

COOPERSVILLE MIDDLE SCHOOL

# **STUDENT HANDBOOK**

**2025  
2026**



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# Welcome Message from School Administration

Welcome to Coopersville Middle School for the 2025-26 school year! We hope you all are as excited as we are about what will surely be an outstanding school year. As a school, we are strong believers that everyone plays a huge role in the overall success of students and our school as a whole. As such, we want to do our very best to ensure that all members of our school community, especially students and parents, are informed when it comes to what is happening at our school, as well as the policies and procedures that will guide all that we do.

As such, we have developed this student-parent handbook, which provides some key details that will surely interest you. We hope this information will be helpful as we start a new school year, and we look forward to working with you.



# Mission Statement

It is the mission of Coopersville Area Public Schools to inspire all students to embrace a lifelong love of learning, achieve their goals, and be compassionate citizens who contribute to the global community.

# Vision Statement

Prepare today's students for tomorrow's possibilities

# Core Beliefs

- Every person has intrinsic worth
- Every person has something to contribute
- Every person is responsible for her/his actions
- A community that embraces shared ethics and diversity thrives
- Love, acceptance, and a sense of belonging are essential for every person to flourish
- A community working together toward a common goal is fundamental to excellence

# Contact Information

**Address:** 198 East St, Coopersville, MI 49404

**Main Office Phone:** (616) 997-3400

**Fax:** (616) 997-3414

**Website:** <https://coopersvillebroncos.org/>

**Parent Dashboard:** <https://bit.ly/CMSfamily>

**Lyndsey Kosten, Principal**

[lkosten@capsk12.org](mailto:lkosten@capsk12.org)

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[jtesterink@capsk12.org](mailto:jtesterink@capsk12.org)



# Daily Bell Schedule

## Monday - Thursday Schedule

6th Grade		7th Grade		8th Grade	
1st hour	7:40 - 8:33	1st hour	7:40 - 8:33	1st hour	7:40 - 8:33
2nd hour	8:37 - 9:29	2nd hour	8:37 - 9:29	2nd hour	8:37 - 9:29
3rd hour	9:33 - 10:25	3rd hour	9:33 - 10:25	3rd hour	9:33 - 10:25
Lunch	10:25 - 10:55	4th hour	10:29 - 11:21	4th hour	10:29 - 11:21
4th hour	10:59 - 11:51	Lunch	11:21 - 11:51	5th hour	11:25 - 12:17
5th hour	11:55 - 12:47	5th hour	11:55 - 12:47	Lunch	12:17 - 12:47
6th hour	12:51 - 1:45	6th hour	12:51 - 1:45	6th hour	12:51 - 1:45
BRIDGE	1:49 - 2:25	BRIDGE	1:49 - 2:25	BRIDGE	1:49 - 2:25

## Friday Schedule

6th Grade		7th Grade		8th Grade	
1st hour	7:40 - 8:37	1st hour	7:40 - 8:37	1st hour	7:40 - 8:37
2nd hour	8:41 - 9:38	2nd hour	8:41 - 9:38	2nd hour	8:41 - 9:38
3rd hour	9:42 - 10:39	3rd hour	9:42 - 10:39	3rd hour	9:42 - 10:39
Lunch	10:39 - 11:09	4th hour	10:43 - 11:40	4th hour	10:43 - 11:40
4th hour	11:13 - 12:10	Lunch	11:40 - 12:10	5th hour	11:44 - 12:41
5th hour	12:14 - 1:11	5th hour	12:14 - 1:11	Lunch	12:41 - 1:11
6th hour	1:15 - 2:12	6th hour	1:15 - 2:12	6th hour	1:15 - 2:12
Homeroom	2:12 - 2:25	Homeroom	2:12 - 2:25	Homeroom	2:12 - 2:25



# Altered Schedules

## Half-Day Schedule

7:40 - 8:09	1st Hour	29 min
8:13 - 8:41	2nd Hour	28 min
8:45 - 9:13	3rd Hour	28 min
9:17 - 9:45	4th Hour	28 min
9:49 - 10:17	5th Hour	28 min
10:21 - 10:50	6th Hour	29 min

*Dismissal at 10:50 am*

## Two-Hour Delay Schedule

6th Grade		7th Grade		8th Grade	
1st hour	9:40 - 10:20	1st hour	9:40 - 10:20	1st hour	9:40 - 10:20
2nd hour	10:24 - 11:04	2nd hour	10:24 - 11:04	2nd hour	10:24 - 11:04
Lunch	11:04 - 11:34	3rd hour	11:08 - 11:48	3rd hour	11:08 - 11:48
3rd hour	11:34 - 12:14	Lunch	11:48 - 12:18	4th hour	11:52 - 12:31
4th hour	12:18 - 12:57	4th hour	12:18 - 12:57	Lunch	12:31 - 1:01
5th hour	1:01 - 1:41	5th hour	1:01 - 1:41	5th hour	1:01 - 1:41
6th hour	1:45 - 2:25	6th hour	1:45 - 2:25	6th hour	1:45 - 2:25



# Academics

## Academic Concerns

Parents and students who have academic concerns should make contact with the teacher via email. If there are outside circumstances that are impacting academic performance, it may be appropriate to involve the student's guidance counselor.

