

Hudsonville High School



2025-2026 Student Handbook

Dear Students,

Welcome to Hudsonville High School, Home of the Eagles!

The faculty and staff of our high school have high expectations for your character, integrity, and academic pursuits. We have a long tradition of excellence in academics and co-curricular activities. Become a part of HHS tradition by taking advantage of the varied opportunities available.

This handbook outlines our expectations for your behavior and provides notice of policies and procedures pertaining to all aspects of your high school experience. Your success is determined by meeting these expectations and being a positive influence at HHS.

Set high expectations, get involved, have a great year, and make great memories.

Fire Up! Go Eagles!

A handwritten signature in black ink that reads "Jordan Beel". The signature is written in a cursive style with a large, looping initial "J".

Jordan Beel
Principal

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

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

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Important Information

District Website

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

Board Policies

Board Policies are available at:

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

Address

5155 32nd Ave
Hudsonville MI 49426

Contact Information

Main Office: 616-669-1500
Fax: 616-669-4891
Transportation: 616-669-7757
Athletics: 616-669-1500

District Administration

Superintendent: 616-669-1740
Assistant Superintendent of Student Services and Special Education: 616-669-1740

High School Administration

Principal	Jordan Beel
Assistant Principal (Last Name A-E)	Joel Olson
Assistant Principal (Last Name F-K)	Delia Bush
Assistant Principal (Last Name L-R)	Nate Allen
Assistant Principal (Last Name S-Z)	Joe Kessel
Athletic Director	Ben Farkas
Assistant Athletic Director	Casey Glass

Guidance Counselors

Last Name A - Dd	Becky Dawson (ext. 2024)
Last Name De - H	Cathy Brown (ext. 2025)
Last Name I - M	Rick Bolhuis (ext. 2026)
Last Name N - So	Erica Hoff (ext. 2028)
Last Name Sp - Z	Liesel Kennedy (ext. 2027)

2025-2026 Calendar



HUDSONVILLE PUBLIC SCHOOLS
2025-2026 Student Calendar



updated 3-14-25

July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	SD/ER	ER	NS	23
24	25	26	27	28	NS	30
31						

September 2025						
S	M	T	W	T	F	S
	LD	2	3	4	5	6
7	8	9	*TTT	11	12	13
14	15	16	17	18	19	20
21	22	23	*TTT	25	ER	27
28	29	30				

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	*TTT	9	10	11
12	13	14	15	16	17	18
19	20	21	*TTT	23	24	25
26	27	28	29	30	NS	

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	*TTT	6	7	8
9	10	11	12	13	ER	15
16	2nd T	18	*TTT	20	21	22
23	24	25	TB	TB	TB	29
30						

December 2025						
S	M	T	W	T	F	S
	1	2	*TTT	4	5	6
7	8	9	10	11	ER	13
14	15	16	*TTT	18	19	20
21	HB	HB	HB	HB	HB	27
28	HB	HB	HB			

January 2026						
S	M	T	W	T	F	S
				HB	HB	3
4	5	6	*TTT	8	9	10
11	12	13	14	15	ER	17
18	19	20	*TTT	22	23	24
25	26	27	28	29	30	31

February 2026						
S	M	T	W	T	F	S
1	2	3	*TTT	5	6	7
8	WB	WB	11	12	13	14
15	16	17	*TTT	19	20	21
22	23	24	25	26	ER	28

March 2026						
S	M	T	W	T	F	S
1	3rd T	3	*TTT	5	6	7
8	9	10	11	12	13	14
15	16	17	*TTT	19	ER	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
S	M	T	W	T	F	S
				1	SB	SB
5	SB	SB	SB	SB	SB	11
12	13	14	15	16	17	18
19	20	21	*TTT	23	24	25
26	27	28	29	30		

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	ER	9
10	11	12	*TTT	14	15	16
17	18	19	20	21	*NS	23
24	MD	26	*TTT	28	29	30
31						

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	*ER	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- SD/ER** 1st day for Students - Early Release
- ER** Early Release Day
Secondary 11:15 a.m. / Elem. 12:15 p.m.
- NS** No School
- LD** Labor Day
- *TTT** Teacher Team Time (BMS, RMS, HS only)
- 2nd T** Beginning of 2nd Trimester

- TB** Thanksgiving Break
- HB** Holiday Break
- WB** Winter Break
- 3rd T** Beginning of 3rd Trimester
- SB** Spring Break
- *NS** No School/Snow Day Makeup if Needed
- MD** Memorial Day
- *ER** Last Staff /Student Day

Q1 - Quarter 1 ends Oct. 24
Q2/S1 - Quarter 2 and Sem. 1 ends Jan. 16
Q3 - Quarter 3 ends March 20
Q4/S2 - Quarter 4 and Sem. 2 ends June 5

Elementary Conferences - Nov. 17 & 19 and March 2 & 4
Middle School Conferences - Nov. 18 & 20 and March 3 & 5
High School Conferences - Oct. 13 & 15, Jan. 19 & 21, April 20 & 22

2025-2026 Daily Time Schedule

HHS Daily Time Schedule 2024-2025 				
5 Periods - TWO LUNCHES - Tu/Th SEMINAR				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Zero: 70 min	Zero: 70 min	Zero: 70 min	Zero: 70 min	Zero: 70 min
6:35 - 7:45	6:35 - 7:45	6:35 - 7:45	6:35 - 7:45	6:35 - 7:45
1ST: 70 min	1ST: 61 min	1ST: 70 min	1ST: 61 min	1ST: 70 min
7:50 - 9:00	7:50 - 8:51	7:50 - 9:00	7:50 - 8:51	7:50 - 9:00
2ND: 70 + 7 News	2ND: 61 + 5 News	2ND: 70 + 7 News	2ND: 61 + 5 News	2ND: 70 + 7 News
9:07 - 10:24	8:58 - 10:04	9:07 - 10:24	8:58 - 10:04	9:07 - 10:24
3RD & Lunch: 100	Seminar 40	3RD & Lunch: 100	Seminar 40	3RD & Lunch: 100
A LUNCH B CLASS	10:11 - 10:51	A LUNCH B CLASS	10:11 - 10:51	A LUNCH B CLASS
10:24 - 10:54 10:31 - 11:41	3RD: 62 & Lunch: 30	10:24 - 10:54 10:31 - 11:41	3RD: 62 & Lunch: 30	10:24 - 10:54 10:31 - 11:41
A CLASS B LUNCH	A LUNCH B CLASS	A CLASS B LUNCH	A LUNCH B CLASS	A CLASS B LUNCH
11:01 - 12:11 11:41 - 12:11	10:51 - 11:21 10:58 - 12:00	11:01 - 12:11 11:41 - 12:11	10:51 - 11:21 10:58 - 12:00	11:01 - 12:11 11:41 - 12:11
4TH: 70	A CLASS B LUNCH	4TH: 70	A CLASS B LUNCH	4TH: 70
12:18 - 1:28	11:28 - 12:30 12:00 - 12:30	12:18 - 1:28	11:28 - 12:30 12:00 - 12:30	12:18 - 1:28
5TH: 70	4th: 61	5TH: 70	4th: 61	5TH: 70
1:35 - 2:45	12:37 - 1:38	1:35 - 2:45	12:37 - 1:38	1:35 - 2:45
	5TH: 60		5TH: 60	
	1:45 - 2:45		1:45 - 2:45	

