



CEDAR SPRINGS PUBLIC SCHOOLS

DISTRICT K-12 STUDENT HANDBOOK

Cedar Springs Public Schools Mission Statement

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

Cedar Springs Public Schools Vision Statement

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

Core Values

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

DISTRICT K-12 STUDENT HANDBOOK

The Cedar Springs Public School District K-12 Student Handbook is a source of general information, a guide to Cedar Springs Public Schools (hereinafter, called the “district”) and school policy, and an expectation of student responsibility. All students and their parents are responsible for reading this handbook and are expected to conduct themselves accordingly. The Permission Form has been provided indicating review of the district handbook/school handbook/code of conduct, permission to photograph, agreement with the district technology code of ethics, and field trip permission. Parents must submit the completed Permission Form to your child’s school office by Friday, September 21, 2019.

This handbook summarizes many of the official policies and administrative guidelines of Cedar Springs Public Schools and the Board of Education. Although it contains timely information, it should not be used in place of district policies and guidelines. This handbook is effective for the 2018-2019 school year and supersedes any prior handbooks. If any of the policies or administrative guidelines referred to in this document are revised after June 30, 2019, the language in the most current policy or administrative guideline prevails.

A complete listing of all policies and administrative guidelines for Cedar Springs Public Schools can be found at <http://www.neola.com/cedarsprings-mi/> or by accessing the link found on the district homepage at www.csredhawks.org.

TABLE OF CONTENTS

CEDAR SPRINGS PUBLIC SCHOOLS MISSION STATEMENT	1
CEDAR SPRINGS PUBLIC SCHOOLS VISION STATEMENT	1
DISTRICT K-12 STUDENT HANDBOOK	1
DISTRICT PHONE DIRECTORY	4
CEDAR SPRINGS BOARD OF EDUCATION	4
STUDENTS RIGHTS AND RESPONSIBILITIES (Policy 5780)	4
NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS (Policy 8330)	5
PERSONALLY IDENTIFIABLE INFORMATION (Policy 8330)	7
GENERAL DISTRICT INFORMATION AND PROCEDURES.....	8
Advertising Outside Activities (Policy 9700.01	8
Attendance (Policy 5200)	8
Bullying (Policy 5517.01)	8
Calendar	8
Care of Property (Guideline 5513)	8
Change of Address and Contact Information	8
Child Abuse and Protection (Policy 8462)	8
Closings/Early Dismissals (Policy 8220)	8
Code of Conduct	9
Computer Usage	9
Conferences	9
Control of Casual-Contact Communicable Diseases and Pests (Policies 8450 & 8451)	9
Control of Non-Casual-Contact Communicable Diseases	9
Dress for School (Policy 5511)	9
Drug Free Schools Program	9
Emergency Medical Attention (Policy 5341)	10
Emergency Safety Procedures (Policy 8420)	10
Field Trips/Assemblies (Policy 2340)	10
Fund Raising (Policy 5830)	10
Harassment (Policy 5517 and 5517.01)	10
Homebound Instruction (Policy 2412)	11

Homework (Policy 2330) 11

Illness 11

Immunizations (Policy 5320) 12

Limited English Proficiency 12

Lunch/Breakfast Program and Account 12

Medications (Policy 5330) 12

Nondiscrimination (Statement of) (Policy 2260) 13

Non-School Sponsored Clubs and Activities (Policy 5730) 14

Notification of Universal Screening (Policy 2623) 14

On-Line Program (Policy 2370.01) 14

Parent Involvement (Policy 2112) 14

Photos 15

Progress Reporting/Report Cards (Policy 5420) 15

Releasing Students (Policy 5230) 15

Review of Instructional Materials and Activities (Policy 9130) 15

School Security (Policy 7440) 15

Search and Seizure (Policy 5771) 16

Special Education (Policy 2460) 16

Student Assessment (Policy 2623) 16

Student Fees, Fines and Supplies (Policy 6152) 16

Student Records (Policy 8330) 16

Student Support Services (Policy 2411) 17

Transfer Out of the District 17

Transportation (Policy 8600) 17

Truancy Policy 17

Visitors (Policy 9150) 18

Volunteering in Our Schools (Policy 4120.09) 18

Wellness Policy (Policy 8510) 18

DISTRICT PHONE DIRECTORY

Cedar Trails Elementary (PK – 1 st)	616 696-9884
Beach Elementary School (2 nd & 3 rd)	616 696-0350
Cedar View Elementary School (4 th & 5 th).....	616 696-9102
Red Hawk Elementary School (6 th).....	616 696-7330
Cedar Springs Middle School (7 th & 8 th).....	616 696-9100
Cedar Springs High School (9 th -12 th).....	616 696-1200
New Beginnings Alternative High School (9 th -12 th).....	616-696-1203
Administration Offices.....	616 696-1204
Food Services.....	616 696-0372
Transportation Office	616 696-1450
Campus Kids Childcare	616 696-1716