## Assessments of Student Learning

As a part of each course, students will be evaluated using a variety of assessments—some formal and others informal. Collaborative teacher teams within each academic department will determine specific details regarding such assessments.

## Grading

Grading scale:

<b>A</b> 93-100	<b>B+</b> 87-89	<b>C+</b> 77-79	<b>D+</b> 67-69	<b>F</b> 59
<b>A-</b> 90-92	<b>B</b> 83-86	<b>C</b> 73-76	<b>D</b> 63-66	
	<b>B-</b> 80-82	<b>C-</b> 70-72	<b>D-</b> 60-62	

Approved changes from this grading policy may occur when class work and assignments are more subjective than objective, and when the assignment(s) are team or group-oriented. Variations of this scale will be made known to students and parents via syllabi.

## Homework

The use of homework as reinforcement and practice is an essential factor for academic success for all students. Each classroom teacher will communicate with students the expectations for homework assignments.

- Homework should be completed as assigned.
- Homework will reinforce what is taught.
- A student will know what is expected, and the task assigned will be within the student's ability.
- Homework assignments will not be given as punishment or busy work.
- Homework assignments will not require the use of books or materials that are not readily available in the home or available for the student's use through school.
- The amount of homework assigned should not exceed 90 minutes in Grades 6-8.
- Homework should be designed to help students with a wide range of subjects and to reinforce and apply skills.
- Types of homework activities include applying skills used in class, conducting experiments, doing research, practicing, reading, writing, observing, memorizing, preparing exhibits, making up missed work due to absences, and conducting interviews.
- Homework will be checked, and feedback will be provided.
- Homework may be assigned over the weekend at the teacher's discretion.



## **Grading Composition**

For grade composition, collaborative teacher teams will determine grade categories and the weights each assignment category will carry. The purpose of grades is to communicate mastery of skills and content to parents and students. Grades should not include assignments that are not tied directly to content and skills. For example, academic grades will not include parent signatures on documents or the submission of supplies.

## **Grading Timeline**

Assignments collected in one calendar week will be graded and submitted to Infinite Campus by Wednesday of the following week. Student assessments (ie, tests, projects, and quizzes) will be graded and recorded in Infinite Campus by Wednesday of the second following week.

## **Academic Integrity**

Coopersville Area Public Schools is committed to integrity and excellence in academics and personal accountability. Because of this commitment, all members of the Coopersville Middle School community must embody personal honor, integrity, and responsibility. As such, all students are expected to uphold integrity in all that they do.

Cheating is the act of gaining an unfair advantage or misrepresenting one's knowledge. It includes, but is not limited to:

- Copying homework or allowing someone to copy your homework.
- Looking at another's test or quiz, or letting another student look at a test or quiz.
- Reporting to another student what is on a test or quiz, including providing questions or specific answers.
- Using any secretive methods of finding/providing answers on a test or quiz.
- Taking information from another source that is not properly cited.
- Working with others on an assignment that was meant to be done individually.
- Taking someone else's assignment or portion of an assignment and submitting it as your own.
- Copying AI-generated content (*see Artificial Intelligence Policy statement*).

When a student is not sure what would be considered cheating for a particular assignment, they are responsible for requesting clarification from the teacher.

## **Incidents of Academic Integrity**

- 1st Offense: Student/Teacher conference, parental notification, documentation of the incident, advisers of extra-curricular activities will be notified, and the student will be provided an alternative assignment that can be completed where the highest grade earned can be 60%.
- 2nd Offense: Student/Teacher conference, parental notification, documentation, and advisers of extra-curricular activities will be notified, and the student can redo the assignment- the highest grade earned can be 50%.
- 3rd Offense: Student/Teacher conference, parental notification, documentation, and advisers of extra-curricular activities will be notified, the student cannot redo the assignment and a zero is given.





## Artificial Intelligence

Our school is committed to promoting the responsible and ethical use of Artificial Intelligence (AI) technologies among students, staff, and all members of the school community. The purpose of this policy is to ensure that AI technologies are used in ways that align with our school's values, foster learning, and maintain a safe and inclusive environment.

