



2026-2027 Student/Parent Elementary Handbook

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their students with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

MISSION STATEMENT OF HUDSONVILLE PUBLIC SCHOOLS

The mission of Hudsonville Public Schools is to educate, challenge, and inspire all learners to become contributing, responsible members of a global society.

Guiding Principles:

- The Hudsonville Public School District believes that all students can learn.
- The Hudsonville Public School District is committed to providing a challenging and engaging curriculum, effective instruction, and a positive supportive environment.
- The Hudsonville Public School District realizes success will be achieved through a cooperative partnership of students, teachers, support staff, administrators, board members, parents, and the community.

ADMINISTRATION BUILDING

3886 Van Buren Street

Hudsonville, MI 49426

PH: 616-669-1740

www.hudsonvillepublicschools.org

Dr. Doug VanderJagt - Superintendent

Anne Armstrong - Assistant Superintendent of Human Resources

Ami Taylor - Assistant Superintendent of Curriculum and Instruction

Mark Mesbergen - Assistant Superintendent of Business and Finance

Mandy Thomas - Director of Special Services

Board Policies

Board Policies are available at:

<https://meetings.boardbook.org/Public/Organization/3245>

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, sex (including pregnancy, gender identity or sexual orientation), or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed

below:

Melissa Bernard
Student Services Coordinator
616-896-1920
2745 Riley Street, Hudsonville, MI 49426
mbernard@hpseagles.net

Mike Petroelje
Safety Director
616-669-1500
5037 32nd Avenue, Hudsonville, MI 49426
mpetroelj@hpseagles.net

Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

HUDSONVILLE PUBLIC SCHOOLS ELEMENTARY DIRECTORY

ALWARD ELEMENTARY 3811 Port Sheldon Street Hudsonville, MI 49426 616-669-6700 Fax: 616-662-1470 https://www.hudsonvillepublicschools.org/alward	Principal: Heidi Mucha hmucha@hpseagles.net Administrative Assistant: Betsy Emmert eemmert@hpseagles.net
BAUER ELEMENTARY 8136 48th Avenue Hudsonville, MI 49426 616-669-6824 Fax: 616-669-4897 https://www.hudsonvillepublicschools.org/bauer	Principal: Josh Meersma jmeersma@hpseagles.net Administrative Assistant: Emily Huizen ehuizen@hpseagles.net
FOREST GROVE 1645 32nd Avenue Hudsonville, MI 49426 616-896-9429 Fax: 616-896-1370 https://www.hudsonvillepublicschools.org/forestgrove	Principal: Joe Szymanski jszyna@hpseagles.net Administrative Assistant: Amy VandeBunte avandeb@hpseagles.net

GEORGETOWN ELEMENTARY 3909 Baldwin Street Hudsonville, MI 49426 616-797-9797 Fax: 616-797-9929 https://www.hudsonvillepublicschools.org/georgetown	Principal: Randy Waldie rwaldie@hpseagles.net Administrative Assistant: Amy Hoekstra ahoekst2@hpseagles.net
JAMESTOWN LOWER ELEMENTARY 2522 Greenly Street Hudsonville, MI 49426 616-662-1478 Fax: 616-896-1160 https://www.hudsonvillepublicschools.org/jamestown-lower-elementary	Principal: Peter Geerling pgeerlin@hpseagles.net Administrative Assistant: Ashley Czubak aczubak@hpseagles.net
JAMESTOWN UPPER ELEMENTARY 3291 Lincoln Ct. Hudsonville, MI 49426 616-896-9375 Fax: 616-896-1375 https://www.hudsonvillepublicschools.org/jamestown-upper-elementary	Principal: Jeremy Verwys jverwys@hpseagles.net Administrative Assistant: Heather Mack hmack1@hpseagles.net
PARK ELEMENTARY 5525 Park Avenue Hudsonville, MI 49426 616-669-1970 616-669-4899 https://www.hudsonvillepublicschools.org/park	Principal: MacKenzie Stefanich stefan@hpseagles.net Administrative Assistant: Deb Lidgard delidgar@hpseagles.net
SOUTH ELEMENTARY 4900 40th Avenue Hudsonville, MI 49426 616-669-9362 Fax: 616-662-0431 https://www.hudsonvillepublicschools.org/south	Principal: Mark Heagle mheagle@hpseagles.net Administrative Assistant: Amy Strating astratin@hpseagles.net
FOOD SERVICES Director: Mary Darnton 616-457-2400 Fax: 616-667-2119 Hudsonville Central Kitchen 616-662-0937 https://www.jenhudfood.org/	TRANSPORTATION Director: Rob Matthews 3550 Allen Street Hudsonville, MI 49426 Phone: 616- 669-7757 Fax: 616-662-5188 https://www.hudsonvillepublicschools.org/transportation

2026-2027 DAILY SCHEDULE

School staff will supervise students on school grounds 10 minutes before the school day begins and 10 minutes after the school day ends. based on the supervision chart below
Unless students are participating in a school activity, school staff will not provide supervision before or after these times.

START and END TIMES

Alward, Bauer, Forest Grove, Georgetown,
Jamestown Upper, Park, and South:

START - 8:45 am END - 3:45 pm

Jamestown Lower

START - 8:39 am END - 3:39 pm

CURRENT DISTRICT CALENDAR LINK

<https://www.hudsonvillepublicschools.org/about/calendar>

Table of Contents

MISSION STATEMENT OF HUDSONVILLE PUBLIC SCHOOLS	3
ADMINISTRATION BUILDING	3
EQUAL EDUCATION OPPORTUNITY	4
HUDSONVILLE PUBLIC SCHOOLS ELEMENTARY DIRECTORY	4
2026-2027 DAILY SCHEDULE	6
CURRENT DISTRICT CALENDAR LINK	6
EMERGENCY SCHOOL CLOSING OR DELAY PROCEDURES	11
Examples of Unlawful Harassment	12
Attendance	13
Absences due to illness	14
Students are expected to:	14
Books and Supplies	14
Bulletin Boards	14
Bullying	14
Cafeteria Rules	15
Food in the Classroom	15
Cell Phone Use	15
Cheating, Plagiarism, and Academic Dishonesty	17
Children's Protective Services Investigations	18
Classroom Behavior	18
Closed Campus	18
Communicable Diseases	18
Damage to School Property	18
Dress and Grooming	18
Dress Code	19
Emergency Contact Information	19
Fees	19
Food Services	20
Field Trips	20
First Aid, Illness, or Injury at School	20
Head Lice	21
Homeless Children and Youth	21