CEDAR SPRINGS BOARD OF EDUCATION

President	Heidi Reed
Vice-President	Matt Shoffner
Secretary	Traci Slager
Treasurer	Trent Gilmore
Trustee	Shannon Vanderhyde
Trustee	Jeff Rivard
Trustee	Mistie Bowser

The Cedar Springs Public Schools Board of Education has established their regular meetings on the second and fourth Monday of each month at 6:45 p.m. in the Hilltop Community Building, 3rd Floor, Board Room, 204 E. Muskegon, Cedar Springs, Michigan, unless otherwise scheduled. For more information, contact the administration office at 616-696-1204.

STUDENTS RIGHTS AND RESPONSIBILITIES (Policy 5780)

The school’s rules and procedures are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and fair treatment as long as they respect those rights for their fellow students and the staff. Students are expected to follow teachers’ directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of behavior.

Parents have the right to know how their child is succeeding in school and are provided information on a regular basis and, as needed, when concerns arise. Many times, students are responsible for delivering that information. If necessary contact will be made using the mail, email, phone or hand delivery. Parents are encouraged to build a two-way link with their child’s teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason this is not possible, students should seek help from their teacher, principal or counselor.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS (Policy 8330)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school principal receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student’s State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of, or compliance with, Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and Local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

PERSONALLY IDENTIFIABLE INFORMATION (Policy 8330)

By law, “An education agency or institution may disclose personally identifiable information from the educational records of a student who is in attendance at the institution or agency if that information has been designated as directory information.”

The following is designated as directory information with respect to all past and present students of Cedar Springs Public Schools:

- Name
- Address
- Telephone number
- Date and place of birth
- Major and minor fields of study and courses taken
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- The most recent previous educational agency or institution attended by the student

- Other similar personally identifiable information

If you do not want this type of personally identifiable information regarding your child released to the general public or the armed forces, please send a letter of notification, designating the specific categories of directory information you do not want released. This request should be made on an annual basis and directed to: Superintendent's Office, Cedar Springs Public Schools, 204 E. Muskegon Street, Cedar Springs, MI 49319, by September 15, 2018.

GENERAL DISTRICT INFORMATION AND PROCEDURES

Advertising Outside Activities (Policy 9700.01)

Students may not post announcements or advertisements for outside activities without receiving prior approval from the building principal and/or superintendent. The district also adds information about community youth events to the Community Events section on the district's website (csredhawks.org) on a regular basis.

Attendance (Policy 5200)

Regular attendance is important to each student's academic progress. It is essential that students be on time to school on a regular basis. Instruction and learning begin immediately at the start of each school day. Parents/guardians are asked to call the your school building to report an absence. If a child is absent and a call is not received from a parent/guardian, we will call to verify that the child's status is known. Parents are notified by letter if a student is absent ten (10) times (see Truancy). For additional information about attendance procedures in your child's school, refer to the school's handbook.

Bullying (Policy 5517.01)

For specific information about Bullying, refer to the Code of Conduct (Level 3).

Calendar

The Cedar Springs Public Schools 2019-20 student calendar can be found on the district's website (csredhawks.org).

Care of Property (Guideline 5513)

Cedar Springs Public Schools 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 responsible for any items they bring to school and leaving items in their classroom, locker or any other area will not transfer responsibility to the school. Valuables, such as jewelry or irreplaceable items, should not be brought to school.

Because damage to, or loss of, school equipment and facilities wastes taxpayers' money, if a student does damage or lose school property, the student or his/her parents are required to pay for the replacement or damage. If the damage or loss was intentional, the student is also subject to discipline according to the Code of Conduct.

Change of Address and Contact Information

Families are to notify the Board of Education office or school office of their address change or any student contact information as they occur during the year. Proof of residency is required for the change of address. It is very important that our records are accurate in the event that we have an emergency and need to contact a caregiver.