WEDNESDAY Teacher Team Time PM	
Zero: 65 min	
6:40 - 7:45	
1ST: 65 min	
7:50 - 8:55	
2ND: 65 + 7 News	
9:02 - 10:14	
3RD & Lunch: 95	
A LUNCH	B CLASS
10:14 - 10:44	10:21 - 11:26
A CLASS	B LUNCH
10:51 - 11:56	11:26 - 11:56
4TH: 65	
12:03 - 1:08	
5TH: 65	
1:15 - 2:20	
<i>*student early dismissal</i>	

Emergency School Closing/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:

- Instagram (@HudsonvilleHS)
- 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 (Hudsonville High School is a closed campus). When a student is absent for any portion of the school day, a legal guardian must call the main campus at 616-669-1500, or email hhsattendance@hpseagles.net preferably before or during the school day of the absence but minimally within 48 hours of the absence to explain the reason for the absence. When a student is absent for medical reasons the absence will be coded *Excused Medical* if a doctor's note is provided within 48 hours of the student's return to school. **These absences are subject to a violation in accordance with the Code of Conduct.** As practicable, school staff may contact guardians in the event of unexcused absences during the school day. If a student arrives late, the student must sign in at the office. Additionally, if a student becomes ill or needs to leave during the school day, a legal guardian should contact the main office as soon as possible and **the student must check-out in the office before leaving. If no call is received, the absence will be unexcused.**

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; Dr. note must be provided within 48 hours of the student's return to school.
- 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;
- college planning visits; and
- personal or family vacations.

Students who are 10 minutes late or less are considered tardy. Students who are more than 10 minutes late will be coded as LAU (Late Arrival Unexcused). A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

Excused Absences - Makeup Work

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

After a student has been absent for any reason, **it is the student's responsibility to inquire about make-up work**. The maximum amount of time for this make-up work is two days for each day of school missed, including the day the student returns to school. If students miss three (3) or more consecutive days, they must complete make-up work within 5 school days of their return. In the event of an extended illness or other unusual circumstances, individual plans will be worked out between the student and the teacher. Students absent on the day of a test or exam are expected to make up the test or exam within two school days of the absence.

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.

Excessive absences

Any absence greater than 10% (approximately 6 absences per trimester) is considered excessive. The Ottawa Area Intermediate School District (OAISD) establishes standards for parental contacts concerning excessive absences, and parents will be notified by mail when students exceed these limits. This notification will be made regardless of whether the absences are excused or unexcused. Excessive absences may require the school to make a truancy report with the county truancy office.

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.

Cell Phone Use

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

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. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

Hudsonville High School prohibits the possession or use of personal electronic devices within the school building during class periods. For purposes of this Policy, "personal electronic device" means a privately owned device that is used for audio, video, or text communications (commonly referred to as a cell phone or smartphone).

Students are permitted to use personal electronic devices only as follows:

Before and after the regular scheduled school day (7:50 a.m. - 2:45 p.m.)

During passing times and their assigned lunch period.

At school functions outside of the normal school day.

Students must place their mobile devices into the designated area upon entering each classroom. However, students may have their device in their backpack only if the device is powered off and out of sight for the duration of the class period. Additionally, during any class period, no students are permitted to be in possession of their cell phone if they are outside of their classroom. Violation of this expectation will result in a violation of the Student Code of Conduct.

Recognizing that many parents rely on cell phones as convenient communication and a coordination tool, students are still permitted to use the main phone in the office and parents may call the main office to deliver urgent messages to their child.

The Superintendent may develop regulations to further control student possession and use of personal electronic devices.

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 with or complete assignments or tests is prohibited unless explicitly permitted by the teacher for a specific assignment.

- 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

Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption; (eg. the wearing of costumes or capes)
- 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.

Driving and Parking Personal Vehicles

Student driving and parking on District property is a privilege, not a right, that may be revoked at any time. Students who drive to school must obey the following rules:

1. Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.
2. Students may not drive carelessly or with excessive speed on school grounds.
3. By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.
4. Students may only park in clearly designated student parking spaces. Parking in staff, visitor, or otherwise reserved spots is not permitted at any time.

Student drivers must be licensed and receive permission from the School District in order to park their vehicle on School District property or use their vehicle during the school day. Student drivers must register with their school and park only in designated areas. Parking stickers may be purchased at the main office and must be securely attached to the rear window of the registered vehicle. After a student parks their vehicle in the morning, they should promptly enter the building. Violations of these rules may result in loss of parking privileges, additional fines and/or consequences, or the vehicle being booted.

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 Service

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 (until at least September 30, 2025). 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 ¼ 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 and entering 7th grade, 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 main office and then stored in a reasonable location. 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. There is no late fee, however if an item is more than 30 days overdue it is considered lost and the student will be charged a replacement cost. If an item is turned in after being considered lost, the replacement fee will be forgiven. Damaged materials may require replacement (if it is beyond repair), which would be charged to the students on a case-by-case basis. Unpaid media center fines may result in senior obligations.

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.

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 Affections

Students may not engage in public displays 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, vehicle) 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 up to and including the consequence for the infraction of the search. 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.

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

Students who violate the school vehicle rules may be subject to disciplinary action. 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.

Section II: Academics

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via PowerSchool.

To register for PowerSchool contact the high school main office.