Guidelines for Responsible AI Use:

1. **Educational Purpose:** AI technologies should primarily be used for educational and research purposes within the school context. Projects involving AI should contribute to the academic growth of students and adhere to the curriculum objectives.
2. **Informed Consent:** Students and staff must receive appropriate training and guidance before using AI technologies. Users should understand the potential risks and benefits of AI usage and provide informed consent.
3. **Respect for Privacy:** AI tools should not be used to invade the privacy of individuals or collect sensitive personal data without explicit consent. Any data collected through AI projects must comply with relevant privacy regulations and be stored securely.
4. **Non-Bias and Fairness:** AI algorithms and projects should be developed in a way that minimizes bias and promotes fairness, avoiding the reinforcement of stereotypes or discrimination. Regular assessments should be conducted to identify and rectify biases that may emerge in AI projects.
5. **Transparency and Accountability:** Developers and users of AI should be transparent about the capabilities and limitations of the technology. Clear documentation of AI methodologies and sources of data should be maintained to ensure accountability.
6. **Intellectual Property:** Students should respect intellectual property rights when using AI technologies. Plagiarism and copyright violations in AI-generated content will be treated with the same seriousness as in traditional content.
7. **Prevention of Harm:** AI technologies should not be used to engage in harmful activities, including cyberbullying, harassment, cheating, or any form of deception. Users are responsible for ensuring that AI projects do not cause harm to individuals, communities, or the school's reputation.
8. **Supervision and Approval:** All AI projects and activities must be supervised and approved by a designated teacher or staff member. This supervision includes reviewing the ethical implications and potential risks associated with the use of AI technologies.

Misuse of AI technologies in violation of this policy may result in disciplinary actions in line with the school's established code of conduct and acceptable use policy (*Coopersville Area Public Schools Board Policy 7540.03*). These actions may include, but are not limited to, counseling, parental involvement, loss of privileges, and appropriate interventions.

By adhering to these guidelines, our school aims to foster a culture of responsible and ethical AI usage, empowering students to harness the potential of AI for positive and constructive purposes while safeguarding against misuse.



## Awards

Recognizing students and their achievements is important. Therefore, we will publish three honor awards at the end of each marking period for students who excel in the classroom.

- **Principal's List** - students who earn an A in all subject areas.
- **Honor Roll** - students who earn an A or B in all subject areas.
- **Bronco Card** - No lunch detentions, no more than 2 days absent, no more than 3 tardies, have no missing assignments, 6th grade no more than 5 late assignments, 7th/8th grade no more than 2 late assignments at the end of the marking period, and demonstrate good classroom behavior.

## Late Assignments

Students are expected to complete and submit assigned learning tasks when they are due. Teachers will communicate deadlines by which all learning tasks must be submitted. Learning tasks that are submitted after the due date will be penalized according to the predetermined grade-level late work policy.

## Missing Assignments

Students will be expected to make up work missed due to an absence. Students will be expected to complete/turn in assessments and learning tasks that were assigned prior to the student's absence on the day the student returns, unless other arrangements are made in advance. Tests and quizzes can be required to be made up (for full credit) the day the student returns if the absence is excused. If the absence was not excused, the teacher can provide an alternate assessment, which must be completed within a time determined by the teacher (typically no more than 5 days from the missed assessment).

If the student does not submit an assignment by the previously communicated due date, it should be noted in the grade book with a "Missing" indicator.

# Attendance

School attendance is compulsory by law and includes all students from ages 6-17. Truancy is defined as non-attendance at school and may result in disciplinary action at the building level and/or referral to appropriate civil authorities. When a student accumulates 15 absences or 10% of the school year (excused and/or unexcused), the student will be referred to the truancy officer. Coopersville will work cooperatively with parents and students to ensure positive student attendance. In certain cases, however, the district may seek court action against the student and/or his parent(s)/guardian to ensure compliance with state law.

## Responsibility of Parents

It is the statutory responsibility of parents of students under age 18 to ensure regular attendance; however, the responsibility for acceptable attendance lies with parents and students of all ages. The district, where applicable, will follow the procedures listed herein to assist parents in ensuring regular attendance.

## Absences and Tardiness

- **Excused absences** will be recognized for confining illness, injury, a doctor or dentist appointment, death in the immediate family (brother, sister, step-brother, step-sister, parent, step-parent, or grandparent), court or regulatory agency appearance. Appropriate documentation must accompany these absences for them to be exempted. Appointments will be exempted for up to one-half day unless the documentation states otherwise. Other reasons may be excused only if pre-approved by the school administrative office. The parent has three school days to excuse the absence; otherwise, the absence shall be considered unexcused. An extended absence for prolonged illness or physical disability should



be indicated to the school as soon as possible for assistance with assignments, educational programming, or possible assignment of a homebound teacher.

- **Unexcused absences** will be recorded for reasons not covered under the excused absence policy. This includes failure to notify the school office of an otherwise valid reason. The reason for absence from school, even though unexcused by school standards, must be verified by an email or phone call from the parent within three school days.
- **Tardiness** will be recorded if a student is not in their assigned class on time. Students will receive lunch detention once they receive three tardies in a class, and for each additional tardy thereafter. Tardiness beyond fifteen minutes will be recorded as an absence for the entire period.

### **Reporting an Absence**

All absences should be reported to the office by phone at (616)997-3400.

### **School-Related Absence**

Students are considered present when attending school-related field trips or school events. School-approved absences may be issued to students on non-school trips with prior permission.