Immunizations	21
Law Enforcement Interviews	22
Limited English Proficiency	22
Locker Use	22
Lost and Found	22
Media Center	22
Medication	22
Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers	23
Parties	23
Playground/Recess Rules	23
Protection of Pupil Rights	24
Public Display of Affection	24
Rights of Custodial and Non-Custodial Parents	24
Search and Seizure	24
Student Education Records	25
Right to Request Explanation or Interpretation	25
Right to Request Amendment of Education Records	25
Directory Information	25
Address Confidentiality Program	26
Technology	26
Threat Assessment and Response	26
Transportation Services	27
School Vehicle Rules	27
School Vehicle Misconduct Consequences	28
Video Surveillance and Photographs	28
Withdrawal From School	29
Grades	29
Homework	29
Placement	29
Students with Disabilities	29
Student-Initiated Non-Curricular Clubs	29
Discipline Generally	30
Forms of School Discipline & Applicable Due Process	30

In-School Suspension	30
Snap Suspension - Suspension from Class, Subject, or Activity by Teacher	30
Removal for 10 or Fewer School Days	31
Removal for More than 10 and Fewer than 60 School Days	31
Removal for 60 or More School Days	32
Student Code of Conduct	32
APPENDIX A: Non-Discrimination, Anti-Harassment, and Non-Retaliation	40
3115A Definitions for 3115 Series	41
3115B Designation of Coordinators	43
3115C Supportive Measures	44
3115D Informal Resolution	45
3115E Grievance Procedure and Remedies	45
3115F Complaint Dismissal and Appeals	48
3115H Training Requirements and Policy Notice	49
APPENDIX B: ANTI-BULLYING	50
Appendix C: Protection of Pupil Rights	53
Appendix D: Directory Information and Opt-Out	54
Appendix E: Technology	56
<i>Agreement for Acceptable Use of Technology</i>	56

EMERGENCY SCHOOL CLOSING OR DELAY PROCEDURES

In the event of an emergency school closure or delay, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

- Social Media
- Local News
- Website
- School Messenger

NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated Title IX Coordinator
Melissa Bernard
Student Services Coordinator
5155 32nd Avenue, Hudsonville, MI 49426
616-669-1500
mbernard@hpseagles.net

Second Title IX Coordinator
Mike Petroelje
Safety Director
5155 32nd Avenue, Hudsonville, MI 49426
616-669-1500
mpetroel@hpseagles.net

Designated Section 504 Coordinator
Melissa Bernard
Student Services Coordinator
5155 32nd Avenue, Hudsonville, MI 49426
616-669-1500
mbernard@hpseagles.net

Designated Civil Rights Coordinator/Employment Compliance Officer
Anne Armstrong
Assistant Superintendent of Human Resources
3886 Van Buren Street, Hudsonville, MI 49426
616-669-1740
aarmstron@hpseagles.net

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at www.hudsonvillepublicschools.org.

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the Grievance Process described by Policy.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

The District provides equal access to the Boy Scouts and other designated youth groups as required by law.

Examples of Unlawful Harassment

"Unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person's membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person's ability to benefit from the District's educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.

- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policy 3115A. Policies 3115-3115H are attached to this handbook as Appendix A.

SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

Attendance

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence.

NOTIFICATION OF ABSENCE Parents must provide an explanation for their child's absence by no later than 9:30 a.m. on the day of the absence. They are to call the Attendance Office at their school and explain the reason for the absence. If the absence can be foreseen the parent should arrange to discuss the matter with the school principal as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

If a student arrives late, the parent must sign the student in at the office. A student may only leave school early if the student's parent notifies the office and signs the student out.

A student who is not in his/her assigned location at the start of the instructional day shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

Tardy <10 minutes late

Extended tardy >10 minutes late

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent:

- the student's physical or mental illness (verification from a physician, physician assistant, or nurse practitioner is required after 4 consecutive days of absence for illness);
- medical appointments for the student;
- death or serious illness of the student's family member;
- attendance at a funeral, wedding, or graduation;
- appearance at court or for other legal matters;
- observance of religious holidays of the student's own faith;
- personal or family vacations.

A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

Absences due to illness

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student.

Planned absences

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

Students are expected to:

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

For more information, see Policy 5301.

Books and Supplies

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

Bulletin Boards

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

Bullying

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B.

Cafeteria Rules

Be Safe

- Eat your own food
- Use walking feet
- Keep hands and feet to self

Own It

- Mistakes happen; make it right
- Be a problem solver

Act Responsibly

- Stay in the correct location
- Clean up your area
- Use level 2 or lower voice

Be Respectful

- Maintain personal space
- Follow directions the first time

Beverages - High caffeine and energy drinks, such as Monster, Full Throttle, etc., are not permitted at school.

Food in the Classroom

We recognize that food has had an important role in celebrating accomplishments and milestones in our classrooms. To promote good nutritional practices and provide the safest environment for all students, we have developed the following Guidelines for Food-in-Classrooms. We strongly recommend that special events be celebrated with either nutritious “snacks” or remembrances such as pencils, stickers, note pads, donation of a game or book in the child’s name for his/her classroom or school library.

Any food or drinks brought into school for instructional purposes or celebrations will be authorized at least two days in advance by both the classroom teacher and the principal. This will ensure that the needs of students with food allergies (e.g., soy, red dye, milk, wheat, egg, yeast, chocolate, cheese, etc.) will be met.