Academic Awards

Academic Achievement Award (Letter and Pin)

Cumulative GPA of 3.5 or above

First year of Cumulative GPA will be awarded a letter. All subsequent years following the awarding of the letter will receive a pin.

Senior Year Awards - class performance

Cum Laude - Top 30% - Medallion with Blue Ribbon

Magna Cum Laude - Top 20% - Medallion with White Ribbon

Summa Cum Laude - Top 10% - Medallion with Gold Ribbon & Gold Cord

Eagle Renaissance

Eagle Renaissance is a positive incentive to encourage and reward academic performance, improvement, involvement in school activities, increased attendance, and positive behavior through creative recognition and awards.

Annual Awards (Based on previous school year - available for 10th -12th graders)

Eagle Renaissance "GOLD"

Click [HERE](#) to access qualifications for all Renaissance levels

Trimester Awards (Based on previous trimester - available for 9th-12th graders)

Eagle Renaissance "BLUE"

Click [HERE](#) to access qualifications for all Renaissance levels

Renaissance Incentives

Click [HERE](#) to access incentives for all Renaissance levels

Advanced Placement (AP) Courses

Art

AP Studio Art - 2D-Design
AP Studio Art - 3D-Design
AP Studio Art - Drawing

Computer Science

AP Computer Science Prin.
AP Computer Science A

English

AP English Literature
AP English Language

Math

AP Precalculus
AP Calculus AB
AP Calculus BC
AP Statistics

Science

AP Biology
AP Chemistry
AP Physics 1 & 2
AP Physics C
 Electricity & Magnetism
 Mechanics
AP Environmental Science

Social Studies

AP U.S. History
AP Government
AP Psychology
AP Macroeconomics

World Language

AP Spanish: Language & Culture

Alternative Education Program

Hudsonville Public Schools also offers an in-person alternative pathway to graduation through Eagle Heights High School, which is currently located within Hudsonville High School.

Credits required for Graduation at Eagle Heights: **The completion of the Michigan Merit Curriculum (MMC):**

Courses Required for Graduation

English	4 Credits
Math	4 Credits
Science	3 Credits
Social Studies	3 Credits
PE/Health	1 Credit
Visual/Performing Arts	1 Credit
World Language	2 Credits
*Financial Literacy	0.5 Credits

***Note: the credit requirement for the MMC will increase from 18 to 18.5 credits to include financial literacy for the class of 2028 and onward.**

Additional Requirements and Notes

1. Students must complete the entire Michigan Merit Curriculum in order to graduate.
2. If a student fulfills all requirements before the end of the school year, they will be able to apply for early graduation.
3. Admission to Eagle Heights is by invitation only. School personnel will initiate the process on an as needed basis.
4. After entering Eagle Heights, the student will need to complete the program if remaining enrolled in Hudsonville Public Schools.
5. Additional policies and expectations will be provided to students and families upon acceptance and enrollment into Eagle Heights.

Commencement

The District may conduct a commencement ceremony for eligible students at the end of the school year. Participation in the ceremony is a privilege, not a right. Students may be prohibited from participating in the ceremony as a consequence for misconduct. A student's disqualification from participating in the commencement ceremony does not impact the issuance of a diploma to the student, provided that all graduation requirements have been satisfied.

Credits and Graduation Requirements

A student must successfully complete all graduation requirements to earn a high school diploma.

English

English	1 credit
English I A & B	.5 credit
English II Composition	.5 credit
English II Literature	.5 credit
English electives*	<u>1.5 credits</u>
	4 credits

*must consist of at least 1.5 credits of a combination of literature composition courses.

Math

Geometry A & B	1 credit
Algebra I A & B	1 credit
Algebra II A & B*	1 credit
Math related elective-senior year	<u>1 credit</u>
	4 credits

*The Algebra II requirement may be fulfilled through completion of a formal Career and Technical Education (CTE) program which includes Algebra II benchmarks.

Science

Earth Science A & B	1 credit
Biology A & B	1 credit
Choice of the following**:	<u>1 credit</u>
Chemistry A & B	
Physics A & B	
Conceptual Chemistry and Physics Concepts	
Anatomy and Physiology A & B	
	3 credits

**The third Science credit may be fulfilled through completion of a formal CTC or computer science program.

Social Studies

World History A & B	1 credit
U.S. History A & B	1 credit
Government or AP Government	.5 credit
Economic or AP Economics	.5 credit
Financial Literacy	<u>.5 credit</u>

3.5 credits

Additional Requirements

Health	.5 credit
Physical Education***	.5 credit
Visual/Performing Arts	1 credit
Foreign Language (same lang.)****	<u>2 credits</u>
	4 credits

***The Physical Education credit may be fulfilled through approved participation in extracurricular athletics or other extracurricular activities involving physical activity.

****The second World Language credit may be fulfilled through completion of a formal CTC program or by completing one (1) credit of additional visual/performing arts coursework.

Graduation Requirements

- A. Twenty-eight point five (28.5) credits required to graduate unless a student has an approved Personal Curriculum which includes substitutions or exclusions of courses or if a student (with or without a Personal Curriculum) is excused from up to two (2) elective credits as approved by the building principal. Full-time students will be allowed to take up to two (2) credits per trimester from an outside accredited agency approved in advance by Hudsonville Public Schools. Seniors must have completed transcripts from the outside educational institution prior to graduation day in order to participate in commencement ceremonies.
- B. Students that successfully complete the necessary coursework and proficiency standards for Hudsonville Alternative Education Program, which follows the MMC and requires completion of 18.5 credits, will be awarded a Hudsonville Alternative Education Diploma.
- C. Twelve (12) trimesters of attendance are required for graduation. Waivers may be granted for extenuating circumstances.
- D. A waiver for the half (.5) physical education credit may be granted for any student who participates in a school-sponsored athletic season, marching band, or other activities in which sixty (60) hours of physical activity can be documented. The administration retains the right to approve or deny any outside sponsored activity. The student must apply for this waiver.
- E. Students must complete the entire MME test in order to graduate.
- F. To receive a diploma, a student must have a full-time status for one (1) year prior to graduation. Waivers may be granted for extenuating circumstances.

- G. Foreign exchange students that meet all graduation requirements will receive an official diploma; otherwise, foreign exchange students will receive a diploma stamped honorary.
- H. Transfer student from non-accredited institutions may be required to pass competency exams, at the discretion of the administration, to be eligible for a diploma.