Child Abuse and Protection (Policy 8462)

Michigan law requires that school administrators, counselors or teachers report all incidents of suspected child abuse or neglect to the proper legal authorities. Any school employee, pursuant to the performance of his/her duties, having reasonable cause to believe that a child coming before him/her has physical injuries which may have been intentionally inflicted by a person responsible for the child's care, shall notify the principal and report as required by law.

Closings/Early Dismissals (Policy 8220)

On occasion, the school may close early due to unexpected situations. In the event of an early dismissal, please make sure that your emergency contact card is up to date regarding the dismissal of your child. The school must know where a child is to be transported under such circumstances. You will be electronically notified via the contact information in your parent account of any early dismissals, school closings or emergencies. Information will also be provided to local radio and television stations.

Code of Conduct

The Cedar Springs Public Schools Code of Conduct sets forth the expectations, definitions, consequences, and appeals processes related to school rules and expectations for student behavior.

Computer Usage

Students are allowed to use the district's technology equipment and are guided by the district's Computer Use Policy agreement, which is found at the end of the school handbook. An agreement form must be signed by both the student and parent/guardian prior to student use of the district's technology equipment. Forms are sent home with your child and are found on the district website. A completed usage agreement should be returned to the school office by Friday, September 15, 2019.

Conferences

Sharing information between families and school is very important for student success. Parent-teacher conferences are scheduled twice each year, once in the fall and once in the spring. Parents are encouraged to contact their child's teachers more often if other issues present themselves.

Control of Casual-Contact Communicable Diseases and Pests (Policies 8450 & 8451)

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

Control of Non-Casual-Contact Communicable Diseases

In the case of non-casual contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. The school will seek to keep students and staff in school safely unless there is definitive evidence to warrant exclusion.

Dress for School (Policy 5511)

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 programs, such as sitting on floors, physical education, labs, outside activities such as recess, and other activities, students are encouraged to wear appropriate clothing. Appropriate footwear is to be worn for safety and hygiene. For more specific information regarding your child's dress code please refer to the Code of Conduct (Level 1) and your student's school handbook.

Drug Free Schools Program

As a participant in the Drug Free Schools and Community Program, our staff emphasizes the maintenance of an orderly, secure and drug-free school environment that is conducive to learning. In addition, the district has been designated as a "Tobacco Free" zone, in compliance with the amended Public Health Code which prohibits tobacco use in all buildings owned by public schools, as well as use of tobacco on school property. All violators are subject to a criminal misdemeanor penalty, which is punishable by a fine of not more than \$50. Parents/guardians are notified of all violations, as well as referral of the student to legal authorities.

Emergency Medical Attention (Policy 5341)

In the event of an accident, staff members have specific responsibilities based on their training. Response to an accident may include providing first aid, summoning medical assistance, and notifying parents or other appropriate people of the accident. Please keep your child's emergency information up to date in the event we need to contact you or another responsible adult. State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the building office. A student may be excluded from school until this requirement has been fulfilled.

Emergency Safety Procedures (Policy 8420)

Fire, tornado, and lock down drills are held at regular intervals as required by state law to remind our students of safety procedures. For safety reasons, please remind your child to follow instructions promptly and quickly. It is a violation of Michigan law for any person to knowingly and willfully raise a false fire alarm and violators will be prosecuted. If a thunderstorm or tornado watch has been posted at the end of the school day, students will be dismissed at the regularly scheduled time. During a thunderstorm or tornado warning situation, students are held until the warning situation has expired.

During an emergency situation, such as a tornado warning or lock down, students will not be released to parents until an all clear signal has been given. If school officials deem necessary, special emergency checkout procedures may be implemented to check students out following an emergency.

Field Trips/Assemblies (Policy 2340)

Students enjoy opportunities for field trips as a part of our planned curriculum. Because field trips are an extension of the school day, school policy and procedures apply. Parents must sign a permission form for the student to participate. Due to limited funds, we may ask for donations from parents to help defray the costs of field trips.

Fund Raising (Policy 5830)

From time to time, fund raising activities are conducted under the supervision of a faculty or staff member. The building principal must approve money-raising activities of clubs, grades, classes or organizations within our district. A form (available in the main office or on the district's website) must be completed and approved before orders or commitments are agreed upon. Money raising activities of school related groups (PTA, Boosters Club) which involve Cedar Springs students during school hours with their teachers must be approved with the proper form in advance.