If food is authorized to be brought into the classroom, parents and staff are asked to supply edible snacks that are commercially prepared by a licensed food vendor. (This can include fruit and vegetable trays.) Pre-packaged foods should list all ingredients on the labels. No food or drinks will be permitted without prior authorization.

Cell Phone Use

Students are personally and solely responsible for the security of their Wireless Communications Devices. The District is not responsible for theft, loss, or damage of any Wireless Communications Device.

Students may not use Wireless Communications Devices at any time while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy unless medically necessary or required by the student's Section 504 Plan or IEP.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline pursuant to this Policy and the student code of conduct. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt the school environment.

Hudsonville Public Schools is a learning organization. We continuously review research and our own practices in order to improve the educational experience for our students. Reviewing research on the use of cell phones and other personal computer devices by school-aged children has allowed us to reflect on how to best support our students as they learn and grow. It has become clear that excessive exposure to cell phones has a negative effect on school-aged children. In view of the research findings, we have reflected on how we can modify district practices to support all students. We are grateful to our community for their support of previous bond proposals which have allowed the district to purchase technology that provides all students with access to learning without using their personal computer devices during the school day.

PERSONAL ELECTRONIC DEVICES (PED)

Hudsonville Public Schools prohibits the possession or use of personal electronic devices (PED) within the school building during the school day. For purposes of this Policy, "personal electronic device" means a privately owned device that is used, or can be used, for audio, video, or text communications (ie. cell phone, smart watch, fitness tracker, tablet, gaming device, laptop or computer that is not school-issued, wireless earbuds, etc.). Students may keep personal electronic devices in their backpacks, but the devices must be powered off and kept out of sight. Elementary students with electronic devices are expected to have devices turned off and stowed in their backpacks at all times while on school grounds. This policy has exceptions for students whose Individualized Education Plan (IEP), 504 plan, or healthcare plan requires the use of an electronic telecommunications device.

If a student is found in possession of a personal electronic device, the following protocol will apply:

- First Offense:** Staff member will confiscate the PED and deliver it to the main office. The student can pick it up at the end of the school day. Parents will be notified.
- Second Offense:** Staff member will confiscate the PED and deliver it to the main office. The student's parent/guardian will be contacted by administration to notify parents of the second offense and the need for the device to be picked up at school.

●**Third+ Offense(s)**: Staff member will confiscate the PED and deliver it to the main office. The student's parent/guardian will be contacted, and the phone will need to be picked up by the parent/guardian. A plan will be developed with school administration, parent or guardian and the student. Restorative learning around technology addiction will be completed. Further disciplinary action may be taken.

Recognizing that many parents/guardians rely on PEDs as convenient communication and coordination tools, parents may call the main office to deliver urgent messages to their child. Students are also permitted to use the main office phone to contact parents/guardians.

The school assumes no responsibility for theft, loss, damage to, misuse, or unauthorized use of electronic devices brought onto its property. Students and parents are strongly encouraged to take appropriate precautions. If students possess personal electronic devices at school, it is important that their devices are not left unsecured.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

Children's Protective Services Investigations

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow.

Closed Campus

The school campus is a closed campus. All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action.

Communicable Diseases

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

Dress and Grooming

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably

forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Dress Code

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

Emergency Contact Information

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

Fees

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and noncurricular activities to cover the District's reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular

and noncurricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

Food Services

Meals at School: Breakfast and Lunch

Students will use their ID number to access their account for the breakfast and lunch programs. We recommend they keep this information confidential. Breakfast and Lunch are provided by the state at no charge again this school year. Snacks or a second main course are available for an additional fee. We encourage every family to complete a Child Nutrition and Education Benefits Application (Free/Reduced Application) if they think they might qualify. The application also helps the district secure additional state/federal funds, and it may save parents money on some school fees. Request forms for Meal Benefits are available in the office, or you can fill out the application online at [Family Portal](#). Money can be deposited into the student's account online at [Family Portal](#) or by placing cash or a check (made out to Jenison/Hudsonville Food Service) in an envelope with their first and last name written on it. Parents may obtain student account information by emailing Food Service at foodservice@hpseagles.net. Please visit the Jenison/Hudsonville Food Service website at www.jenhudfood.org for additional lunch information.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

First Aid, Illness, or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

Head Lice

A student with nits within $\frac{1}{4}$ inch of the scalp or live lice may remain at school. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent and provide educational materials on head lice prevention and treatment.

District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.

Homeless Children and Youth

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Melissa Bernard
Student Services Coordinator
5155 32nd Avenue, Hudsonville, MI 49426
616-669-1500
mbernard@hpseagles.net

For detailed information about Homeless Children and Youth, see Policy 5307.

Immunizations

For a student entering the District for the first time, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school.

A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated

certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

Law Enforcement Interviews

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. 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 programs offered by the District.

Locker Use

Pursuant to Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

Lost and Found

All lost and found items are to be taken to the office. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Media Center

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. If materials are lost and not returned by the end of the semester, the student must pay for the replacement cost. Students must also pay for any damage they cause to materials.

Medication

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.

For additional information and requirements, see Policy 5703.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

Parties

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

Playground/Recess Rules

Students must follow these rules during recess or while using the playground:

Be Safe

- Stay in playground boundaries
- Use equipment safely
- Keep hands and feet to self

Own It

- Mistakes happen; make it right
- Be a problem solver

Act Responsibly

- Report problems to an adult
- Put equipment away

Be Respectful

- Include others
- Follow directions the first time
- Play fair
- Use kind words

Students who violate these rules may be disciplined.

Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas.

Protection of Pupil Rights

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix C.

Public Display of Affection

Students may not engage in public display of affection that are disruptive to the school environment or distracting to others.

Rights of Custodial and Non-Custodial Parents

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

Search and Seizure

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement or stored in a secure place at school until a disciplinary hearing.

Student Education Records

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

Right to Request Explanation or Interpretation

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

Right to Request Amendment of Education Records

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.