Dual Enrollment

Students in grades 9 and above may be eligible to dually enroll in college classes to obtain high school and college credit. Please contact your assigned counselor for information about enrollment eligibility, charges paid by the District, eligible institutions, and other matters related to dual enrollment.

By March 1 of each year, the District will provide general information to all students in grades 8 or above about postsecondary enrollment options. In addition, the District will provide detailed information to all high-school students about postsecondary enrollment options. That information will include all of the following:

- enrollment eligibility;
- the institutions and types of courses in which students may enroll;
- the District's decision-making process for granting academic credits;
- an explanation of the costs that the District will pay and financial arrangements for paying costs not paid by the District;
- an explanation that the District will pay the eligible postsecondary institution directly upon being billed by the postsecondary institution for those charges that are the District's responsibility and that the student will be responsible for additional costs not paid by the District;
- available support services provided by the District;
- the need to arrange an appropriate schedule;
- consequences to the student for failing or not completing an eligible course, including the possibility of being required to repay the District for money paid by the District on the student's behalf to the postsecondary institution;
- the effect of enrolling in an eligible postsecondary course on the eligible student's ability to complete the required high-school graduation requirements; and
- the academic and social responsibilities that must be assumed by the eligible student and his or her parent.

The District will, to the extent possible, offer counseling services to a student and his or her parent before the student enrolls in an eligible postsecondary course to ensure that the student and his or her parents are fully aware of the benefits, risks, and possible consequences of enrolling in an eligible course. The District will also encourage eligible

students and their parents to use available counseling services from the postsecondary institution.

Grades

Report cards will be issued at least once each trimester. Grades are calculated using the following grading scale:

A	93-100	A-	90-92	B+	87-89	B	83-86
B-	80-82	C+	77-79	C	73-76	C-	70-72
D+	67-69	D	63-66	D-	62-60	E	0-59

Homework

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

Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

Personal Curriculum

For some students, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. All students who have completed 9th grade are entitled to a personal curriculum, and the District will implement a personal curriculum for a student if requested by a parent or by the student if the student is age 18 or older. A parent of a student with a disability under the Individuals with Disabilities Education Act may request a personal curriculum before the student has completed grade 9. Any modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content standards as practicable for the student. The District retains discretion to determine what modifications to the Michigan Merit Curriculum are appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

To request a personal curriculum, please contact the counseling office.

For additional information about the Michigan Merit Curriculum and Personal Curriculum, see Policy 5409.

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.

Testing Out

A student may test out of high school classes and earn credit. Students interested in testing out of a class should review Policy 5409 and make arrangements with their assigned counselor.

Working Permits

Information about work permits is available at the high school main office.

Section III: Student Clubs, Activities and Athletics

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District.

For the 2025-2026 school year, the District offers the following student clubs, activities, and athletics:

- [Acceptance Club](#)
- [Bass Fishing Club](#)
- [Chess Club](#)
- [Creation Club](#)
- [Creative Writing](#)
- [Dance Club](#)
- [Drama Club](#)
- [E-Sports](#)
- [Equestrian Club](#)
- [FCA](#)
- [FCCLA](#)
- [Film Club](#)
- [Green Team](#)
- [Mountain Biking Club](#)
- [Music Options](#)
 - [Pep Band](#)
 - [Winter Drumline](#)
 - [ASE - Alternative Style Ensemble](#)
 - [HHS Revue Show](#)
 - [HHS Musical](#)
 - [Colorguard](#)
- [National Honor Society](#)
- [Pickleball Club](#)
- [Puzzle Club](#)
- [Renaissance](#)
- [Robotics](#)
- [Science Olympiad](#)
- [Ski Club](#)
- [SLIC](#)
- [Spanish Club](#)
- [STEM Club](#)
- [Student Council](#)

Additional Club Information can be found [here](#).

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

Extracurricular Activities

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes are also subject to the Athletic Code of Conduct (see Appendix F) and any applicable team rules.

For more information, see Policy 5507.

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.

Transportation To/From Extracurricular Activities

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

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.

Before/After-School Detention

Teachers and administrators may require students to arrive early or stay after school to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of a detention so that parents may make transportation arrangements for the student the following day.

Saturday School

The building administrator may require a student to attend Saturday School. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed and will face further disciplinary action.

In-School Suspension (ALC)

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.

Unless otherwise specified, the penalties for all prohibited acts range from administrative intervention to permanent expulsion, depending on a number of factors, including: the severity of the conduct; the impact of the conduct on the school and surrounding community; applicable Board of Education policies; and state and federal laws.

Alcohol, Marijuana, and Chemical Substances

A student shall not manufacture, sell, handle, possess, use, deliver, transmit, or be under any degree of influence (legal intoxication not required) of any alcoholic beverages, marijuana, or other intoxicant of any kind. A student shall not inhale glue, aerosol paint, lighter fluid, reproduction fluid, or other chemical substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required).

Arson

A student shall not burn or attempt to burn any tangible property or intentionally set a fire on school property or cause or attempt to cause an explosion on school property. This section is supplemental to, and does not limit or supersede, paragraphs 3, 12, 22, and 35.

Arson Prohibited by Law

A student shall not commit an act of arson, prohibited by MCL 750.71 through MCL 750.80. This section is supplemental to, and does not limit or supersede, paragraphs 2, 12, 22, and 35.

Bullying and Hazing

Students are prohibited from engaging in conduct, whether written, verbal, or physical, that unreasonably interferes with another's participation in or enjoyment at school or school-related activities, such as bullying or hazing. "Hazing," for the purpose of this Student Code of Conduct, means initiating another student into any grade, school, or school-related activity by any means or methods that may cause physical or emotional pain, embarrassment, or discomfort.

Coercion, Extortion, and Blackmail

A student shall not commit or attempt to commit coercion, extortion, or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value by the use of threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

Copyrighted Material

A student shall not unlawfully duplicate, reproduce, retain, or use copyrighted material.

Criminal Acts

A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance.

Criminal Sexual Conduct Description.

A student shall not commit criminal sexual conduct, as defined by MCL 750.520b-e and g. Penalty. Administrative intervention to permanent expulsion, in accordance with MCL 380.1311. This section is supplemental to, and does not limit, paragraphs 9, 10, 14, 24, 25, and 34.

