extra-curricular privileges

Level 3 Discipline Guidelines for Transportation K-12

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

Assault

Physical assault means intentionally causing or attempting to cause physical harm to another through force or violence.

(MCL 380.1310[3], MCL 380.1311a[12][b]). Physical assault includes causing physical harm to a student, staff member, volunteer, or other person associated with the district, which may or may not cause injury. An incident of this nature may result in charges being filed with a law enforcement agency. Should the action be determined to be an assault and if a student enrolled in grade 6 or above commits a physical assault at school against another student, then the school board or its designee shall suspend or expel the student from the school district for up to 180 school days. (MCL 380.1310[1]).

Verbal assault is a communicated intent to inflict physical or other harm to another person. (Policy # 5610.01). If a student enrolled in grade 6 or above commits a verbal assault, as defined by school board policy, on school property or any school related event against a person employed by or engaged as a volunteer or contractor by the school board, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the school board or its designee. (MCL 380.1311a[2]).

Breaking and Entering

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

Bullying

Bullying is any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

Extortion

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

False Fire Alarms/911 Call

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

Fighting

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

Gang Activity

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

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

Gang activity at this level of infraction includes:

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

(MI Safe Schools, Model Code of Student Conduct)

Harassment

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

Harassment through any means, including electronically transmitted methods (e.g., Internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), is not allowed. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

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

Sexual Harassment

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

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

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

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

Gender/Ethnic/Religious/Disability Harassment

Verbal: Written or verbal innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's

gender, sexual orientation, national origin, religious beliefs, etc. toward a fellow student, staff member or other person associated with the district.

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

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

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

Hazing

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

Inciting a Fight (See Fighting)

Major Theft

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

Major Vandalism

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

Pornography / Sexting

Sexting is defined as taking nude, obscene or pornographic photos and sending them by electronic means. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd or otherwise illegal pictures or photographs will be punished under the Student Code of Conduct and will be reported to the appropriate law enforcement agency.

Possession Drug Paraphernalia

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

Possession of Dangerous Devices

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

Possession/Use/Illicit Drugs/Alcohol

A student will not possess, use, offer to buy or sell, be under the influence of, or purport to buy or sell, a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, or alcohol. These standards of

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

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

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

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

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

Possession of Explosive Material

Possession of explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle rockets, stink bombs, small firecrackers, and poppers is prohibited.

Possession/Use/Sale of Tobacco

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

Cedar Springs Public Schools have been designated as a Drug-Free Zone that extends 1,000 feet beyond the school property. Tobacco use is prohibited in the Drug-Free Zone. The amended Public Health Code prohibits tobacco use in all buildings owned by public schools. In addition Cedar Springs’ school policy prohibits use of tobacco by any person on school property 24 hours each day, seven days per week. Parents will be notified of all violations, as well as referral of the student to legal authorities.

Threats

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

LEVEL 4

The following infractions are considered Level IV. If a student commits a violation, consequences will be imposed based on the discipline guidelines and at the discretion of the building administrator within the parameters of district policies. Alternative consequences may be decided by the building administrator and parents/guardians. Students may be asked to make restitution. Athletic and extracurricular consequences will be in addition to these. More than three (3) offenses will result in ever increasing consequences.

LEVEL 4 DISCIPLINE GUIDELINES

Grade Level	1st Offense	2nd Offense	3rd Offense
K-5	<ul style="list-style-type: none">• Student conference• Parent/guardian conference• Time out• Suspension of up to 5 school days• *Grade 6 and above-any mandated expulsion	<ul style="list-style-type: none">• Student conference• Parent/guardian conference• Time out• Suspension of up to 8 school days• *Grade 6 and above-any mandated expulsion	<ul style="list-style-type: none">• Parent/guardian conference• Behavior plan• Time out• Suspension of up to 10 school days• *Grade 6 and above-any mandated expulsion
Grade Level	1 st , 2 nd , and 3 rd Offenses		
6-8	• 5-10 school days out-of-school suspension and/or expulsion and loss of extra-curricular privileges		
9-12	• 5-10 school days out-of-school suspension and/or expulsion and loss of extra-curricular privileges		
Trans. K-12	• Should a student commit a violation on a school bus, including before and after boarding the bus, discipline will be imposed based on the discipline guidelines for that grade level. In general, an out-of-school suspension will be a suspension of bus riding privileges		

Arson

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

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

Bomb Threat

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

If a student enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the school board, or its designee. (MCL 380.1311a[2]).

Criminal Sexual Misconduct

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

Dangerous Instruments and Weapons

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

The Michigan School Code mandates that a student be permanently expelled from school, subject to a petition for possible reinstatement, if s/he brings into school or has in his/her possession on school property or at a school-related activity including athletic events in any location any of the following: firearm, dagger, dirk, sharp blade over three inches in length, pocketknife opened by a mechanical device, iron bar or brass knuckles, box cutters, mace, pepper, gas, pellet guns, razors, etc. This also includes air guns, blow-guns, toy guns, any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into a destructive device.

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or cause for civil action.

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

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

Physical Assault to Staff

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

If a student enrolled in grade 6 or above commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by the school board, then the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a(5). (MCL 380.1311a[1]).

Sale/Transfer of Illicit Drugs

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

EXTRACURRICULAR ACTIVITIES

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

ATHLETICS PROGRAM

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