Directory Information

The District designates the following information as directory information:

- student names, addresses, and telephone numbers;

- photographs and videos depicting a student's participation in school-related activities and classes;
- date and place of birth;
- major field of study;
- grade level;
- enrollment status (e.g., full-time or part-time);
- dates of attendance (e.g., 2023-2027);
- participation in officially recognized activities and sports;
- weight and height of athletic team members;
- degrees, honors, and awards received; and
- the most recent educational agency or institution attended.

School officials may disclose “directory information” without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student’s directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as Appendix D. This form allows the parent or eligible student to elect not to have the student’s directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student’s directory information for any of the uses selected on the form.

Address Confidentiality Program

The District will not disclose a student’s or parent’s phone number or address or the parent’s employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student’s parent notifies the District that the student or the student’s parent has obtained a participation card issued by the department of attorney general.

Technology

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement attached as Appendix E before they may use or access District technology resources. Students who violate the District’s Acceptable Use Agreement may have technology privileges terminated or suspended and may be

subject to discipline, up to and including expulsion.

Threat Assessment and Response

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk.

Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by e-mail, or by telephone. Students may also report threats through the OK2SAY program.

The Board designates the following individual to serve as the District's Threat Assessment Coordinator:

Mike Petroelje
Safety/Security Director
616-669-1500
mpetroel@hpseagles.net

The District's Threat Assessment and Response is found in Policy 5714.

Transportation Services

School Vehicle Rules

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.

8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

School Vehicle Misconduct Consequences

Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

Video Surveillance and Photographs

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

Withdrawal From School

Students who are transferring from the District must submit written notice to the building principal at least 1 week before the withdrawal.

Grades

Report cards will be issued at least once each semester.

Homework

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher.

The amount of time that is needed will depend upon each student and each class.

Placement

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

Students with Disabilities

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact the Assistant Superintendent of Student Services and Special Education.

Student-Initiated Non-Curricular Clubs

Students may voluntarily form clubs that are not directly related to the school curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy 5510.

SECTION IV: DISCIPLINE AND CODE OF CONDUCT

Discipline Generally

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

Forms of School Discipline & Applicable Due Process

In-School Suspension

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

Snap Suspension - Suspension from Class, Subject, or Activity by Teacher

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;
- jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is

suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

Removal for 10 or Fewer School Days

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

Removal for More than 10 and Fewer than 60 School Days

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

A parent or student may appeal the Superintendent's or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board, or a quorum of the Board, will hear the appeal. The Board's decision is final. The student's suspension will run while the appeal is pending.

Removal for 60 or More School Days

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

Student Code of Conduct

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

The District will also comply with Policy 5206 Section I for victims of an alleged sexual assault.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or

extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

Behavior	Description
Aiding or Abetting Violation of School Rules	If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
Bullying	Repeated, unwanted, and aggressive behavior that involves a real or perceived power imbalance.
Arson	Purposely Setting a Fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.
Criminal Acts	Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated. Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, alcohol or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.
Disobedience, Defiance, Insubordination, or Non-compliance	School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent/guardian. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Engages in failure to follow directions and rules, continuously talks back, Argues, refusal to follow directions
Displays of Affection	Students demonstrating affection between each other is personal and not meant for public display.
Disruption	Engages in behavior causing an interruption in learning, yelling, repeatedly making intentional noises, or noise with materials, out of seat behavior emotional outburst
Explosives	Explosives, fireworks, and chemical-reaction objects such as

	smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous.
Extortion	Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else, and is against the law.
False Alarms, False Reports, and Bomb Threats	A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt.
Falsification of Schoolwork, Identification, Forgery	Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and academic dishonesty/cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.
Fighting	Intentional touching or application of force to another person, when done in a rude, disrespectful, or angry manner. Two individuals mutually participating in a physical altercation, including fighting back.
Inappropriate Language	Uses inappropriate verbal or written language such as swearing, name calling or use of words in an inappropriate way; Blatant and inappropriate language; Racial or gender targeted phrases.
Knowledge of Dangerous Weapons or Threats of Violence	Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.
Physical Aggression	Engages in actions with serious physical contact where injury may occur such as hitting, kicking, hair pulling/scratching, tackling, pushing or shoving, etc.
Physically Assaulting a Staff Member/Student/Person Associated with the District	Physical assault at school against a District employee, volunteer, or contractor, which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

Possession of a Firearm, Arson, and Criminal Sexual Conduct	In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation. A dangerous weapon is defined as "a firearm, pneumatic gun, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other object used, intended , or represented to inflict serious bodily injury or property damage. State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following: Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item. Any cutting instrument consisting of a sharp blade over three inches long fastened to a handle. Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g., air gun, blow-gun, toy gun, etc.).
Refusing to Accept Discipline	The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.
Safety Concerns	Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.
Theft	When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the teacher. The school is not

	responsible for personal property.
Trespassing	Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate.
Use of an Object as a Weapon	Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.
Use of Drugs	The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, look-alike drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student. Students who violate these rules may be suspended or expelled and law enforcement officials may be contacted. Many drug abuse offenses are also felonies.
Use of Tobacco	Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, possession, distribution, dispensation, or use of any form of tobacco products, electronic cigarettes, vaporizers, and all electronic nicotine delivery systems on property owned or operated by the district or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco product" shall mean the carrying by a person of a lighted cigar, cigarette, pipe, other lighted smoking device, or electronic nicotine delivery system; the inhaling or chewing of a tobacco product; the placing of a tobacco product within a person's mouth; or the smoking or use

	of electronic vapor or other substitute forms of cigarettes, clove cigarettes, other lighted smoking devices, or other electronic nicotine delivery systems for consuming or inhaling tobacco or any other substance.
Vandalism	Damaging Property and disregard for school property
Verbally Threatening a Staff Member/Student/Person Associated with the District	Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

**Before ANY behavior consequence is decided on,
these 7 factors MUST be considered**

Restorative justice will always be the first step in remedying a disciplinary situation. It will be used as an alternative or in addition to other disciplinary actions.