Discriminatory Harassment

A student shall not engage in unwelcome sexual advances or requests for sexual favors or unwelcomed sexual touching. A student shall not engage in other verbal or physical conduct relating to a person's sex (including sexual orientation and gender identity), race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats, or insults, etc.).

Disruption of School

A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption or obstruction of any function of the school, nor shall he or she engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.

While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule. It should be understood that any conduct which causes disruption, is likely to result in disruption, or interferes with the educational process, is forbidden.

- Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member, which deprives others of its use;
- Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of the building principal;
- Preventing, attempting to prevent, or interfering with the convening or continued functioning of any class, activity, meeting, or assembly;
- Instigating or participating in a disturbance, or causing a disturbance, which interrupts the educational opportunities of others or threatens the general health, safety, and welfare of others on school property or at a school sponsored activity.

Damage of Property or Theft/Possession

A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person.

Dangerous Weapons

A student shall not possess a dangerous weapon in a weapon free school zone. This section is supplemental to, and does not limit or supersede, paragraph 35.

Dress

A student shall not dress or groom in a manner, which in the judgment of a building administrator, is unsafe to the student or others or disruptive to the educational process.

Drugs, Narcotic Drugs, and Counterfeit Substances

A student shall not manufacture, sell, possess, use, deliver, transfer, or be under the influence (legal intoxication not required) of any drug, narcotic drug, hallucinogen, stimulant, depressant, controlled substance, counterfeit substance, or a controlled substance analogue intended for human consumption.

A student shall not sell, deliver, or transfer, or attempt to sell, deliver, or transfer any prescription or non-prescription drug, medicine, vitamin, or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies, etc.), nor shall a student use or possess these substances for an improper purpose.

A student shall not sell or represent a legal substance as an illegal or controlled substance (e.g., selling NODOZ as "Speed" or "Crack") or sell, manufacture, possess, use, deliver, or transfer "designer" drugs.

Electronic Communication Devices and Laser Pointers

Students may not use or possess active electronic communication devices without explicit staff permission. They are expected to place their device in the appropriate classroom location at the beginning of class.

Failure to Comply with Directions of School Personnel

A student shall not be insubordinate or fail to comply with instructions and directions of School District employees (including substitute and student teachers), volunteers, or persons acting as a chaperone or in a supervisory capacity.

Failure to Cooperate

A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Student Code of Conduct, other codes of conduct, and/or building rules. No student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary proceeding.

False Alarms

A student shall not knowingly cause a false fire alarm, or make a false fire, bomb, or catastrophe report.

False Allegations

A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education members, or volunteers.

Falsification of Records

A student shall not use the name of another person or falsify times, dates, grades, addresses, or other data on School District forms or records. A student shall not provide false, misleading, or inaccurate statements or information on School District forms or records.

Fighting, Assault, and Battery on Another Person

A student shall not physically assault, or cause, behave in such a way to cause, or threaten to cause physical injury to a school employee, (including substitute and student teachers), student, volunteer, chaperone, or other person (e.g., fighting).

Fireworks, Explosives, and Chemical Substances

A student shall not possess, handle, or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person.

Gang Insignia/Activity

A student shall not wear or possess any clothing, jewelry, symbol, or other object that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal (gesture, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal, in furtherance of the interests of any gang or gang activity, including, but not limited to: a) soliciting others for membership in any gang or gang related activity, b) requesting any person to pay protection or otherwise

intimidating or threatening any person, c) committing any other illegal act or violation of School District rules or policies, or d) inciting other students to act with physical violence on any person. The term "gang" means a group of two or more persons whose purpose or activities include the commission of illegal acts or violations of this Code of Conduct, School District rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.

Improper Communications

A student shall not make threatening, annoying, nuisance, vulgar, and/or obscene communications, verbally, in writing, or by gestures, to School District employees (including substitutes and student teachers), Board of Education members, chaperones, volunteers, or visitors to the school building. The prohibition against such communications shall apply whether the communications are made in a school building or on school premises or outside of a school building or off school premises, and regardless of whether such communications are made during, before, or after school hours or during times when school is not in session.

Indecency

A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.

Look-A-Like Weapons

A student shall not possess, handle, or transmit any object or instrument that is a "look-a-like" weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).

Misconduct Prior to Enrollment

An otherwise eligible resident may be suspended or expelled for an act of misconduct committed while the student was: (a) a resident of another district; (b) enrolled in another school; (c) outside of school hours; or (d) off school premises if the misconduct would have constituted a sufficient basis for suspension or expulsion had it occurred while the student was enrolled in the School District.

Personal Protection Devices

A student shall not possess, handle, or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

Trespassing, Loitering

A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building hallways, classrooms, bathrooms, etc.

Scholastic Dishonesty

A student shall not engage in academic cheating. Cheating includes, but is not limited to: the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structures, ideas, and/or thoughts of another and represent it as the student's own original work.

Smoking/Tobacco

A student shall not smoke, chew, or otherwise use tobacco. A student shall not, while on school property, have in his/her possession or under his/her control, tobacco in any form. This includes electronic cigarettes, vaporizers, or any other device that simulates smoking any type of product, regardless whether they are manufactured, distributed, marketed, or sold under any product name or descriptor.

Suspended Student on School Property or Attending School Activities

A student, while suspended, shall not enter onto School District property without the prior permission of a building administrator. A student, while suspended, shall not participate in, or attend any school related activity, function, or event, held on or off school property, without the prior permission of a building administrator.

Violation of Acceptable Use Policy

A student shall not violate or attempt to violate School District policies, administrative regulations, and directives concerning School District or personal computers, networks, and telephone systems. Violation of any of the rules and responsibilities may result in a loss of access privileges/technology privileges/computer usage and may result in other disciplinary or legal actions including restitution.

Violations of Building's Rules and Regulations

A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations.

Weapons and Dangerous Instruments

A student shall not possess, handle or transmit a knife with a blade length of three (3) inches or less, blackjack, baton, martial arts device, paintball or splat gun, or other object or instrument that can be considered a weapon or is capable of inflicting bodily injury.

Recording

A student shall not use any device, electronic or otherwise, to capture, record, or transmit sounds or words (i.e., audio) or images (i.e., photographs or videos) of any person while at school or school- related events, unless the student is given express consent by that person.

Propping**Doors/Prohibited****Location**

To enhance the safety and security of all students and staff, exterior doors must never be propped open. Propping doors increases the risk of harm to the school community. Students observed propping doors will be referred to administration. Roofs are closed to all students; fire escapes may only be used for egress in the event of a fire or similar emergency. Students are strictly prohibited from hanging or throwing items from windows.