Harassment (Policy 5517 and 5517.01)

Any student who believes that s/he is the victim of any type of harassment or has observed such actions taken by another student, staff member, or other person associated with the district should make an informal complaint, either orally or in writing: (1) to a building administrator in the building where the individual is employed; (2) to a building administrator in the building where the student attends; (3) to the superintendent if the individual is not employed in or attending a specific school building; and/or (4) to the Complaint Coordinator.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report will be prepared promptly and a copy forwarded to the principal.

Each report is investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student is considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

Under no circumstances will the school district threaten or retaliate against anyone who raises or files a harassment complaint.

Homebound Instruction (Policy 2412)

The district shall arrange for instruction to students who are not able to attend classes because of a physical or emotional disability. Please note that not all classes can be taught by homebound instruction.

Parents should contact the building office staff regarding procedures for such instruction and applications must be approved by the superintendent. The district will provide homebound instruction only for those confinements expected to last more than five (5) consecutive days.

Applications for homebound instruction shall be made by a physician licensed to practice in this state, parent, student, or other caregiver. The application should list the physician's report including the nature and existence of a medical condition; the probable duration of the confinement; request such instruction; and present evidence of the student's inability to participate in classroom instruction at school.

Homework (Policy 2330)

Homework are assignments prepared outside of the school by the student or independently while in attendance at school. Additional information concerning Homework can be found in each school's handbook.

Illness

The purpose of this information is to help provide you with some guidelines for identifying when your child may be too sick to go to school. Always remember that your pediatrician or family physician is your best resource for questions or advice. These guidelines are based on recommendations from the American Academy of Pediatrics.

- **Fever:** Your child should be without fever for 24 hours or more before returning to school.
- **Vomiting and/or Diarrhea:** Your child should not be vomiting or have diarrhea for 24 hours or more before returning to school.
- **Runny Nose and Colds:** A clear runny nose is acceptable in school without other symptoms. A yellow or green runny nose may be related to serious infections and your child should not be sent to school until these symptoms are gone or he/she has been seen and cleared by a physician.
- **Strep Throat:** Your child may return to school after he/she has been on antibiotics for a full 24 hours with no fever.
- **Rashes:** Rashes should be cleared by a physician or health care provider before a child attends or returns to school.
- **Pink Eye (Conjunctivitis):** Your child may return to school when discharge from the eyes has stopped and the whites of the eye are white again. For bacterial conjunctivitis it usually takes 24-48 hours after starting antibiotic eye drops.

A special note, if you decide to send your child to school when he/she does not feel well, please make sure you let the school know how to contact you in the event your child needs you.

Immunizations (Policy 5320)

As required by law, all students must have proof of all required immunizations on file before entering our school program. A record of immunizations is maintained for each student and a report is made to the local health department. Required immunization information is available at the school office or online (csredhawks.org) under Enrollment or in the district policies.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the district. It is, therefore, the policy of this district that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the district. Parents should contact the Director of Special Education and Special Services at (616) 696-0580 to inquire about evaluation procedures and programs offered by the district.

Lunch/Breakfast Program and Account

Lunch can be purchased at all schools. Lunch prices for students are \$2.35 in the elementary schools, \$2.85 - \$3.00 at the secondary schools. Milk can be purchased for \$.50 a carton. An adult meal is \$4.00.

Breakfast is available for students at the elementary schools for \$1.40 and the secondary schools for \$1.50.

Our district uses a debit system for lunch payments. Click www.SendMoneyToSchool.com to get started. To establish new accounts you will need your student's 6 digit ID number which you can be obtained from your child's building office. You will have the convenience of checking meal account balances, making deposits into those accounts and eventually depositing money into other department accounts.

Any funds left in the account at the end of the school year are held for the student to use the following year. If your child is moving from the district, a written request to the Food Services Department is required to receive any funds in your child's account. Questions about the debit system or our food services should be directed to the Food Services Director at 616-696-0372. Your child's lunch account balance is available online (www.sendmoneytoschool.com).

Free and Reduced applications are available on the district website, www.lunchapp.com or contact the Food Service Director at 616-696-0372.