Behavior	1st Incident Options	2nd Incident Options	3rd+ Incident Options
Minor	Warning	Verbal/Written apology	Conference with principal
The list is non-exhaustive, and provides possible interventions or responses at the discretion of the teacher or administration	Conference with Teacher/School Staff	Loss of time/privilege/recess	Loss of time/privilege/recess
	Verbal/Written Apology	Behavior Reflection form	Behavior Reflection form
	Behavior Reflection form	Parent Contact	Parent meeting and behavior plan
			CICO
Major	Conference with principal	Conference with principal	Conference with principal
	Behavior Reflection form	Behavior Reflection form	Behavior Reflection form
	Loss of time/privilege/recess	Loss of time/privilege/recess	Loss of time/privilege/recess
	Parent Contact / Meeting	Parent Contact / Meeting	Parent Contact / Meeting
	Alternative Learning environment	Alternative Learning environment	Alternative Learning environment
	Out of school suspension up to two days	Out of school suspension up to three days	Out of school suspension up to five days
	Law enforcement notified if appropriate	Behavior plan	Behavior plan
		Child Study Referral	Child Study Referral
		Mental Health referral	Mental Health referral
		Law enforcement notified if appropriate	Severe/illegal infractions will be handled as required by Board Policy/Student Code of Conduct
			Law enforcement notified if appropriate



BE SAFE

OWN IT

ACT RESPONSIBLY

BE RESPECTFUL

ARRIVAL & DEPARTURE	Use walking feet Stay on sidewalks	Mistakes happen; make it right Be a problem solver	Be on time Have your backpack ready Dress for the weather	Follow directions the first time
HALLWAY & STAIRS	Use walking feet Keep hands and feet to self Stay to the right side	Mistakes happen; make it right Be a problem solver	Walk directly to your destination Keep track of your materials Use level 1 voice	Respect hallway displays Hold doors for others
CLASSROOM	Keep hands and feet to self Use materials safely	Mistakes happen; make it right Be a problem solver	Be prepared Stay on task Clean up your area Give your best effort	Active listening Take turns and share materials Help others
BATHROOM	Use walking feet Wash your hands	Mistakes happen; make it right Be a problem solver	Be quick Be clean Use level 1 voice	Respect others' privacy Take turns
CAFETERIA	Eat your own food Use walking feet Keep hands and feet to self	Mistakes happen; make it right Be a problem solver	Stay in the correct location Clean up your area Use level 2 voice	Maintain personal space Follow directions the first time
PLAYGROUND	Keep hands and feet to self Use equipment safely Stay in playground boundaries	Mistakes happen; make it right Be a problem solver	Report problems to an adult Put equipment away Use level 4 voice	Follow directions the first time Include others Play fair Use kind words
 BUS LOOP & BUS RIDE	Use walking feet Wait patiently for buses Stay in your seat Face forward	Mistakes happen; make it right Be a problem solver	Be on time Keep the bus clean Keep track of your materials Use level 2 voice	Use kind words Share the space Follow directions the first time

HUDSONVILLE
Eagles

Hudsonville Public Schools PBIS 2019

APPENDIX A: Non-Discrimination, Anti-Harassment, and Non-Retaliation

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis in admission, access to District programs and activities, or employment. Unlawful discrimination, including unlawful harassment and retaliation, in District programs, services, and activities is prohibited.

Title IX sexual harassment is covered by Policy 3118.

A contract to which the District is a party will be read to include a covenant by the contractor and its subcontractors not to discriminate against an employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), age, height, weight, and marital status.

The Board directs the Superintendent or designee to designate one or more employees to serve as the District's applicable Coordinator(s), as described in Policy 3115B.

- **DEFINITIONS:** FOR DEFINITIONS RELATED TO THE DISTRICT'S NON-DISCRIMINATION, ANTI-HARASSMENT, AND NON-RETALIATION POLICY, INCLUDING EXAMPLES OF PROHIBITED CONDUCT, SEE **POLICY 3115A – DEFINITIONS**.
- **DESIGNATION OF COORDINATORS:** TO FIND THE APPROPRIATE COORDINATOR/COMPLIANCE OFFICER, SEE **POLICY 3115B – DESIGNATION OF COORDINATORS**.
- **SUPPORTIVE MEASURES:** FOR MORE INFORMATION ABOUT SUPPORTIVE MEASURES, SEE **POLICY 3115C – SUPPORTIVE MEASURES**.
- **INFORMAL RESOLUTION:** FOR MORE INFORMATION ABOUT INFORMAL RESOLUTION, SEE **POLICY 3115D – INFORMAL RESOLUTION**.
- **GRIEVANCE PROCEDURE AND REMEDIES:** FOR MORE INFORMATION ABOUT THE GRIEVANCE PROCEDURE FOR INVESTIGATING UNLAWFUL DISCRIMINATION, HARASSMENT, AND RETALIATION COMPLAINTS, AND FOR POSSIBLE REMEDIES, SEE **POLICY 3115E – GRIEVANCE PROCEDURE AND REMEDIES**.
- **COMPLAINT DISMISSAL AND APPEALS:** FOR MORE INFORMATION ABOUT DISMISSING A COMPLAINT, APPEALING A COMPLAINT DISMISSAL, OR

APPEALING A DETERMINATION OF RESPONSIBILITY, SEE POLICY 3115F – COMPLAINT DISMISSAL AND APPEALS.

- RESERVED
- TRAINING AND NOTICE: FOR MORE INFORMATION ABOUT TRAINING REQUIREMENTS AND NOTICE OF THE DISTRICT’S NON-DISCRIMINATION POLICY, SEE POLICY 3115H – TRAINING REQUIREMENTS AND POLICY NOTICE.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

3115A Definitions for 3115 Series

- THE FOLLOWING DEFINITIONS APPLY TO POLICIES 3115-3115H, 4101, 4102, AND 5202, WHICH ADDRESS NON-DISCRIMINATION, ANTI-HARASSMENT, AND NON-RETALIATION:

“Appeals Officer” means a person who is designated to hear a determination appeal or a dismissal appeal. The Appeals Officer may not be the same person as the Coordinator, Decisionmaker, Investigator, or Informal Resolution Facilitator.