Section V: Building-Specific Rules and Procedures

Once a student has accumulated six (6) or more absences (that are not school related) in a trimester, the following table will apply to determine the student's final grade in the course:

IF...	If the final grade is passing		If the final grade is failing	
	59.5% or higher on the exam	Lower than 59.5% on the exam	76.5% or higher on exam and met testing out criteria	Lower than 76.5% on the exam or not meeting testing out criteria
5 absences or less	Award the final grade	Award the final grade	Override the E with an ECR for the final grade	Award the E
6 or more absences	Award the final grade	Override the final grade with an ECR	Override the E with an ECR for the final grade	Award the E

Test-Out Requirements / End-of-Trimester:

If a student has a failing grade entering the final exam, but that student earns a 77% or higher on the exam (and course test out requirements), the student will earn credit for the course; however, an **ECR** will be placed on the transcript indicating that the student earned credit. The **ECR** will impact the student's GPA as if the student failed the course.

Incompletes

If a student fails to complete certain assignments or other work, he/she will receive an incomplete (I) for the marking period. Incompletes not made up during the next two weeks will automatically change to a failing grade of E and no course credit will be given.

College Visits

A college visit is defined as a meeting with an advisor, observing classes, and touring the campus. These activities should be arranged after school hours. Juniors and Seniors will be allowed one (1) school related absence per school year for a campus visit. Additional visits will be recorded as excused (EA) absences only as a result of a parent call. **All college visits must be completed by May 1 unless extenuating circumstances are communicated with the Attendance Office prior to the visit.**

NOTE: Freshman orientation and/or scheduling for classes and placement testing will not be considered a college visit.

Family Vacations

Parents are discouraged from having their students excused from school for vacations or trips. A student who wishes to take part in a planned family vacation will be excused if the parent makes the request at least five (5) school days in advance of the scheduled vacation. Students with six (6), or more absences may or may not have their requests excused by administration.

Senior Exam Policy

An A- average or perfect attendance is needed to exempt a senior from the final exam during their last trimester at each teacher's discretion. The Six Absence Rule applies to seniors that are required to take an exam based on the previously outlined criteria.

Weighted Grades

Weighted grades are implemented for all Advanced Placement (AP) courses. By using a 1.25 multiplication factor, students taking AP courses will be able to receive a grade point equivalent higher than 4.0. This should encourage more students to take these rigorous courses and reward those students that score well. Weighted grades will appear on transcripts and will be used to determine the top ten percent seniors and any other internal academic awards.

GPA Explanations and Examples

How to Calculate Your Grade Point Average (GPA):

Your GPA is calculated by dividing the total amount of grade points earned by the total amount of courses attempted. Your grade point average may range from 0.0 to a 4.0, or higher if you have taken and passed AP (Advanced Placement) courses. Credit/No Credit (C/NC) courses and course Withdrawals (W) approved by the administration for medical and/or other extenuating circumstances will *not* be factored into your GPA.

Grade points for non-AP courses are calculated as follows:

A = 4.000 grade points	A- = 3.667 grade points	
B+ = 3.333 grade points	B = 3.000 grade points	B- = 2.667 grade points
C+ = 2.333 grade points	C = 2.000 grade points	C- = 1.667 grade points
D+ = 1.333 grade points	D = 1.000 grade points	D- = 0.667 grade points
E = 0.000 grade points		

To calculate AP course grade points, grade points are weighted by a factor of 1.25, as follows:

A = (4.000 x 1.250) = 5.000 grade points	A- = (3.667 x 1.250) = 4.584 grade points
B+ = (3.333 x 1.250) = 4.166 grade points	B = (3.000 x 1.250) = 3.750 grade points
B- = (2.667 x 1.250) = 3.334 grade points	C+ = (2.333 x 1.250) = 2.916 grade points
C = (2.000 x 1.250) = 2.500 grade points	C- = (1.667 x 1.250) = 2.084 grade points
D+ = (1.333 x 1.250) = 1.663 grade points	D = (1.000 x 1.250) = 1.250 grade points
D- = (0.667 x 1.250) = 0.834 grade points	E = (0.000 x 1.250) = 0.000 grade points

Technology Fee and Deductible Payments

Hudsonville Public Schools require that families pay a technology fee to cover damage of student devices. There are two options for payment:

Pay fee online with credit or debit card

[directions for laptop or desktop](#)

[directions for mobile devices](#)

Pay fee with check or cash in person at your child's school

Process for breakage, damage, and loss

Under this agreement, the devices are protected against accidental damage and theft. Hudsonville Public Schools requires a police report be submitted in cases of theft. A student making a false report will be subject to disciplinary action as outlined by the Student Code of Conduct

This policy **does not** cover for loss of the device and/or accessories, cosmetic damage, or damages caused by intentional misuse or malicious destruction. Hudsonville Public Schools will assess the device damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. **Parents/students may be charged for the full replacement cost of a device that has been lost or damaged due to intentional misuse or abuse.**

The fee for the 2023-24 year will be \$25.00 for each device with a max of \$75.00 per family. The deductible is the amount of money required to be paid before the district will cover the cost of damage or replacement. There will be a \$25 deductible charged on the first two claims. For the third claim the student will be responsible for the full cost of the repair or complete replacement of the device. If the cost of the fix is less than the current deductible, the student will be charged only for the repair and will not warrant a claim.

The claim deductibles are listed below. If a student withdraws from Hudsonville Public Schools and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal. *If you qualify for free/reduced lunch and your household requires assistance with this fee, please contact the school counseling department about having the fee waived.*

HPS Annual Tech Fee	Claim #1	Claim #2	Claim #3
\$25	\$25	\$25	Full cost of device

The District will regularly run reports of fees owed by students for deductible claims and repair/replacement costs. Students and parents will be notified upon assignment of fee, and the District reserves the right to withhold privileges (i.e. tickets to student events, participation in graduation proceedings, yearbook distribution, field trips, etc.) if fees remain unpaid. Fees will be able to be paid online with a credit card or in the main office with cash or check.

If a student's device is inoperable, the school has a limited number of spare devices for use while the student's device is repaired or replaced. This agreement remains in effect for loaner devices. If a student does not bring his/her device to school or brings an

uncharged device, the student may be required to borrow a device from the school based on the direction from his/her teacher. Disciplinary action may result in failure to bring a fully charged device to school on a frequent basis.