### **Prearranged Absences**

Parents/Guardians are responsible for contacting the main office to report prearranged absences for non-school-sponsored educational opportunities, family events, and personal matters. Depending on the nature and length of the absence, teachers will list assignments that will be missed and indicate whether the work will be required before leaving or after returning to regular attendance.

### **Early Release**

Parents/Guardians must report to the main office to sign their child out of school if they must be picked up prior to the end of the school day. No student shall be released to anyone who is not authorized to have such custody by the parents.

## **Athletics**

Interscholastic sports are offered when available, including competitive cheerleading, cross-country, girls' basketball, boys' basketball, girls' volleyball, wrestling, girls' track, and boys' track. Intramural sports, if offered, will be subject to the same requirements as interscholastic sports. Participation in athletics is dependent on eligibility as determined by the rules of the Michigan High School Athletic Association (MHSAA) and Coopersville Athletic Code. Each coach has additional rules for her/his team that each athlete must meet. Disciplinary responses to athletic violations and appeals to those decisions are under the authority of the Athletic Department and building administration.

### **Athletic Events**

All middle school athletic events are open to the public, and spectators may be charged an admission fee. Student behavior is monitored, and students are subject to the same rules governing school behavior.

### **Attendance**

Students must be in attendance for ½ day (3.4 hours) to participate in a practice or a game/meet.



## Code of Conduct

Student-athletes must demonstrate good sportsmanship on and off the playing area while representing Coopersville Area Public Schools. Violations of laws, policies, and school rules may result in school discipline as well as discipline through the athletic department (See the Athletic Handbook). Students who are suspended from school cannot participate in athletic events or practice throughout the duration of their suspension.

## Eligibility

Middle school athletes must meet all eligibility requirements as dictated by MHSAA guidelines. Students are required to be registered on [FinalForms](#) (available on the CAPS athletics website). Students' grades are monitored weekly, and students failing more than one class are ineligible for that athletic competition.

## Sports Physicals

Students must have proof of a physical examination and insurance on file before participation in practice or games.

# Student Accountability and Code of Conduct

The Code of Student Conduct applies to any student who is on school property, who is in attendance at school or any school-sponsored activity, or whose conduct at any time or place, on or off campus, has a direct and immediate effect on maintaining order and discipline or protecting the safety and welfare of students or staff in the school. Coopersville Middle School recognizes its responsibility to provide each student with an opportunity to receive an education and to provide an atmosphere that is conducive to learning. CMS students also share this responsibility. Students are expected to show good citizenship at all times and to follow instructions given to them by any teacher or staff member. Students are expected to be familiar with all rules of behavior in the Code of Student Conduct.

The Code of Student Conduct rules are leveled, indicating the severity of the violation and the type of consequence. In any given situation, based on the unique circumstances of a situation, the principal may utilize a different level of intervention than is indicated on the chart. Various interventions may be considered to address a student's behavior, including restorative practices, detention, referrals to the counselor, or community resources. Below is a breakdown of the aforementioned levels.

**Level I** - Level I rule violations should generally result in in-school interventions in lieu of out-of-school suspensions. In cases where a student refuses to participate in the in-school interventions or engages in persistent violations of a Level One rule, or where there are other aggravating circumstances, the principal may impose a short-term suspension that shall not exceed two school days. Level One rule violations shall not result in a long-term suspension. Some examples of infractions that might be considered Level I offenses include, but are not limited to, the following:

- Noncompliance
- Disrespect
- Heckling or poor sportsmanship
- Violation of school/class attendance rules
- Loitering or presence in an unauthorized area
- Inappropriate language
- Public display of affection



- Unwanted physical contact
- Style, manner of dress, or habits that are disruptive to the learning process
- Unauthorized use of a personal communication device during instruction

**Level II** - Level II rule violations involve more serious misconduct that may warrant a short-term suspension that shall not exceed five school days. Principals may recommend a long-term suspension based upon aggravating factors regarding the severity of the violation and/or safety concerns, which may warrant the recommendation of long-term suspension. Some examples of infractions that might be considered Level II offenses include, but are not limited to, the following:

- Inappropriate literature
- Hate speech
- Violation of computer access
- Disruptive behavior
- School disturbance
- School transportation disturbance
- Vandalism/malicious mischief
- Theft/Larceny
- Extortion
- Threat/False threat
- Harassment/Sexual harassment
- Physical Aggression
- Recording an immoral or illegal act and the dissemination thereof
- Possession, use, or sale of tobacco products, smoking materials, and vaporizers

**Level III** - Level III rule violations are more severe and support long-term suspension. The principal may recommend a short-term suspension (ten [10] days or less) based on mitigating factors. Some examples of infractions that might be considered Level III offenses include, but are not limited to, the following:

- Possession of narcotics, alcoholic beverages, controlled substances, chemicals, and drug paraphernalia
- Obscene use of technology
- Gang and gang-related activity
- Possession of dangerous instruments/substances
- Aggressive behavior and/or willful destruction of school property
- Assault on a student
- Hazing
- Threat against school staff

**Level IV** - Level IV rule violations compromise the safety and welfare of students and staff and require a suspension under MI General Statutes (law). Some examples of infractions that might be considered Level IV offenses include, but are not limited to, the following:

- Possession, use, or sale of weapons, “look-alike” weapons, ammunition, volatile sprays or chemicals, explosive material, or stolen property while under the control of school authorities, or in violation of law.
- Verbal threat of great bodily harm



- Possession of narcotics, alcoholic beverages, controlled substances, chemicals, and drug paraphernalia with the intent to sell or distribute
- Bomb threat
- Bomb threat: aiding/abetting
- Acts of terror
- Possession of a destructive device
- Arson
- Assault on school personnel or another adult
- Assault involving a weapon/a dangerous instrument/substances
- Intentional, severe damage to school property or personal belongings, and dangerous acts

### Student Accountability

The district strives to provide a safe and disciplined learning environment for all students and works to enforce the procedures consistently. All administrators are trained in the legal processes for the use of seclusion and restraint. All personnel participate in awareness training as required by the Michigan Department of Education. See the board policy for more information on seclusion and restraint ([CAPS BOE po5630.01](#)).

- **Due Process:** Any student subject to disciplinary action under this policy shall be granted due process as per the district's discipline policies.
- **Student Accountability Procedure:** Commonly, the discipline measures follow a gradual order of escalation from reasoning and reprimand to the most severe action, a recommendation for expulsion. The actual progression used may not employ all steps but may skip some/all steps outlined in the following list. The actions implemented in any single or series of disciplinary proceedings are dependent on the severity and nature of both the current incident and any previous incident(s). The process is as follows:
  1. Verbal warning
  2. Teacher contact/conference with parent(s)
  3. Restorative Justice consideration or other intervention
  4. Lunch Detention (30 Minutes to be served during lunch)
  5. In-school suspension of one (1) to five (5) days
  6. Suspension from school attendance for up to ten (10) days
  7. Referral to the Board of Education for expulsion or suspension action
- **Expulsion and Suspension Procedures:** All administrators follow board policy and legislation regarding suspension and expulsion. Parents or guardians who wish to appeal a suspension or expulsion may refer to Board Policy ([CAPS BOE 5610](#)).
- **Social Restriction:** Students who violate a school rule that endangers another person or show a blatant disregard for authority may be placed on social restriction for 20 school days or more. Students on social restriction will be ineligible for social activities, which may include: assemblies, athletic events, field trips, class trips, and/or other events. Students will be removed from social restriction once they have fulfilled the requirements set by the administrator.

The district strives to provide a safe and disciplined learning environment for all students and works to enforce the procedures consistently.





## **Anti-Bullying Policy**

The Coopersville Area Public Schools Board of Education prohibits acts of harassment or bullying. All students are protected under this policy without regard to their subject matter or motivation. The Board of Education has determined that a safe school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying, is expected of administrators, faculty, staff, and volunteers to provide positive examples of student behavior.

The Coopersville Area Public Schools Board of Education expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

The Coopersville Area Public Schools Board of Education believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff, and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members. The Coopersville Area Public Schools Board of Education believes that the best discipline is self-imposed and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to develop self-discipline.

Since bystander support of harassment or bullying can support these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to support students who walk away from these acts when they see them, and constructively attempt to stop or report them to the designated authority.

A student will not engage in bullying or cyberbullying behaviors of any student for any reason in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises. "Bullying" means any repeated written, verbal, or physical act, or any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs of one (1) or more pupils.
- Adversely affecting the ability of a pupil to participate in or benefit from the school district's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Cyberbullying that occurs on school property with school-provided electronic devices, or with personal devices using school Wi-Fi, is subject to disciplinary action. Cyberbullying that does not occur during school hours, but is carried out using a school device, or continues into the school day and affects the school climate, is subject to disciplinary action. Cyberbullying may involve the inappropriate use of information or communication technologies such as emails, mobile phones, text messages, instant messages, social media, defamatory personal websites, or defamatory online polling websites.



# General Student Information

## Bus Contract (Students)

School bus transportation shall be considered a privilege to be used by a student only as long as the student accepts the responsibility for his/her conduct, carefully follows all established rules and regulations, and complies with the directions and requests of the bus driver. Students who fail to comply with rules and regulations will forfeit bus privileges rather than jeopardizing the safety of other students. Below is a list of expectations for riding the bus:

1. No bullying, teasing, scuffling, or fighting with fellow passengers.
2. No loud music, spitting, damaging, or vandalizing the school bus. (Students will be required to pay for the repair of damage.)
3. No cursing, abusive language, obscene gestures, shouting, speaking loudly, or making disturbing noise.
4. Respect your bus driver and fellow students. Obey the instructions and directions of the bus driver.
5. Go directly to your seat, no standing, moving about, or changing seats.
6. Keep body parts inside the bus. Students may not throw any objects on, at, or out of the bus.
7. No eating, drinking, chewing gum, or littering.
8. No possession of incendiary devices, weapons, obscene materials, or bringing articles aboard the bus of an objectionable nature or which may cause injury. (Violation will result in loss of riding privileges for the remainder of the school year.)
9. No sale or possession of alcoholic beverages, narcotics, or any other dangerous drugs, being under the influence of these substances, or any behavior relating to the safety, well-being, and respect of others. (Violation will result in loss of riding privileges for the remainder of the school year.)

First Referral- Verbal warning

Second Referral- Written discipline notice (Must be signed by parent)

Third Referral- Bus privileges suspended for 1 week

Fourth Referral- Loss of riding privileges for the remainder of the school year.

School bus safety and regulations are under the control of the driver and the Transportation Supervisor. Late bus passes may be issued with a 48-hour notice to middle school students by the CMS office for approved, academic reasons (space permitting) and with a written parent request presented to the office. Requests to ride a bus, a different bus, or the late bus must be directed to the Transportation Department with a 48-hour notice by phone at (616) 997-3252.

## Cafeteria and Lunch Procedures

Below are specific guidelines regarding cafeteria use and expected lunch behaviors.

- The cafeteria is off-limits to students unless it is their scheduled lunch.
- During a student's scheduled lunch, there are authorized areas for students to be in. These areas consist of the cafeteria or the media center with permission. Students are not authorized to be in any other place during their lunch unless they are under the direct supervision of a teacher.
- Students are expected to clean up after themselves and deposit their litter in a trash can.
- Students should remain seated unless they are in the lunch line, depositing trash, or cleaning their table.
- Students are not permitted to loiter in the cafe.

Information about free and reduced-price meals is available through Food Service and the office. Questions may be directed to the Food Service Director by telephone at (616)997-3663.





## **Dress Code**

Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing that is disruptive, provocative, revealing, profane, vulgar, offensive, or obscene, or which endangers the health or safety of the student or others, is prohibited. If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work, or otherwise violates this dress code, the administration may require the student to change his or her dress or appearance. A second or repeated violation of this policy may result in disciplinary action.

If students are addressed for inappropriate attire, their options will be:

- To call a parent to bring a change of clothes.
- To change into something provided by the front office.

Failure to comply may result in other disciplinary consequences beyond simple dress code infractions.

The complete dress code is reviewed each year with students, but some specific examples of infringements include:

- Crop tops, tube tops, and shirts with less than 2-inch-wide straps
- See-through fabrics and visible undergarments
- Bare midriffs
- Hair or clothing that might endanger the pupil or others in vocational classes
- Shorts or skirts shorter than knuckle length; holes in jeans above knuckle length
- Articles of clothing with imprints of illegal and/or inappropriate/offensive messages
- Hats, hoods, bandanas, sunglasses, or face coverings that conceal facial identity
- Backpacks in the classroom (without teacher/administrative permission)
- Not wearing appropriate footwear at all times
- Dress or grooming that is of such a nature that by its appearance causes a disruption or distraction from the learning atmosphere of the classroom for any member present, or which disrupts or distracts from the orderly organization and control of the operation of the school (ie, political propaganda, hate speech, etc.)
- Display of the Confederate flag in dress or other accessories.

Students making a public appearance on behalf of the school are expected to follow high standards so as not to detract from the intended purpose of the performance. Students must dress in a manner that avoids health or safety hazards or a disruption of the educational process.

## **Hall Passes**

Students have the responsibility for obtaining a hall pass from a teacher at any time they are out of class during class time. Students out of the classroom during class time without a pass and in an unauthorized area are subject to disciplinary action.

## **Health and Medicine**

Serious health problems that affect student safety or welfare at school should be declared on the Emergency Data Form. Allergies, adverse reactions, hearing impairment, or vision difficulties that are out of the ordinary should be indicated to school personnel. Health information will remain confidential and will be released to authorized individuals. Temporary conditions that inhibit physical activity are required, and expected school activities, including Physical Education, must be verified by a physician's statement.



All medications will be dispensed only upon prior written permission from a physician and parent/guardian. Only the principal and her/his designee may administer medication. Medications will be given only in the presence of adult school employees and under the following conditions:

1. Only the parent or guardian of a student may bring or take medications to or from the school office.
2. A Permission Form for Prescribed Medication needs to be on file in the Middle School Office, signed by the physician and the parent/guardian. The form must indicate the medication to be distributed, the amount, and the time it should be administered.
3. Medication must be in the original pharmaceutical container.
4. Medication containers are kept locked in a secure place in the office and are inaccessible to students.

Students may not keep over-the-counter medications in their lockers or on their persons while at school. If students are found to have over-the-counter or prescribed medication on them or in their locker, they may be held accountable for possession of a controlled substance if a form is not on file in the office.

### **Lockers**

Students will be assigned a locker with a combination lock. Students may only use the locker that has been assigned to them and should not share their locker combination with others. The school cannot assume responsibility for lost or stolen items. Lockers remain the property of Coopersville Area Public Schools and may be searched at any time by school officials with or without a student's permission. As such, students should not tamper with, jam, or obstruct the locking mechanism or locker door. Lockers should be locked at all times, unsecured lockers will be emptied and secured.

### **Media Center**

The Media Center is a central resource to our school's instructional program. An atmosphere conducive to learning will be maintained. The media center staff reserves the right to prohibit facility use to students who choose not to conform to Media Center and/or Coopersville Middle School guidelines and expectations. Students wishing to go to the media center during class must request a pass from their assigned teacher.

### **Personal Communication Devices/Mobile Phones**

Coopersville Middle School embraces student achievement and academic excellence. Reviewing recent research on the use of cell phones by school-aged children has allowed the district to reflect on how to best support students as they learn and grow. Excessive exposure to cell phones has a negative effect on school-aged children. Students may bring mobile phones to school, but will be required to store them in their lockers throughout the school day. Phones are available in the office in case students need to contact their families. Students must keep their phones in their lockers throughout the school day. The actions implemented in response to any single or series of violations depend on the severity and nature of both the current incident and any previous incident(s).

#### **Violations:**

- **First offense** - surrender the phone for the class period.
- **Second offense** - surrender the phone to the office for the day.
- **Third offense** - surrender the phone to the office for the day, parents/guardians will be notified, and additional consequences will be considered.

CMS is not responsible for the return or reimbursement of lost or stolen electronic devices.



## Student Chromebooks

To ensure a productive and safe learning environment, students are expected to use their Chromebooks responsibly and respectfully. The following guidelines outline the expectations for proper Chromebook use:

- **Educational Purpose:** Chromebooks are provided primarily for educational purposes. Students should use them to complete assignments, research, and access educational resources. Non-educational use, including gaming, social media, and streaming, is not allowed during school hours unless approved by a teacher.
- **Respectful Behavior:** Students must handle their Chromebooks with care and respect. This includes avoiding any physical damage, keeping the device clean, and ensuring it is charged and ready for use each day.
- **Cyber Safety:** Students should follow all school internet safety guidelines. This includes not sharing personal information online, avoiding inappropriate websites, and reporting any suspicious activity or content to a teacher or administrator.
- **Digital Citizenship:** Students are expected to practice good digital citizenship. This means using appropriate language online, not engaging in cyberbullying, and respecting the privacy of others by not accessing, modifying, or sharing their files without permission.
- **Security and Privacy:** Students must keep their Chromebooks secure at all times. Passwords should not be shared, and students should log out of their accounts when they are not using their devices. Any security issues or concerns should be reported immediately.
- **Consequences for Misuse:** Improper use of Chromebooks may result in disciplinary action, including but not limited to the loss of Chromebook privileges, detention, or suspension.
- **Responsibility for Damages:** Students are responsible for any damage to their Chromebooks. If a Chromebook is damaged due to negligence, the student and their family will be responsible for covering the cost of repair or replacement.

## School Hours

The building is open to all middle school students at **7:20 a.m.** Students who arrive at or after **7:20 a.m.** will be permitted to enter the building and go to a designated, supervised area until released by the supervisor. Students not involved in supervised activities after school should leave the building by **2:30 p.m.** Students who intend to stay after school dismissal must be with a teacher, coach, or authorized adult or receive specific permission from the office.

## Student Council

CMS holds elections amongst its student body for its Student Council officers. Eighth graders may run for Student Council President, Vice-President, Secretary, and Treasurer, and shall preside over the full Student Council, which is made up of 6th, 7th, and 8th-grade representatives.

## Textbooks

Students are expected to take proper care of all school materials and textbooks. If a book is damaged or lost, students will be assessed fines for the damage or the replacement cost of the book. Fines must be paid before new books are reissued. Students may be excluded from attending end-of-year activities until all books are returned or all fines are paid. To avoid liability for lost/damaged books, students are advised to never lend books to friends or leave them unattended. If a book is lost, students should see the teacher who issued the book for replacement costs. Please note that not all courses will use textbooks; in this case, the teachers may utilize handouts and/or electronic resources for the students.



## Valuables

It is recommended that students refrain from bringing valuables, large sums of money, expensive jewelry, etc., to school. If it is necessary to bring such items, make arrangements with a sponsor or teacher for safekeeping. Students are also cautioned against leaving money or valuables in lockers, especially if unlocked. Students are responsible for marking their possessions so that lost items, if found, can be identified. The school is not required to investigate or search for lost or stolen items. This includes the loss or theft of electronic devices. Students who find items that do not belong to them should take the property to the main office.

# Safety and Security

## Closed Campus Policy

Coopersville Middle School operates under a "closed campus" policy. Students are not allowed to leave the campus (building) for lunch, between classes, or at any time during the school day without being signed out from school by a parent/guardian (see attendance policy for early release).

## Emergency Drills

A Crisis Management Procedures manual is on file in the office. Emergency Codes may be issued, and students are expected to strictly follow the directions of the teacher and/or adult in charge. In the event of a drill or emergency, students will be given specific directions. Failure to follow emergency procedures/drills in a serious way will result in a referral to the office and may result in suspension from school and/or legal consequences.

- **Fire drills** are to be treated as a genuine fire alarm. Students should respond as if a fire had been detected in the building. You are to follow the directions of the teacher/staff person in charge and vacate the building in an orderly and subordinate way.
- A **tornado drill** should be treated as a tornado warning. Students must follow the procedure for evacuation of the classroom or area in which they are at the time of the "take cover" announcement, according to the directions given by the teacher/staff person in charge.
- A **lockdown drill** should be treated as an internal or external threat. Students must follow the procedure according to the directions given by the teacher/staff person in charge.
- A **shelter-in-place drill** should be treated as an internal or external threat. Students must follow the procedure according to the directions given by the teacher/staff person in charge.

## Guests

Visitors to the school may attend only those classes and functions to which they are invited or to which they have made previous arrangements with the permission of the administrator. Student guests are not permitted to attend classes with friends or relatives. Prospective students will be provided with an orientation. Visitors must report directly to the office to sign in, present a valid form of identification, and receive a pass to their destination. All visitors must sign out upon their departure. Classroom activities and events other than interscholastic athletic and performance events are limited to the students of Coopersville Middle School; all others will be excluded. CMS students and visitors attending school events who act inappropriately may be asked to leave without a refund of admission fees.



**Inclement Weather/Emergency Situations**

In case of snow and other dangerous weather or emergency situations, a decision may be made to close or delay school. When the decision is made to close the school, all after-school and evening events, which include athletic practices and games, will also be canceled. Refer to local news outlets for updates as well as the CAPS website for cancellations. If a student has received an out-of-school suspension during the time school is not in session due to bad weather or other related emergency, the time at home does not count as an out-of-school suspension day served. Out-of-school suspension (i.e., OSS) days count only when school is in session. The student's return to school date is therefore extended in accordance with the number of days school is not in session.

**Searches & Seizures**

A student's person, personal effects, or locker may be searched whenever a school authority has reasonable suspicion that the student is in possession of illegal or unauthorized material and that the material could be found on the student, in his/her personal effects, locker, or vehicle.

**Surveillance**

Coopersville Area Public Schools routinely uses video surveillance/electronic monitoring equipment within all school buildings as well as in exterior areas and parking lots on campus. Any questions about this monitoring may be directed to the building principal or assistant principal.



# Confidentiality Guidelines

**Your confidentiality as a student is important to us!**  
**In our school counseling office, what is said here stays here.**

There are, however, exceptions to confidentiality, as required by law and/or ethical standards:

**1. Harm to self or others**

This could include things like a suicide attempt or plan, cutting or other self-injury, eating disorders, addictions, fighting or other physical violence, illegal behaviors, threats, etc. (anything that puts your health or safety, or someone else's health or safety, at risk.)

**2. Abuse or neglect**

If you tell us that you or another minor is being abused, whether physically, emotionally, verbally, or sexually, we are required by law to report it to Child Protective Services and possibly the police. If you tell us about an abusive situation that has already been addressed by CPS or the police, we may still need to make a call to double-check.

**3. Court or other legal proceedings**

By law, if we are subpoenaed (required by law to attend a hearing or other court proceeding), we cannot guarantee that your information will be kept confidential. We will always do our best to reveal as little as possible in a legal setting, but we must cooperate with the police, CPS, and the courts.

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## Nondiscrimination Compliance

Coopersville Area Public Schools Board of Education hereby agrees that it will comply with the federal laws prohibiting discrimination and with all requirements imposed by or pursuant to regulations of the U.S. Department of Health and Human Services.

Therefore, it is the policy of the Board that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any federally funded program or activity for which the board is responsible or for which it receives federal financial assistance from the Department of Health and Human Services or Department of Education.

Any questions concerning the nondiscrimination policy or its possible violation should be directed to either:

Administration Office  
Coopersville Area Public Schools  
198 East St.  
Coopersville, MI 49404  
(616) 997-3200

**or**

Director, Office of Civil Rights  
Department of Health and Human Services  
Washington DC

Should you feel you have been discriminated against in violation of your civil rights laws, you should contact the administration office immediately. Your contact will be kept confidential until the completion of an initial investigation.



## Notification of Rights under FERPA

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 Coopersville Area Schools receives a request for access.
2. Parents or eligible students should submit to the Office of the Principal a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. 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 Coopersville Area Schools to amend a record should write to the Office of the Principal, clearly identify the part of the record they want to be 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.

4. 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 or 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.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Coopersville Area Schools 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