“Complainant” means: (1) a student or employee who is alleged to have been subjected to conduct that could constitute Unlawful Discrimination; or (2) a person other than a student or employee who is alleged to have been subjected to conduct that could constitute Unlawful Discrimination and who was participating or attempting to participate in the District’s education program or activity at the time of the alleged Unlawful Discrimination.

“Complaint” means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged Unlawful Discrimination.

“Coordinator” means the person(s) designated by the District to coordinate the District’s compliance with state and federal non-discrimination laws. The Coordinator may be the same person as the Investigator and Decisionmaker.

“Day” means a day that the District’s central office is open for business, unless otherwise indicated.

“Decisionmaker” means the person designated to issue a determination as to whether Unlawful Discrimination occurred. The Decisionmaker may be the same person as the Coordinator and Investigator.

“Disciplinary Sanctions” means consequences imposed on a Respondent following a determination that the Respondent engaged in Unlawful Discrimination.

“Grievance Procedure” means the process outlined in Policy 3115E.

“Informal Resolution Facilitator” means the person designated to facilitate an informal resolution process. The Informal Resolution Facilitator may not be the same person as the Investigator or the Decisionmaker.

“Investigator” means the person designated to investigate a complaint of Unlawful Discrimination. The Investigator may be the same person as the Coordinator and Decisionmaker.

“Key Role” means Coordinator, Investigator, Decisionmaker, Informal Resolution Facilitator, or Appeals Officer.

“Party” means a Complainant or Respondent.

“Remedies” means measures provided, as appropriate, to a Complainant or any other person the District identifies as having had their equal access to the District’s education program or activity limited or denied by Unlawful Discrimination. These measures are provided to restore or preserve that person’s access to the District’s education program or activity after the District determines that Unlawful Discrimination occurred.

“Respondent” means a person who is alleged to have violated the District’s prohibition on Unlawful Discrimination.

“Retaliation” means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District’s education program or activity, for the purpose of interfering with any right or privilege secured by the 3115 Policy Series, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the 3115 Policy Series. Retaliation does not include a requirement that a District employee participate in a Grievance Procedure.

“Supportive Measures” means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a Complainant or Respondent, not for punitive or disciplinary reasons, and without fee or charge to the Complainant or Respondent to:

Restore or preserve that Party’s access to the District’s education program or activity, including measures that are designed to protect the safety of the Parties or the District’s educational environment; or

Provide support during the District's Grievance Procedure or during an informal resolution process.

"Unlawful Discrimination" means to treat a person differently or less favorably due to the person's race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, or pregnancy), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis or any other legally protected class, and includes unlawful harassment and retaliation based on a person's membership in a protected classification.

- **EXAMPLES OF UNLAWFUL HARASSMENT**

Unlawful harassment may include, but is not limited to:

Race, Color, or National Origin Harassment, which is prohibited by Title VI and Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, or national origin harassment is unwelcome conduct based on a person's actual or perceived race, color, or national origin that creates a hostile environment or becomes a condition of continued employment. Race includes traits historically associated with race, including, but not limited to, hair texture and protective hairstyles. Race, color, or national origin harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct.

Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, or national origin harassment.

Disability Harassment, which is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a person's actual or perceived disability that creates a hostile environment or becomes a condition of continued employment. Disability harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.

Sex-Based Harassment, which is prohibited by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Michigan Elliott-Larsen Civil Rights Act, and includes harassment based on sex, sex stereotypes, sex characteristics, pregnancy, sexual orientation, and gender identity. Title IX sexual harassment is governed by Policy 3118.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et

seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

3115B Designation of Coordinators

The District designates the following person(s) to serve as non-discrimination Coordinators:

Title IX Coordinator (Designated)
Melissa Bernard, Student Services/Section 504 Coordinator
5155 32nd Avenue, Hudsonville, MI 49426
616-669-1500
mbernard@hpseagles.net

Title IX Coordinator (Second)
Mike Petroelje, School Safety Director
5155 32nd Avenue, Hudsonville, MI 49426
616-669-1500
mpetroel@hpseagles.net

Section 504 Coordinator
Melissa Bernard
5155 32nd Avenue, Hudsonville, MI 49426
616-669-1500
mbernard@hpseagles.net

Civil Rights Coordinator/Employment Compliance Officer
Anne Armstrong, Assistant Superintendent of Human Resources
3886 Van Buren Street, Hudsonville, MI 49426
616-669-1740
aarmstron@hpseagles.net

A Complaint against a Coordinator listed above may be made to the Superintendent or Board President. A Complaint against the Superintendent may be made to the Board President. A Complaint against the Board President may be made to the Board Vice President.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

3115C Supportive Measures

- SUPPORTIVE MEASURES

The District will offer and coordinate Supportive Measures, as appropriate, for Complainants, Respondents, and others whose access to the District's education program and activity was impacted by alleged Unlawful Discrimination. Supportive Measures are designed to restore or preserve a person's access to the District's education program or activity or provide support during the District's Grievance Procedure and informal resolution process. Supportive Measures are available at any time, including before, during, and after the Grievance Procedure or Informal Resolution Process.

Supportive Measures must not unreasonably burden any Party.

- STUDENTS WITH DISABILITIES

If a Party is a student with a disability, the applicable Coordinator or designee should consult with one of more members, as appropriate, of the student's Section 504 or Individualized Education Program Team (as applicable), to ensure compliance with Section 504 or the IDEA in the implementation of Supportive Measures.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

3115D Informal Resolution

In lieu of resolving a Complaint through the Grievance Procedure, and if offered by the District, the Parties may elect to participate in an informal resolution process. If the Complaint involves Title IX Sexual Harassment, the informal resolution process in Policy 3118 applies. Informal resolution is not available to resolve a Complaint that includes allegations that an employee engaged in sex-based harassment of a student, or when such a process would conflict with Federal, State, or local law.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

3115E Grievance Procedure and Remedies

- GRIEVANCE PROCEDURE

Generally

The District has adopted the following Grievance Procedure that provides for the prompt and equitable resolution of Unlawful Discrimination, including harassment and retaliation, Complaints, excluding Title IX Sexual Harassment complaints. This Grievance Procedure will be used to investigate and resolve Complaints of Unlawful Discrimination, including harassment and retaliation, between and among students, employees, volunteers, contractors, and Board members.

The District will treat Complainants and Respondents equitably.

The District requires that any individual serving in a Key Role not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. The District presumes that the Respondent is not responsible for the alleged Unlawful Discrimination until a determination is made at the conclusion of the Grievance Procedure.

Grievance Procedure Timeframes

The District anticipates that most investigations will be concluded within 60 days. Investigations that involve several parties or witnesses, or investigations that are more complex, may exceed 60 days.

Confidentiality

The District will take reasonable steps to protect the privacy of the Parties and witnesses during its Grievance Procedure. These steps will not restrict the ability of the Parties to obtain and present evidence, including consulting with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the Grievance Procedure.

Evidence Considerations

The Decisionmaker will objectively evaluate all relevant evidence. Credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.

Complaint Consolidation

The District may consolidate Complaints when the allegations arise out of the same facts or circumstances.

Notice of Allegations

Upon receiving a Complaint, the applicable Coordinator will notify the Parties of the following:

The Grievance Procedure and any informal resolution process;

Sufficient information available at the time to allow the Parties to respond to the allegations, including the identities of the Parties involved in the

incident(s), the conduct alleged to constitute Unlawful Discrimination, and the date(s) and location(s) of the alleged incident(s); and

Retaliation is prohibited.

If, during an investigation, the District decides to investigate additional allegations of Unlawful Discrimination by the Respondent toward the Complainant that are not included in the notice provided or that are included in a Complaint that is consolidated, the District will notify the Parties of the additional allegations.

Investigation

The District will ensure an adequate, reliable, and impartial Complaint investigation. The burden is on the District - not on the Parties - to conduct an investigation that gathers sufficient evidence to determine whether Unlawful Discrimination occurred.

The Parties will be provided an equal opportunity to present fact witnesses and other inculpatory and exculpatory relevant evidence.

Throughout the investigation, the Investigator must determine what, if any, facts remain in dispute. If dispositive facts are not reasonably in dispute (e.g., based on Party admissions, irrefutable evidence), further investigation is not required.

Determination

Following the investigation and evaluation of the evidence, the Decisionmaker will:

Use the preponderance of the evidence standard to determine whether Unlawful Discrimination occurred.

Notify the Parties in writing of the determination whether Unlawful Discrimination occurred, including the rationale for such determination and the procedures and permissible bases for the Complainant and Respondent to appeal, if applicable.

Comply with this Grievance Procedure before imposing any disciplinary sanctions against a Respondent.

Remedies

If there is a determination that Unlawful Discrimination occurred, the applicable Coordinator will, as appropriate:

Coordinate the provision and implementation of remedies to a Complainant and other people the District identifies as having had equal access to the

District's education program or activity limited or denied by Unlawful Discrimination;

Coordinate the imposition of any Disciplinary Sanctions against a Respondent; and

Take other appropriate prompt and effective steps to ensure that Unlawful Discrimination does not continue or recur within the District's education program or activity.

False Statements

A person who knowingly files a false Complaint or makes a materially false statement is subject to discipline, including discharge from employment or expulsion.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

3115F Complaint Dismissal and Appeals

▪ COMPLAINT DISMISSAL

The District may dismiss a Complaint if:

The District is unable to identify the Respondent after taking reasonable steps to do so;

The Respondent is not participating in the District's education program or activity and is not employed by the District;

The Complainant voluntarily withdraws any or all of the allegations in the Complaint and the applicable Coordinator declines to initiate a Complaint; or

The District determines the conduct alleged in the Complaint, even if proven, would not constitute Unlawful Discrimination.

Upon dismissal, the District will promptly notify the Complainant of the basis for the dismissal. If the dismissal occurs after the Respondent has been notified of the allegations, the District will also notify the Respondent of the dismissal and the basis for the dismissal promptly following notification to the Complainant, or simultaneously if notification is in writing.

Upon dismissal, the District will take prompt and effective steps, as appropriate, through the applicable Coordinator, to ensure that Unlawful Discrimination does not continue or recur within the District's education program or activity. The District will offer Supportive Measures to the Complainant as appropriate. The

District will also offer Supportive Measures to the Respondent as appropriate if the Respondent has been notified of the Complaint allegations.

- DETERMINATION APPEAL PROCEDURES

Unless expressly stated in writing by the Decisionmaker, determinations are not subject to appeal.

Legal authority: 34 CFR 106.1, et seq.

3115H Training Requirements and Policy Notice

- TRAINING REQUIREMENTS

All Coordinators and individuals assigned to serve in a Key Role must be adequately trained.

- NONDISCRIMINATION NOTICE REQUIREMENT

The District will prominently post on its website a notice of nondiscrimination, clearly stating that it applies to students, parents, employees, and applicants for admission and employment. The notice of nondiscrimination will comply with all applicable laws.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

APPENDIX B: ANTI-BULLYING

5207 Anti-Bullying Policy

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

▪ PROHIBITED CONDUCT

Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:

substantially interfering with a student's educational opportunities, benefits, or programs;

adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

having an actual and substantial detrimental effect on a student's physical or mental health; or

causing substantial disruption in, or substantial interference with, the District's orderly operations.

Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

▪ REPORTING AN INCIDENT

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

- INVESTIGATION

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

- NOTICE TO PARENT/GUARDIAN

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

- ANNUAL REPORTS

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

- RESPONSIBLE SCHOOL OFFICIAL

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

- POSTING/PUBLICATION OF POLICY

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

- DEFINITIONS

“At school” means 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 it is held on school premises. “At school” also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.

“Telecommunications access device” means any of the following:

- any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or

- any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

“Telecommunications service provider” means any of the following:

- a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;

- a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or

- a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Legal authority: MCL 380.1310b; MCL 750.157m, 750.219a

Appendix C: Protection of Pupil Rights

PPRA Notice and Consent/Opt-Out

The Protection of Pupil Rights Amendment (PPRA) requires that the District notify you and obtain your consent, or allow you to opt your student out of, participating in any school survey, analysis, or evaluation that involves one or more of the following 8 subjects (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s Parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the student has close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s Parents; or
8. Income, other than as required by law to determine program eligibility.

The notification and opt-out requirement also applies to the collection, disclosure, or use of a student’s personal information for marketing purposes (“marketing surveys”) and certain physical exams and screenings.

Below is a list of the protected information or marketing surveys that require parental notice and consent or opt-out for the upcoming school year. You have the right to review a protected information or marketing survey before it is given to your student to determine whether you want your student to participate. If you want to review materials that will be used in a protected information or marketing survey please submit your request to the School Principal and they will let you know where and when you may review those materials.

If the District schedules a protected information or marketing survey after the school year starts, the District will notify you within a reasonable amount of time and give you an opportunity to consent or opt your student out. The District also will give you an opportunity to review the newly scheduled surveys or instructional materials.

Appendix D: Directory Information and Opt-Out

Student's Name: _____

School: _____ Grade: _____

The Family Educational Rights and Privacy Act (FERPA) requires that Hudsonville Public Schools obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, unless certain conditions specified by FERPA are met. FERPA distinguishes between personally identifiable information and directory information, however, and the District may disclose appropriately designated "directory information" without your written consent, unless you have advised the District to the contrary.

If you *do not* want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office by the first day of the school year.

If you fail to complete and return this form, the District will presume that you give permission to release your student's directory information for all the uses listed below.

Your Opt-Out request will be recorded in the student information system and kept on file in the school's office for 1 school year.

Directory information includes:

- student names, addresses, and telephone numbers;

- photographs and videos depicting a student's participation in school-related activities and classes;

- date and place of birth;

- major field of study;

- grade level;

- enrollment status (e.g., full-time or part-time);

- dates of attendance (e.g., 2023-2027);

- participation in officially recognized activities and sports;

- weight and height of athletic team members;

- degrees, honors, and awards received; and

- the most recent educational agency or institution attended.

Please check the boxes next to the purpose(s) for which you *do not grant* the District permission to disclose your student's directory information, below.

Hudsonville Public Schools *may not* disclose my student's directory information for the following purposes:

- ☐ For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.
- ☐ For School or District auto-dialer system to communicate School or District information.
- ☐ To news media outside the School or District.
- ☐ To the School PTO or District Parent organization.
- ☐ To other groups and entities outside of the School or District, including community, advocacy, and/or Parent organizations.
- ☐ On official school-related websites or social media accounts.
- ☐ On school employees' personal classroom websites or social media accounts.

Information to U.S. Military Recruiters and Institutions of Higher Education Recruiters

Federal law requires the District to release a secondary school student's name, address, and telephone number to U.S. Military recruiters and institutions of higher education upon their request. If you do not want your student's information released for one or both of those purposes, please check one or both of the boxes below:

- ☐ Do not release my student's name, address, or telephone number to U.S. Military recruiters without my prior written consent.
- ☐ Do not release my student's name, address, or telephone number to institutions of higher education recruiters without my prior written consent.

Parent/Eligible Student Signature

Date

Appendix E: Technology

Agreement for Acceptable Use of Technology

Building/Program Name

Student Name

I understand that I may be permitted to use the school's computers, electronic devices, and Internet at school and at home under the following school rules for computer and Internet use. I promise that:

- I will only use the computers, electronic devices, and Internet for schoolwork.
- I will only use the computers, electronic devices, and Internet as directed by my teacher or other school employee.
- I will not use the Internet to try to look at websites that I know are for adults only or that I know I should not access.
- If I accidentally access a website that I know I should not look at, I will tell my Parent or teacher right away.
- If someone sends me something on the Internet that I know is inappropriate, I will tell my Parent or teacher right away.
- I will not use the school's computers, electronic devices, or Internet to bully or harm any other person.
- If someone else uses the computers, electronic devices, or Internet to bully or harm me, I will tell my Parent or teacher right away.
- I will not damage the school's computers, electronic devices, or cause problems with the computers, electronic devices, or Internet on purpose.
- I will give the school's computers and other electronic devices back to the school at the school's request.
- I will not use the school's computers, electronic devices, or Internet to cheat on my schoolwork.
- I will not copy anything that I see on the school's computers, electronic devices, or Internet and pretend that it is my own work.
- I will keep my password secret from everyone except my Parent.
- I understand that the school can see everything that I do on the school's computers, electronic devices, and Internet.
- I understand that the school has filters on its computers, electronic devices, and Internet, which means I might not be able to see some information. I will not try to interfere with those filters.
- I will follow all of these rules. I will also follow any directions that my teacher or other school employee gives me about my use of the school's computers, electronic devices, or the Internet.

I understand that if I break any of these rules, I may be disciplined, and I may also lose my computer, electronic device, and Internet privileges.

Student Signature

Date

I have read this Agreement and agree that as a condition of my child's use of the school's Technology Resources, which include: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems, I release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the school and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the school's Technology Resources.

I have explained the rules listed above to my child.

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the school's Technology Resources is not private. I consent to having the school monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I understand that the school does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

I agree that I will not copy, record, or share, or allow my child to copy, record, or share, any information sent to my child via the school's Technology Resources that includes personally identifiable information about any other child including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.

I understand and agree that my child will not be able to use the school's Technology Resources until this Agreement has been signed by both my child and me.

I agree that my child will return all Technology Resources to the school in good working order immediately on request and that I am responsible for any damage to the Technology Resources beyond normal wear and tear.

I have read this Agreement and agree to its terms.

Parent Signature

Date