Appendix A: Non-Discrimination, Anti-Harassment, and Non-Retaliation (including Title IX and Elliott-Larsen Civil Rights Act)

3115 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., 6101 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., 6101 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., 6101 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.;

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 or 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., 6101 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., 6101 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., 6101 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., 6101 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

5300 Student Enrollment, Attendance and Records

5308-F 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 Jordan Beel at the high school. The principal 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.

5300 STUDENT ENROLLMENT, ATTENDANCE, AND RECORDS

5309-F-2 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	User Name
-----------------------	-----------

This Agreement is entered into on: _____

This Agreement is between _____ (“Student” or “User”)

and _____ (“school”).

The purpose of this Agreement is to grant access to and define acceptable use of the school’s technology resources (“Technology Resources”).

Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting any telephone, electronic, data, Internet, audio, video, or radio transmissions, signals, telecommunications, or services and include without limitation: (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.

In exchange for the use of the school’s Technology Resources either at school or away from school, you understand and agree to the following:

- A. Your use of the school’s Technology Resources is a privilege that may be revoked by the school at any time and for any reason.
- B. You have no expectation of privacy when using the school’s Technology Resources. The school reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal email and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The school also reserves the right to remove any material from the Technology Resources that the school, in its sole discretion, chooses to including, without limitation, any information that the school determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
- C. The Technology Resources do not provide you a “public forum.” You may not use the Technology Resources for commercial purposes or for political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials provided you follow all other rules.
- D. The school’s Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from

the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password. Likewise, using or accessing another person's account is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person whose account or password you used or accessed.

- E. You may not use the Technology Resources to engage in bullying, including cyberbullying. Bullying and cyberbullying are defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely, to harm one or more pupils either directly or indirectly by doing any of the following:

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

Use of other communication/messaging devices (including devices not owned by the school) to engage in bullying or cyberbullying may be grounds for discipline under the school's student code of conduct.

- F. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:

1. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors includes all material described in Sections F.1 and F.2 of this Agreement

4. Bullying and cyberbullying (as defined in paragraph E).
 5. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
 6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
 7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of information belonging to others or information you are not authorized to access.
 8. Unauthorized copying or use of licenses or copyrighted software.
 9. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
 10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
 11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
 12. Using or soliciting the use of or attempting to use or discover the account information or password of another user.
 13. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").
 14. Misusing equipment or altering system software without permission.
 15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. You may contact a public official, however, to express an opinion on a topic of interest.
 16. Copying, recording, or sharing any information received or obtained via the school's Technology Resources that includes personally identifiable information about any other student including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.
 17. Using the Technology Resources in any way that violates any federal, state, or local law or rule, Policy, or the school's codes of conduct, or student handbooks.
- G. You must promptly disclose to your Parent or teacher any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a school employee.

- H. It is the policy of the school, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are: (1) obscene, (2) child pornography, or (3) harmful to minors.
- I. It is the policy of the school to prohibit its minor students from: (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the school to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by email, and other forms of direct electronic communications.
- J. The school does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the school's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.
- K. 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.
- L. You will return all Technology Resources to the school in good working order immediately on request.
- M. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

I agree to follow this Agreement and all rules and regulations that may be added from time to time by the school or its Internet Service Provider. I also agree to follow all rules in the applicable student code of conduct and handbook. As a condition of using the Technology Resources, I agree to release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

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

I have read this Acceptable Use Agreement and agree to its terms.

Student Signature

Date

I have read this Agreement and agree that as a condition of my child's use of the Technology Resources, 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 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 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 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, or documents that identify another student by name, voice, or likeness.

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 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 have read this Acceptable Use Agreement and agree to its terms.

Parent Signature

Date

cc: Parent, student file

Hudsonville High School 1 to 1 Device Policies & Procedures

(updated 7/28/25)

Students in grades 6-12 will receive a district-issued Chromebook. See [this guide on 1 to 1 details, expectations, and use](#) for more details. New devices will be issued to students going into 5th grade and 9th grade, and students will use the same device each year in between (note: 5th grade devices stay at school). Students in graduating classes 2024-2025 who previously used BYOD can continue to do so. We will not be allowing students to start BYOD as we are phasing that out. In some individual cases, students may receive an iPad or other device based on their learning needs.

All students in grades 6-12 will carry their device between school and home. Below are the general policies and procedures they are expected to follow for district-issued devices and personal devices where applicable.

1. The student device, charging cord, and case (if applicable) issued to the student are property of Hudsonville Public Schools. This device is on loan to each individual student, and all original equipment must be returned.
2. Students will be responsible to bring their device to school every day, charged and ready to use for learning activities in class unless otherwise instructed by their teachers.
3. Each device is assigned to an individual student for the duration of his/her time at Hudsonville Public Schools. Students should never login as another student or “swap” or “share” the device with another student unless directed by a teacher in a classroom setting. Devices should be in a student’s possession or secured in a designated classroom at all times.
4. Students are expected to keep devices in good condition. If a device is damaged, it is the expectation that the student brings in the device as soon as they know about the damage. If damage is noticed by tech staff when the device is brought in for a different reason, the district will determine the fix and deductible or cost of repair will be applied.
5. Students are expected to have their identification sticker on their device at all times. No other stickers on the device are permitted.
6. Student devices must be used in accordance with all district technology, discipline, and acceptable use policies, as well as any applicable laws -- both at home and at school. [Link to Student Acceptable Use Policy](#).

7. Use of the device, as well as access to the network, the internet, and email is a privilege, not a right. Student devices & accounts can be placed on restricted internet access at the discretion of the administration.
8. Use of devices on and off school property is for student academic use only.
9. Students are prohibited from downloading or installing illegal music, movies or any other copyrighted material. Additionally, altering or modifying the original pre-set operating system without teacher permission is prohibited.
10. Photos/Video - Inappropriate use of the camera will result in disciplinary action. The camera should be used for academic purposes (i.e. recording a presentation or peer edit) only at the discretion of the teacher and with permission of those on video/audio.
11. Students must comply with all requests to turn over their district device or personal device and equipment by teachers and administrators. Failure to do so could result in disciplinary action. The school reserves the right to periodically check devices for unauthorized materials.
12. Students should immediately report any inappropriate or careless use of a device to a teacher or other staff member. If damage is not reported and additional damage occurs as a result, additional fees may be applied.
13. Removing any part of the device, attempting to repair damages, or opening up the device to access internal components is not permitted. This includes keyboard keys, which will not fall out unless tampered with.
14. Failure to comply with any policy or procedure outlined above or within this document may result in disciplinary action. Hudsonville Public Schools may remove a user's access to the network without notice at any time if the user is engaged in unauthorized activity.