Medications (Policy 5330)

Parents/guardians should determine, with their physician's counsel, whether a medication schedule can be adjusted to avoid administering medication during school hours. If medications are to be administered during school hours, they must be delivered and registered in the office by the parent/guardian. For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician, over-the-counter drugs, herbal medications, those that are injectable, those applied as drops to eyes/nose, or medications applied to the skin. Authorization to administer medication is issued only in compliance with the following conditions:

- a. The student's parent/guardian signs Permission to Administer Medication form. If the medication is a prescription, a physician must sign the form. Forms are available on the district website.
- b. Written instructions signed by the student's parent/guardian and physician, if it is a prescription, are furnished to school officials.
- c. Medication to be dispensed is in its original labeled container with student's name.

These instructions shall include the following information:

- a. Student's name
- b. Name of medication
- c. Purpose of medication
- d. Time to be administered
- e. Dosage
- f. Possible side effects
- g. Termination date for administration of medication

When medications are administered, the school will maintain a record that indicates the time and date of the medication, the amount of medication and the adult witness present. The adult in charge shall sign the form. It is the responsibility of the parent/guardian of the student to inform the building principal or his/her designated representative, of any change in the child's health or change in medication.

The following guidelines will apply for students who may self-administer and/or self-possess medications (inhalers or epi-pens for example):

- The student's parent/guardian signs the Permission to Administer Medication Form. If the medication is a prescription, a physician must sign the form.

- Medication to be self-administered and/or self-possessed is labeled and prepared by a pharmacy (prescription) or pharmaceutical company (over-the-counter). The label should include the dosage and frequency of medication.
- If misused, the practice may be discontinued by the building administrator after consulting with the parent/guardian.
- Sharing medication is not permitted under any circumstances.
- The building administrator will inform teachers that the student has permission to self-administer and/or self-possess the medication.

Nondiscrimination (Statement of) (Policy 2260)

Applicants for admission and employment, students, parent/guardian, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the school district are notified that Cedar Springs Public Schools and Cedar Springs Public Schools Board of Education provide an equal opportunity for all, without regard to the Protected Classes of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information, place of residence within the boundaries of the district, or social or economic background. Any person having inquiries concerning the district's compliance with the regulations implementing Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973 is directed to contact: Frank Verhoven, Human Resource Director, Cedar Springs Public Schools, 204 E. Muskegon Street, MI 49341, 616-696-1204.

Non-School Sponsored Clubs and Activities (Policy 5730)

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours with permission from the building principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules still apply regarding behavior and equal opportunity to participate.

No non-school sponsored organization may use the name of the school or school mascot.

Notification of Universal Screening (Policy 2623)

Cedar Springs Public Schools supports the use of a multi-tiered system of support (MTSS) to meet the needs of all students. The Cedar Springs Public Schools MTSS includes tiers of academic and behavior support that can be matched to students needs. Universal Screening of all students up to three times a year in reading, math, and behavior allows Cedar Springs Public Schools to identify students potentially at risk and connect them to interventions to keep them on track for success. Students identified as at risk through Universal Screening are then considered for academic or behavior interventions. If it is determined your child may be eligible for an intervention, you will be contacted to obtain your permission. The following universal screening measures are supported by Cedar Springs Public Schools and Kent County and may be used with your student.

PELI • The Preschool Early Literacy Indicators (PELI) is an assessment of pre-reading skills needed for success in kindergarten. The assessment is designed for preschool and pre-kindergarten students ages 3-5.

DIBELS • DIBELS stands for Dynamic Indicators of Basic Early Literacy Skills. The DIBELS measures are brief measures of specific reading and/or math skills. DIBELS is recommended for grades K-8.

NWEA • NWEA stands for Northwest Evaluation Association. The NWEA provides Measure of Academic Progress (MAP) and MAP for Primary Grades (MPG) assessments. These interim assessments are taken three times per year, are computer adaptive, and provide data to inform classroom instruction. The MAP and MPG are recommended for grades K-12.

AIMSweb • AIMSweb provides brief academic assessments in critical reading and math skills. AIMSweb is recommended for grades K-8.

SRSS • The Student Risk Screening Scale (SRSS) is used to identify students who may be at risk for behavioral concerns. The SRSS is recommended for grades K-12.

EWS • Early Warning Systems (EWS) are used to identify students who may not be on track for graduation. The tool relies on student level data that is already available including indicators for attendance, course failures, GPA, credit attainment, and behavior. Use of EWS is recommended for grades 9-12.

If you have questions regarding any of the above please contact: Ms. Jen Haberling, Academic Services Director. If you would like to opt your child out of universal screening, please contact your building principal.

On-Line Program (Policy 2370.01)

Students enrolled in a public local district or public school academy in grade 6-12 are eligible to enroll in up to two online courses during an academic term - or more if parents, students, and school leadership agree that more than two are in the child's best interest. For more information on your child's online opportunities, contact your school's counseling department.

Parent Involvement (Policy 2112)

We believe that the success of our students is more likely to occur when there is an effective partnership between the school and the students' parents/guardians. This partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goal(s).

To this end, parents should be meaningfully involved in:

- developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
- providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;
- establishing and supporting a consistent and shared approach to child guidance and discipline;
- providing for the proper health, safety, and well-being of their child.

Photos

School photos are usually scheduled in the fall and spring. Specific dates will be published in the school's website calendar and/or the school's newsletter.

Progress Reporting/Report Cards (Policy 5420)

Student progress is reported three times during the school year for grades K-8 and four times during the school for grades 9-12. All reports are viewable online. The final report card is mailed to the student's home. The school handbook provides additional information.

The district provides student progress reports through PowerSchool. Parents are urged to monitor their child's progress on an ongoing basis by accessing PowerSchool. An individual activation code and instructions for creating an online account are provided to students and parents at the beginning of the school year. This site allows students and parents to view student progress continuously as teachers update student progress reports regularly. Parents who do not receive, or who misplace account information, are asked to contact the building main office. Parents who have previously registered, but have forgotten the screen name or password, are asked to contact the building main office for assistance.

Releasing Students (Policy 5230)

If you must pick your child up from school during the school day, please sign him/her out in the office. The secretary will call the classroom and ask the child to report to the office. Please do not go directly to your child's classroom. Our staff will only release a student to a person who has been authorized on the student's information.

To ensure the safety of our students is maintained, we ask that any information regarding your child's guardian be provided to our staff. If one parent has been awarded custody by the courts, the parent who has custody should provide the building office with a copy of the custody order. Without this notice, our staff will, when asked, release the student to the care of either parent.

Review of Instructional Materials and Activities (Policy 9130)

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class. Any parent who wishes to review materials or observe instruction must contact the principal. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits as described in board policy.

School Security (Policy 7440)

Our schools and facilities operate according to safety and security standards outlined by Cedar Springs Public Schools Board of Education Policy. We safeguard a positive climate for learning by securing our building with procedures that ask visitors to:

1. Enter the building through the main entrance by using the call button outside the main doors to call for entry;
2. Sign-in at the office;
3. Wear an identification badge when working in the school; and
4. Obey traffic signs and speed limits surrounding the school.

Search and Seizure (Policy 5771)

Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. School authorities may conduct periodic general inspections of lockers, desks, and other personal property at any time without a search warrant whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or when student safety is a concern. A student's failure to permit searches and seizures as provided by district policy is grounds for disciplinary action. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities.

Canine units trained in drug or weapon detection may be utilized for searches without notice in areas where the potential for the presence of such materials exists, including hallways, locker rooms, parking lots and other district property.

Special Education (Policy 2460)

During the course of the school year, your child may require additional services to help him or her succeed in the classroom. These services may include speech, occupational therapy, school social work and/or specialized instruction that can be provided within the framework of state and federal governing regulations. An Individualized Education Program (IEP) is developed for each student who qualifies for support services based on results of their evaluation. Program information for our district may be obtained by contacting the Director of Special Education and Special Services at 616-696-0580.

Student Assessment (Policy 2623)

To measure progress, students will be 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 will be scheduled, students are required to be present for the test.

Additional group assessments may be given to monitor progress and determine achievement of curriculum objectives.

Student Fees, Fines and Supplies (Policy 6152)

The district will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher may recommend useful supplies for these purposes.

Fees may be charged for non-curricular activities and programs and will be determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. No student, however, shall be deprived of participation in any mandatory school activity or required curriculum activity. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage incurred.

Student Records (Policy 8330)

Student records are open to review by parents/guardians. Parents/guardian must submit written requests to review records to the school principal two school days prior to proposed review. Formal procedures are available to review or challenge the accuracy of student records as outlined in district policy. Student records are forwarded to another school only at the request of the school to which a student seeks or intends to enroll. School policy and law limit access to student records by agencies outside the school.

School staff will not permit the release of the social security number of a student, or other individual, except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an authorized employee.

Student Support Services (Policy 2411)

Our counselor consults and collaborates with parents, support staff, and other professionals as necessary in the role of counseling with, and advocating for, children. For additional information about Student Support Services in your child's school, please refer to the school's handbook.

Transfer Out of the District

To ensure a student's transfer from the district is completed properly, parents should work with school staff to make sure all school materials are returned and any fees or fines are paid. As required, school officials will include disciplinary records including suspension and expulsion actions against the student. Please notify the school office regarding a move as soon as possible.

Transportation (Policy 8600)

Depending on your residence, the district may provide bus transportation to transport children to and from school. Issues regarding your child's transportation should be directed to the Transportation Department, 616-696-1450. Parents must communicate changes in your child's transportation arrangements to the school office in writing, including prior approval from the Transportation Department.

Truancy Policy

The following are the guidelines that all Kent County Public Schools will follow in reference to students with excessive absences.

1. After 10 absences, the district will send a letter to the parents encouraging regular attendance.
 2. After 15 absences, the district will send a letter to the parents explaining the truancy law and procedure. The district will send a copy of the letter to the School Resource Officer, and the School Resource Officer will make contact with the parents of the truant student.
 3. After 20 absences, the district will send a letter to the parents. The district will send a copy of the letter to the School Resource Officer, plus he/she will be notified by phone. The School Resource Officer will notify the Kent County Prosecuting Attorney, and the School Resource Officer will make a second contact with the parents.
 4. Upon 25 absences, the County Prosecuting Attorney will request by the School Resource Officer to issue a warrant.
- Each case will be evaluated individually. Consideration will be given to unusual circumstances including:
Extended illness
 - a. Death in the family
 - b. Prearranged family vacations
 - c. Other unusual circumstance
 - For purposes of these guidelines, absences are accumulated from one school year to the next. These guidelines will include all absences during a consecutive twelve month period.
 - For purposes of these guidelines, absences are counted from previous school districts for students new to the district.
 - Tardies do not count as additional absences.
5. A meeting with the school officials, parents and School Resource Officer can be arranged at any point during this protocol.

Visitors (Policy 9150)

For the safety of our students, visitors entering our school must report to the office first to sign in and receive a visitor's badge. Student visitors are not permitted. (Families who are considering a move into the district may be granted special visitation approval by the administration.)

Volunteering in Our Schools (Policy 4120.09)

The district recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that are helpful to our staff. The district appreciates the work and service that volunteers provide to our district and acknowledges their support.

In order to provide a safe environment for our students, the district requires volunteers and chaperones to complete a background check. The district will run background checks using The Internet Criminal History Access Tool (I-CHAT) for the following circumstances:

- Chaperoning/volunteering for all off site and/or overnight events
- Classroom volunteers (regular basis, extended time, or working directly with students even if it is a one-time occasion)
- Volunteer Coaches
- Chaperones for school dances/activity nights
- The district reserves the right to require a background check at any time for the duration of a volunteer's service to the district.

The I-CHAT requires your first and last name, previously used names, date of birth, and race. This background check is conducted by the Human Resources department located at the district's central office. If a criminal history profile includes a conviction of a "listed offense" as defined in the Sex Offenders Registration Act, MLC 28.722, the district shall not allow this person to volunteer for Cedar Springs Public Schools. If the profile includes a conviction of a felony or misdemeanor, the superintendent will review the information and consider factors such as the nature of the conviction, the date of conviction, nature of the activity and other relevant information to determine if the individual will be allowed to volunteer.

The volunteer application may be found on the district's website (csredhawks.org) under the volunteer tab.

Wellness Policy (Policy 8510)

- Food service program will approve all food and beverage sales to students in elementary schools, including vending machines, a la carte/snack lines, school day fundraisers, and school stores.
- Rewarding children in the classroom should not involve candy and other foods that do not fit within the "Smart Snacks in School" regulations which can be found at <http://www.regulations.gov>.
- Each classroom party held during the school day may include no more than 1 food or beverage that does not meet the USDA regulations – see "Smart Snacks in School".
- All foods available to students on campus during the school day and outside school food service hours shall comply with the current USDA Dietary Guidelines for Americans, including foods available to students as classroom snacks, from vending machines or fund raisers, for classroom parties, or at holiday celebrations – see "Smart Snacks in School".