



**CEDAR SPRINGS PUBLIC SCHOOLS
NEW BEGINNINGS HIGH SCHOOL STUDENT HANDBOOK
ANOTHER CHOICE...ANOTHER CHANCE**

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Cedar Springs Public Schools Mission Statement

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

Cedar Springs Public Schools Vision Statement

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

CORE VALUES

Integrity, Respect, Compassion, Accountability, Collaboration

Dear Students:

Welcome to the 2018-2019 school year at New Beginnings Alternative High School. New Beginnings has a tradition of differentiating the way instruction is delivered to all learners, and there will be many opportunities for you to contribute to the culture of the building. Our hope is to assist you in setting realistic goals, encourage you to have high expectations, to do your very best, and prepare for life after high school.

This handbook outlines not only the expectations for behavior but also information that can help you make good choices this year. Please see the New Beginnings secretary or principal if you have any questions which are not addressed in the handbook.

We look forward to learning and growing with you.

September-18							October-18							CEDAR SPRINGS PUBLIC SCHOOLS 2018 - 2019 SCHOOL CALENDAR		
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
						1		1	2	3	4	5	6			
2	3	4	5	6	7	8	7	8	9	10	11	12	13			
9	10	11	12	13	14	15	14	15	16	17	18	19	20			
16	17	18	19	20	21	22	21	22	23	24	25	26	27			
23	24	25	26	27	28	29	28	29	30	31						
30														September 4 - First Day June 5 - Last Day		
November-18							December-18							Student Early Release Days		
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
					1	2	3							1	Friday, September 14	Friday, January 11
4	5	6	7	8	9	10	2	3	4	5	6	7	8	Friday, September 28	Friday, January 25	
11	12	13	14	15	16	17	9	10	11	12	13	14	15	Friday, October 12	Friday, February 1	
18	19	20	21	22	23	24	16	17	18	19	20	21	22	Friday, October 26	Friday, March 8	
25	26	27	28	29	30		23	24	25	26	27	28	29	Friday, November 2	Friday, March 22	
							30	31						Friday, November 16	Friday, April 12	
														Friday, December 14	Friday, April 26	
														Friday, May 10		
January-19							February-19							No School Days		
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
		1	2	3	4	5						1	2	Wednesday, November 21		
6	7	8	9	10	11	12	3	4	5	6	7	8	9	November 22 & 23	Thanksgiving Break	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	Monday, November 26		
20	21	22	23	24	25	26	17	18	19	20	21	22	23	December 24 - January 4	Winter Break	
27	28	29	30	31			24	25	26	27	28			Friday, February 15		
														February 18 & 19	Mid Winter Break	
														Friday, March 29		
														April 1 - April 5	Spring Break	
														Friday, May 24		
														May 27	Memorial Break	
March-19							April-19							Snow Day Make Up if Needed		
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
					1	2		1	2	3	4	5	6	May 24		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	June 7, 10,11,12,13		
10	11	12	13	14	15	16	14	15	16	17	18	19	20			
17	18	19	20	21	22	23	21	22	23	24	25	26	27			
24	25	26	27	28	29	30	28	29	30							
31																
May-19							June-19							Trimester and Semester Dates		
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
			1	2	3	4							1	Grades K-5 Trimesters	Grades 6-12 Semesters	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	Tri 1: Sept 4 - Nov 20	Sem 1: Sept 4 - Jan 18	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	Tri 2: Nov 27 - Mar 8	Sem 2: Jan 21 - June 5	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	Tri 3: Mar 11 - June 5		
26	27	28	29	30	31		23	24	25	26	27	28	29			

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GENERAL SCHOOL INFORMATION AND PROCEDURES

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

NEW BEGINNINGS HIGH SCHOOL BELIEFS

- All students are unique individuals with diverse cultures and experiences
- Every student can learn, and this does not stop because we leave HS.
- An education includes the mastery of academic skills, development of life skills, and an appreciation of the Arts
- Student achievement relies on the commitment of: students, parents, faculty, and community
- Thinking strategies and the *Habits of Mind* are key components to success in life
- Exemplary professional practices make a difference in teaching, learning, and student achievement
- Frequent monitoring of student progress contributes to student success
- Rigor, relevance, relationships, and reflection are our academic foundation
- An orderly, respectful, and expectation based environment is required in developing the whole student
- Collaboration from all stakeholders is critical to achieving our mission and vision
- Research and data guide our decision making

About the School Day

Students begin their day at 8:36 a.m. and end at 2:32 p.m. Our school office is open from 7:30 a.m. – 3:15 p.m. daily. Other schedules and school routines that may be helpful to you and your family are:

- Students who walk, should enter through the main entrance on the south-side of the building.
- Students who walk to school or are dropped off should not arrive before 7:30 a.m. as there is no supervision prior to that time. Students are allowed to enter the building at 7:30 a.m.
- Students riding the bus enter through the south entrance.
- Lunch lasts 30 minutes

Attendance

To benefit from the primary purposes of the school experience, it is essential that each student maintain regular and punctual daily attendance in all classes. Class attendance is necessary for learning and academic achievement, as well as for developing the lifelong habits and responsibilities of punctuality, dependability and self-discipline. The purpose of the attendance policy is to help students develop these responsibilities and to maintain academic standards for earning credit.

If a student is going to be absent, parents must contact the school by phone and provide an explanation by leaving a message. If prior contact is not possible, a written excuse should be provided as soon as possible. When no excuse is provided, the absence will be unexcused and the student is considered truant. If the absence of a student is questionable or excessive, school staff will try to help parents improve their child’s attendance.

Departure During the Instructional day

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

Student Responsibilities of Attendance Policy:

- To attend each class every day on time, attentive, and prepared
- To give prior notice to teacher of known absences
- To make sure their parent/guardian calls to report absences on the day of the absence (or within 24 hours).
- To sign in and out when arriving to school late or leaving school early
- To seek and make up school work missed due to absence
- To know their current number of absences and tardies

Parent Responsibilities of Attendance Policy:

- To call to report out-of-school absences on the day of the absence (or no later than 24 hours)
- To discuss with student, and follow-up with the school when necessary, on unexcused absences to help students develop responsible attendance habits
- To plan appointments and family vacations around the school calendar whenever possible
- To communicate extenuating circumstances that may affect attendance
- To submit correct addresses, home and work telephone numbers and any changes that may occur during the school year.

School Responsibilities of Attendance Policy:

- To create an essential and meaningful classroom environment where a student's learning is enhanced by attendance
- To start class on time
- To keep accurate attendance records
- To contact the parent, of student's continuing absences and/or tardies in a particular class
- To contact parents when a student accumulates 5 absences in class
- To work with students and parents when the student's absences are impacting the student's work.

Absences

Absences are excused only if the parent/guardian calls the school by the end of the following day to report and give a reason for the absence. The absence must be approved by the administration.

Additional Absence Information

- Students missing coursework due to disciplinary action are allowed to make up missing assignments.
- If a student is to be dismissed prior to the end of the instructional day, the student's parent/guardian must provide written or verbal communication to the office excusing the child from that day's absence and authorizing the student to sign out. The student must sign out at the main office prior to exiting the building. Failure to do so will result in an unexcused absence.
- If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the non-custodial parent. Absent of such notice, the school will presume that the student may be released into the care of either parent.
- Skipping all or part of a class period, skipping all day, or leaving school without permission will result in additional disciplinary action as determined by the administration (see truancy in district handbook).

School attendance is required to remain enrolled in New Beginnings High School. When a student has 6 cumulative (in total) absences, no credit will be issued for that quarter. If a students has 10 consecutive (in a row) absences, the

student will be dropped from New Beginnings High School, and no credit will be issued. Students would then need to re-enroll the following quarter if accepted back into the program.

Please keep in mind this may put students further behind in accumulating credit, which could result in limited options for graduation (ie. Adult Ed/GED being only option left). Every attempt will be made to work with students and families to problem solve around attendance issues. A student who has extensive absences due to illness/medical issues, will need to bring in a doctor's note in order for the student to remain enrolled and to receive credit. This is not necessary for only 1 or 2 days absences due to illness. All absences-both excused and unexcused-count toward the 6 days. Students are not given 6 days off each quarter to use as vacation days. Absences should be reserved for appointments or in case student is sick late in the quarter. In order to earn credit, students must put in the seat time and be in attendance daily. Below is the process that will be followed for students who have attendance challenges:

STUDENTS ARE NOT PERMITTED TO MAKE-UP TIME. IF 7 ABSENCES, NO CREDIT

3 Missed Days:

- Teacher conference with student

5 Missed Days:

- Conference with Principal, student and parent
- Letter home (file copy in CA-60)

6 Missed Days:

- Student is notified and no credit is issued for the enrolled quarter
- Letter home (file copy in CA-60)

Tardy (Late Arrival)

Late Arrival to School

The student should proceed to the main office to obtain a pass which will be given to the teacher.

Late Arrival to Class

Students are considered tardy if they are not inside the classroom when the bell rings. After the first ten (10) minutes of class, a tardy student who arrives to class will be marked absent. Such students are expected to remain and participate in class. Any tardiness to class is unexcused unless the student has a pass from a teacher or the office indicating the student has been detained. Any other tardy is unexcused except in extenuating circumstances as approved by the administration. Tardies are recorded in the teacher's record book and are cumulative over a nine week marking period.

Tardies

Three (3) tardies = 1 Absence

Armed Forces Recruiting

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

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

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

Automobile Use and Parking

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

Parking and driving regulations are also controlled by city and township ordinance and are enforced by summons issued by the local police. Students should not park in areas designated physically handicapped, unless they possess the appropriate license plate, or “no parking” areas as indicated by painted lines. Students parking in illegal areas (for example yellow lines) are given one warning. A second offense will result in the vehicle being towed at the owner’s expense.

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

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

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

STUDENT PARKING GUIDELINES

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

Cafeteria Behavior

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

OPEN/CLOSED CAMPUS

Students are eligible to earn the privilege for open campus. Closed campus students are not allowed to leave the school building at any time during the school day without written permission from their parents and approval of the administration. Students may be released only to persons authorized by parent/guardian on emergency data card.

Cell Phones and Other Electronic Devices

Students may have personal communication devices in their possession, but they must remain off and out of sight during instructional hours unless otherwise allowed by individual teachers within his/her classroom. Use of electronic devices of any kind during assessments (tests, quizzes, etc.) is NOT permitted. Use of electronic devices including the taking of videos outside of educational purposes is not permitted in the instructional area during school hours. When played outside of school hours, headphones must be used. Use of any device to take photographs/videos on campus is prohibited unless directed by an adult staff member for purposes of instruction.

If an electronic device is confiscated, upon return of the phone, the student will receive a warning for the first offense. A letter informing the guardian will be mailed home. Subsequent infractions will result in the need for the parent/guardian to come in and claim the device on behalf of the student. It will be the student's responsibility to make arrangements to pick up the device. All infractions are cumulative throughout a student's high school career.

Commencement Activities

Participation in high school graduation/commencement activities is a privilege and not a right. All students desiring to participate in commencement activities must have met all graduation requirements as certified by the high school principal and approved by the board of education. A student may be denied participation in the ceremony of graduation commencement, when personal conduct so warrants. Commencement rehearsal/practice is announced by the principal. Practice typically occurs the day of graduation. Every student is required to attend and participate in commencement practice. Any student failing to attend commencement practice without making prior arrangements with the principal will not be allowed to participate in commencement activities.

Dances, Athletic Events and School Functions

A student attending a school function or athletic event is not permitted to return once he/she leaves the building in which the school function or athletic event is being held. Students who are absent from school should not expect to attend either a function or an athletic event on the day they are absent. High School dances of any kind will end no later than 11:00 p.m.

Any student having been suspended from school, will not be allowed to attend the next major dance of the school year (Homecoming, Swirl or Prom). New Beginnings students must complete a guest form. Guests must follow all school rules.

- Dances are for 9-12th grades for Cedar Springs students, unless specially approved.
- Parent chaperones have authority to enforce school rules.
- Students may not re-enter after having left the dance.
- All school rules apply to dances.

DANCE RULES:

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

CONSEQUENCES:

- **First Offense:** Dancers will be warned.

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

Dangerous Instruments

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

Dress for School

Low cut tops, short shorts (fingertip length is a guide), visible undergarments, midriff baring tops, clothing with inappropriate images such as drugs/tobacco/alcohol or double meanings, sunglasses, bandanas will not be allowed. Students wearing such apparel will be sent home to change.

Lockers

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

School Buildings

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

Student Assessment

To measure progress, students are tested in accordance with state standards and district policy. Unless otherwise exempt, students are expected to participate in state mandated tests annually in grades 3-12. Although make up days are scheduled, students are encouraged to be present for the test and unnecessary absences should be avoided. Additional group assessments may be given to monitor progress and determine achievement of curriculum objectives.

Students are expected to complete the required state assessment which includes the SAT test. Beginning with the class of 2017, all students must participate in any State Required Assessments at New Beginnings High School to graduate. Any exception to this requirement must be approved by the superintendent/designee.

Sophomore students will have the opportunity to take the PSAT, a preparatory assessment primarily used to help students prepare for the SAT. The test is usually administered during the sophomore year and includes sections on English, math, reading; and scientific reasoning section.

Transcripts

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

Withdrawal from School

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

Work Permits and Cooperative Education

Students under 18 years of age must first obtain a work permit before they are employed. Applications are obtained in the office or at the Board of Education Office during the summer. Since school is a full-time endeavor, students are not encouraged to work more than a few hours per week outside school. A minor who is a student in school shall not be employed more than a combined school and workweek of 48 hours during the period when school is in session.

STUDENT SERVICES INFORMATION

Scheduling

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

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

Class Schedule -

1st Hour: 8:36 am -9:30 am

2nd Hour: 9:33 am -10:25 am

3rd Hour: 10:28 am-11:20 am

Lunch: 11:20 am-11:50 am

4th Hour: 11:53 am-12:44 pm

5th Hour: 12:47 pm-1:38 pm

6th Hour: 1:41 pm -2:32 pm

Early Graduation

Students who have met all graduation requirements before the end of their senior year, must submit, in writing, a letter to the principal requesting early graduation, nine weeks prior to intended graduation date.

Graduation Requirements

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



NEW BEGINNINGS HIGH SCHOOL

Starting with 2016 & After

ENGLISH	4 Credits
SOCIAL SCIENCES	3 Credits I- World History 0.5- Econ 0.5- Gov I- US History
MATHEMATICS	4 Credits Algebra I. Geometry. Algebra II & Math related course Senior year
SCIENCE	3 Credits Must include Biology. Chemistry/ Physics and Science Elective
PHYSICAL EDUCATION	0.5 Credits Physical Education
WORLD LANGUAGE/ VISUAL AND PERFORMING ARTS	2 Credits 2- World Language & 1 VPA Or 1- World Language & 2- VPA
HEALTH	0.5 Credits Health
TOTAL REQUIRED	18

Grades

New Beginnings High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading scale:

90 to 100.....A = Excellent achievement

80 to 89.....B = Good achievement

70 to 79.....C = Satisfactory achievement

60 to 69.....D = Minimum-Acceptable achievement

F = Fail

I = Incomplete

P = Pass

Progress/Report Cards

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

Make-up Work

It is the student's responsibility to make up any required work the student may have missed during their excused absence from a regularly scheduled class. Teachers should be asked for make-up work the day the student returns to

school. Class work is to be made up at a time mutually convenient to the student and teacher involved with one(1) school day of make-up time allowed for each day of an excused absence (or as stipulated by an I.E.P.)

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

During the student's absence due to a pre-arranged trip, there are likely to be tests. The teachers have the choice of : (1) requiring the student, within a reasonable length of time, to take a make-up test during the scheduled make-up period and count the mark when establishing averages; or (2) ignoring the test completely, not penalizing the student, with the student's average being based on what the student has otherwise done. It is recognized that emergency situations will exist. Under circumstances, arrangements shall be made at the earliest possible date.

Promotion, Placement and Retention

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

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

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

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

Privileges and Rights

- Students may access the district network to facilitate learning, diversity, personal growth in technology, information gathering and communication skills.
- Students are responsible for the integrity of their account. Students will only use the accounts assigned to them by the district. Misuse or sharing of their account with others may result in the loss of access privileges.
- Students will not use their network access to obtain, view, download, or otherwise gain access to offensive or objectionable materials.
- Students may use social networking sites only as assigned by a teacher for classwork.
- Each student is responsible for all material received and stored under his/her user account. The district reserves the right to access any materials stored in files.
- Students may not load, store, or use unapproved software on the district network.
- The district reserves the right to log computer use and to monitor file space used and to limit that space. The district reserves the right to remove a user account on the network to prevent unauthorized activity.
- The district reserves the right to log Internet use.

- The district intends to maintain reliable network services, however, in the event of lost files, information, data, or time, the district is not liable.
- Any transfer of files either electronically or otherwise must be virus free. Should a student transfer a file, shareware, or software which infects the district network with a virus which causes damage, the student will be liable for any and all repair costs to make the district network once again fully operational or virus free. The student may also be subject to other disciplinary measures as determined by the district.

Failure to abide by these guidelines may result in the suspension or elimination of access to the district's network. Parents/guardians must sign a permission form for a student to have access to the district's technology.

DISCLAIMER

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

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

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

A playbill, showing your student's role in a drama production;

The annual yearbook;

Honor roll or other recognition lists;

Graduation programs; and

Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.(1)

*If you do not want Cedar Springs Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **9/30/2015**. Cedar Springs Public Schools has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]*

Student's name

Participation in officially recognized activities and sports

Address

Telephone listing

Weight and height of members of athletic teams
Electronic mail address
Photograph
Degrees, honors, and awards received
Date and place of birth
Major field of study
Dates of attendance
Grade level
The most recent educational agency or institution attended

Student/Parent Handbook Signature Form

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

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

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

Student Signature