Technology Fee and Deductible Payments

Hudsonville Public Schools require that families pay a technology fee to cover usage and potential damage of student devices. There are two options for payment:

- 1. Pay fee online with credit or debit card**
 - [directions for laptop or desktop](#)
 - [directions for mobile devices](#)
- 2. Pay fee with check or cash in person at your child's school**

Process for breakage, damage, and loss

Under this agreement, the devices are protected against accidental damage and theft. Hudsonville Public Schools requires a police report be submitted in cases of theft. A student making a false report will be subject to disciplinary action as outlined by the Hudsonville Student Handbook.

This policy **does not** cover for loss of the device and/or accessories, cosmetic damage, or damages caused by intentional misuse or malicious destruction. Hudsonville Public Schools will assess the device damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. **Parents/students may be charged for the full replacement cost of a device that has been lost or damaged due to intentional misuse or abuse.**

The fee for the 2025-2026 year will be \$25.00 for each device with a max of \$75.00 per family. The tech fee is the amount of money required to be paid before the district will cover the cost of damage or replacement. There will be a \$25 deductible charged on the first two claims. For the third claim the student will be responsible for the full cost of the repair or complete replacement of the device. If the cost of the fix is less than the current deductible, the student will be charged only for the repair and will not warrant a claim.

The claim deductibles are listed below. If a student withdraws from Hudsonville Public Schools and then re-enrolls later in the current school year, the coverage purchased at the student’s initial registration will be reinstated along with the number of claims made prior to withdrawal. *If you qualify for free/reduced lunch and your household requires assistance with this fee, please contact the school counseling department about having the fee waived.*

HPS Annual Tech Fee	Claim #1	Claim #2	Claim #3
\$25	\$25	\$25	Full cost of repair

Process for repair, payment, and return

- A loaner is provided during the repair.
- Students will receive an email when their device is ready to be picked up
- Four emails with invoices attached will be sent to the parent and Students. With the last having the AP cc'd.
 - 1st email: Day of repair
 - 2nd email: 7 days later
 - 3rd email: 1 week before 30 days

- 4th email: 30th day - device is locked
- After 30 days if the fee is not paid the student's device is locked and they are unable to get another loaner.

This agreement remains in effect for loaner devices. If a student does not bring his/her device to school or brings an uncharged device, the student may be required to borrow a device from the school based on the direction from his/her teacher. Disciplinary action may result in failure to bring a fully charged device to school on a frequent basis.

Appendix F: Athletic Code of Conduct

Participation in Hudsonville Public Schools (the “District”) athletics is a privilege, not a right. Student-athletes are students first. When participating in District athletics, student-athletes are District representatives and are held to the highest standards. Accordingly, this Athletic Code of Conduct applies 24 hours a day, 365 days a year. Student-athletes and parents should be familiar with this Athletic Code of Conduct. By participating on any school-sponsored athletic team both student-athletes and parents agree to abide by these terms.

Athletic Director: Ben Farkas

616-669-1510

bfarkas@hpseagles.net

If a student-athlete is suspended from school, in-school suspension (other than snap suspension) any out-of-school suspension/expulsion from school, the student-athlete is prohibited from participating in any practice or game during the suspension or expulsion.

Appendix G: Sexual Harassment and Sexual Assault Information Guide

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment:

Verbal

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
- Making sexual jokes or comments about students' bodies or how they look or act
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love

Physical

- Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way
- Brushing up against someone's body on purpose

Visual

- Posting or sharing sexual comments, pictures, or videos
- Pressuring someone to take or send sexual pictures or videos ("nudes")

Sexual harassment can make someone feel many emotions.

You may feel scared, uncomfortable, upset, embarrassed or angry.

When it comes to sexual harassment, what matters is how the action makes a person think or feel--not the intention of the person who did it.

Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never okay. It is wrong and it is against the law.

What Is Sexual Assault?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

Here are a few examples of sexual assault:

- Touching someone's genitals, breast, or butt without their permission (consent) over or under clothes
- Unwanted kissing
- Physically forcing someone to perform a sexual act

- Threatening or pressuring a person to do any sexual act
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

Sexually assaulting another person is wrong and it is against the law.

In Michigan statute, this is called “Criminal Sexual Conduct.”

About Consent

- Consent means that each person agrees or gives permission.
- Anyone can change their mind at any time.
- Consent means each person understands what is going on and agrees to all of it.
- Someone needs to get consent every single time.
- Just because someone said “yes” before, does not mean “yes” now.
- It is not okay to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

If someone doesn’t consent to sexual acts, it is sexual assault.

What if This is Happening to Me?

It is not your fault. You are not alone.

- No one has the right to sexually harass or assault anyone else.
- You have the right to feel safe and respected.
- If you feel like you won’t be harmed, tell them this is not okay and to stop.
- Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you’re not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you (“I have a friend who...”).
- If the first person isn’t helpful, keep trying until you find someone who is.
- Speaking up is a brave thing to do. Don’t be afraid to seek help from someone you trust.
- Resources listed on the next page are available 24/7 to support you.

Scientific research tells us that people who experience traumatic events like sexual harassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However YOU respond to trauma is okay and is normal.

What if This is Happening to Someone I Know? Believe. Listen. Support.

- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them.
- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.
- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.

Resources

There is Help

You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. **You don't have to tell them your name.** They can connect you with people and organizations nearby who can help you with questions or needs.

Michigan's Hotline for Sexual Assault, Domestic Violence, and Human Trafficking (Voices4)

Text or Call: 855-864-2374 **Chat:** <https://mcedsv.org/hotline/>

Youth Resources Web Page: <https://mcedsv.org/resources>



School Title IX Coordinator

If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See Appendix A of the Student Handbook for your school's Title IX information and other related policies.

This resource was developed in response to Public Act 57 of 2023 by the Michigan Department of Education in partnership with the Michigan Domestic and Sexual Violence Prevention and Treatment Board and the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV).