

Riley Street Middle School

A Great Place to SOAR!



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Mr. Bill Ross, Principal
Mr. Matt Baer, Assistant Principal
Mrs. Carolynn Herman, Counselor
Mrs. Emily Lazo, Counselor
Mr. Josh Magely, Athletic Facilitator

Student/Parent Handbook 2023-2024

Welcome to Riley Street Middle School!

Welcome to Riley Street Middle School! It is our privilege to serve as your Principal and Assistant Principal, and we are excited about the opportunity to get to know you as you establish yourself in the Riley Street Middle School community. Our outstanding staff looks forward to helping you set a tradition of positive behavior in all you do here at school.

Organizing a safe, structured and welcoming environment at Riley Street is the job of staff and students working together. Your part in making this happen is to follow the three basic guidelines we have for student behavior:

1. Do what's right.
2. Treat others as you would want to be treated.
3. Do your best.

Just as there are rules in society (e.g. abide by the speed limit, stop for stop signs), we have rules for middle school. These rules help us to work together toward a successful educational experience and to function in an orderly manner.

Please read the following pages which outline our expectations for you this year. We want you to be clear on our high expectations for you, and on our commitment to help you reach them. We want to work together to help you to have a wonderful and profitable middle school experience.

Mr. Bill Ross, Principal

Mr. Matt Baer, Assistant Principal/Athletic Director

ACADEMICS

ACADEMIC CALENDAR

Q1: 8/21/2023 to 10/27/2023 **Q2:** 10/30/2023 to 01/19/2024 **Q3:** 01/22/2024 to 03/27/2024 **Q4:** 04/8/2024 to 06/05/2024

ADDING/DROPPING CLASSES

Much time and effort goes into planning student schedules. Schedule changes will be made only for valid educational reasons. As a general rule, no schedule changes will be made after two weeks of a class.

GRADES

Report cards with final grades for each class are issued electronically every nine (9) weeks. Parents and students can check grades for current classes on the Powerschool Web Portal at any time.

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

INCOMPLETES

Students who have not completed classroom work due to illness or other circumstances will receive an "I" (incomplete) on their report card. Students have two (2) weeks to turn in the missing work or take tests before the "I" turns into an "E" or the appropriate grade.

LIFE SKILLS

The use of the life skills rubric is intended to provide a framework for staff to assist students with the development and application of important character traits and the work ethic necessary for success in the classroom now and in their world of work in the future. Life skills are reported as an assignment in each class and the assignment may include linked, blue comments regarding details.

- | | |
|---|---|
| * completes and hands in work on time | * produces quality work |
| * follows directions | * comes to class prepared/on time |
| * stays on task/pays attention in class | * displays motivation |
| * contributes positively in class | * respects self, others and environment |
| * works well with others | |

EXEMPLARY means the student uses this Life Skill at a level beyond the expectations of typical middle level students. This student serves as an example for others.

PROFICIENT means the student uses this Life Skill as expected of a middle level student.

NEEDS WORK means that the use of this Life Skill is not consistent and that the student needs to make a plan for improvement with the teacher.

UNACCEPTABLE means there is little evidence of this Life Skill being used as expected or that student efforts to correct the problem have failed. A parent contact to make a plan of improvement is required.

MEDIA CENTER

Our media center/library is open most school days from 7:30 a.m. to 2:45 p.m. Books may be checked out for a two-week period and then may be renewed for an additional two weeks. Overdue books must be returned before checking out any other books. Lost or damaged books may need to be replaced or repaired by the student.

RENAISSANCE

Eagle Renaissance is a program to encourage academic performance/improvement, involvement in school activities, increased attendance, and positive behavior through creative recognition and awards. Rewards and incentives for these levels are posted outside of the office. Stickers for these levels are passed out each term for students to put on the back of their ID cards. At Riley Street Middle School, we have two levels of incentives for students:

Blue Level - based on the *previous term's grades/standards*. *There are 3 ways to qualify for this level:*

3.5 G.P.A., 5 or fewer excused absences for the previous term, life skills standards of proficient or better, no bus referrals or discipline referrals, no unexcused absences, no detentions, and no suspensions or in-school suspensions.

or

.5 G.P.A. increase from the previous term, 5 or fewer excused absences for previous term, life skills standards of proficient or better, no bus referrals or discipline referrals, no unexcused absences, no detentions, and no suspensions or in-school suspensions.

or

Perfect attendance from the previous term, life skills standards of proficient or better, no bus referrals or discipline referrals, no tardy detentions, and no suspensions or in-school suspensions.

Gold Level - based on cumulative grades for the *entire year*. *There is one way to qualify for this level:*

Cumulative G.P.A. of 3.75 or above, 9 or fewer absences for previous school year, life skills standards of proficient or better in all terms, no bus referrals or discipline referrals, no unexcused absences, no detentions, and no suspensions or in-school suspensions.

RETAKE POLICY

Students may elect to retake a test or quiz in order to demonstrate mastery of learning. Students will be required to provide evidence of corrective action before participating in second chance opportunities. The retake grade will reflect the most recent learning demonstrated. ***Students may not retake common assessments.***

RETENTION/FAILING GRADES

Students who fail to pass half of the required core subjects (English, math, science, social studies) are in danger of retention. It is not our intention to retain students, but those who cannot successfully pass half of the required coursework are not prepared for the next grade level. Parents of students at risk of failure will be appropriately contacted well in advance.

ATTENDANCE

The laws of the State of Michigan require all children between the ages of 6 and 18 to attend school during the entire school year. If a student is going to be absent, we ask that parents call the office before 9:00 a.m. the day of the absence. Calls may be made before 7:30 a.m. or after 3:30 p.m. by dialing 896-1920 ext. 4001, or by emailing Amanda McCreight at amccreig@hpseagles.net.

Any absence greater than 10% (an average of one day every two weeks) 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 and/or phone call when students exceed these limits. This notification must be made regardless of the absence reasons.

Students absent because of school-related activities will not be counted as absent, but are responsible to turn in their work on the required due date. Generally in the case of other absences, students have two days for each day absent in order to turn in make-up work.

Three classes missed is considered a half day absent -- for all reasons.

CLOSED CAMPUS

The Board of Education has approved a policy whereby the students of the Middle School will not be permitted to leave the school grounds during the school day (the school day begins when the student steps onto the bus or school property). Permission is given by the principal in cases of emergency. Should the need arise that the student must be out of school during the day, a note or phone call from parents before school begins is required. Before leaving the school grounds for any reason, the student must check with the office. Failure to do so could result in an out-of-school suspension.

Parents may visit our building at any time. Students from other schools are not allowed to visit. All visitors, including parents, must report to the office when they enter the building to check in and obtain a visitor badge.

EARLY DISMISSAL

(Appointments, illness, etc.)

If a student must leave at any time during the school day, parents must contact the office. Students will be issued a pass to give to their teacher for release from class. **Students should NOT call home from their cell phones to be picked up if they are injured or ill.** The office will call parents to pick up their student. **Students leaving the building without permission will be subject to disciplinary action.**

TARDINESS

One of our goals is to help students be successful in and out of the classroom. Essential ingredients for success require students to be responsible, punctual, and dependable. We expect students to be on time for each class. The procedures that we will follow for tardies consist of:

- A third tardy and each subsequent tardy in any term may result in a lunch detention and/or **lowered Work Ethic Life Skills score.**
- If excessive tardies become an issue, further disciplinary action may be taken, including loss of passing time, additional lunch detention, or after school detention.
- Students will accumulate tardies throughout the term and will start with a clean record at the beginning of a new term.

VACATION

While some reasons to pull students out of school are unavoidable, parents are discouraged from having their students excused from school for vacations or trips whenever possible. Students wishing to take part in a planned family vacation will be excused if they meet the following qualifications:

- A Family Vacation/Extended Absence form must be completed and returned to the office before you leave.
- The request for excused vacation time should be made a minimum of five (5) days in advance of the scheduled vacation.

If available, assignments may be collected by the student from individual teachers before leaving. The teachers will fill out a Family Vacation/Extended Absence form for the student and give it directly to the student. **This assigned homework is due upon the student's return to class unless otherwise specified by the teacher.** Generally, students will have up to five days (2 days for every day absent, maximum 5 days) to make up missing work. However, teachers may stipulate due dates prior to the vacation. Students and parents should be aware that there is no substitute for in-class instruction. As a result, some students who have missed extended periods of school have experienced difficulty in maintaining the grades they were accustomed to.

ATHLETIC COMPETITION

Interscholastic: Seventh and eighth graders compete with teams from other schools and must fulfill the following criteria:

1. Have not had their 14th or 15th (7th/8th grade) birthday before September 1st of the current school year.
2. Have passing grades in at least 60% of their six classes (4 of 6).
3. Have on file in the middle school office:
 - a. Current-year sports physical exam
 - b. Permission to participate (parent/guardian signature on the Athletic Code).
 - c. Proof of medical insurance (in case of injury)
 - d. Participation fee paid in full

NOTE: Points a, b, c, and d above must be met before participating in the first tryout or practice day. For the sport of wrestling only, sixth graders are allowed to compete.

PHYSICAL EXAMS

Current year sports physical exam forms must be on file in our office before a student begins tryouts or practice for any sport. Sports physicals are often offered through the high school for approximately \$15.00. (Watch the school newsletter for specific dates.) Physicals may also be done at med centers or by your family physician.

COMMUNICATION

It is our goal to communicate in a timely and effective manner with our parents. Outlined here are several ways in which we strive to make this possible:

CHANGE OF ADDRESS, EMAIL OR PHONE NUMBER

If you move or have a phone number/email change, please notify the office immediately by calling 896-1920.

CONFERENCES

Parent/Teacher Conferences will be scheduled during the school year and communicated to parents through a School Messenger email.

If needed, conferences with individual teachers may be set up during the school day. Teachers have a planning time built into their daily schedule that can be used for this purpose. Please email or call the teacher to make arrangements for a conference. Teachers will initiate a conference if they see it would be beneficial. Please email or call us with any questions or concerns.

EMAIL & VOICEMAIL

Parents may leave messages for faculty/staff by calling the school office and being transferred to the teacher's voicemail. If you prefer to communicate by email, teacher email addresses are available on the Hudsonville Public Schools website.

MESSAGES TO STUDENTS

Because of the large number of students we have in school, it is difficult for us to give individual messages to students. We find it necessary to limit phone messages to those which are **ABSOLUTELY URGENT**, and we would greatly appreciate your cooperation. Please make any arrangements which are necessary for the day at home before school.

OFFICE TELEPHONE

A phone for student use in calling parents is available on the main office counter. Emergency calls (injury, illness) will be made by our secretaries on behalf of students and should not be made by students without communicating with the office staff.

PARENT NEWSLETTER

The purpose of this newsletter is to keep parents informed of events and policies and to provide insight as to what's happening at Riley Street Middle School. Our monthly newsletter, *The Riley Street Reminder*, will be emailed to parents and made available on our school website.

POWERSCHOOL WEB PORTAL

PowerSchool Web Portal allows students and parents to access grades, attendance, lifeskills, and assignment information online. Students will have their own account and sign-on, and this information should be kept confidential. PowerSchool can be programmed to notify guardians of attendance and grade progress. Visit, <https://www.hudsonvillepublicschools.org/powerschool>, to create a new account using the Guardian Web ID and the Guardian Password which the office will provide to you. After an account has been created, you can set up the system to email you daily, weekly, or monthly updates on grades and attendance. Please contact your school counselor if you need more information on how to initiate these alerts.

SEVERE WEATHER INFORMATION

TORNADO WATCH -- School will dismiss at the regular time. All practices and events will be suspended/cancelled during the duration of the watch.

TORNADO WARNING -- Students will not be dismissed during a tornado warning. They will remain at the school until the warning has been lifted. All students will go to designated shelter areas and take cover. Once the warning has been lifted, all students will return to class or be dismissed, and bus students will be transported home. All athletic practices and events will be canceled until the warning is lifted. All athletic practices and events which are in progress when a warning is issued will be stopped and athletes will be moved to designated areas for cover.

HEALTH & WELLNESS

HOT LUNCH

Students will use their ID number to access their account for the breakfast and lunch program. We recommend that they keep this information confidential. Visit the Food Service website at www.jenhudfood.org for information about meals at school. For the 2023-2024 School Year, **Breakfasts and lunches will be free but we still need families to fill out a Free/Reduced Application if they think they qualify.** The application also helps the districts to secure additional state/federal funds; it may save parents money on some school fees and even reduce rates on your home's internet service. Apply online at [Hudsonville 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.

LUNCH/FOOD DELIVERY SERVICES

Food delivery services are prohibited during the school day, either directly from a restaurant or through smart phone applications and websites such as Grubhub, DoorDash, and Uber Eats. Any food deliveries will be confiscated by the front office and, at the discretion of the front office, may either be retrieved at the end of the school day or discarded. Violation of this policy may result in student discipline.

LUNCHTIME REMINDERS

- Students are not to access **any** other student’s account for **any** reason.
- Students are reminded that all food/drink is to be kept in the cafeteria.
- Students are not allowed in the academic hallways during their lunch period.
- Students may use the restrooms near the gymnasium.
- Students will be allowed outside in a designated area when weather permits.

MEDICATION

Hudsonville Public Schools recognize that some children may be required to take medication while in school. Michigan School Law allows school personnel to dispense prescription and non-prescription medication when ordered by a physician and/or a parent or guardian. The school cannot dispense medication of any kind without a specific written request from a parent and/or physician on the [HPS Medication Administration Authorization Form](#) (available by clicking the link, finding it under Medical Information on the HPS website, or by picking one up in the main office). Controlled substances (e.g. Ritalin, etc.) and over-the-counter medications are not to be in the possession of students at any time (epi-pens and inhalers can be carried by students with authorization via the medication form). Parents are required to deliver these medications to us in their original containers.


STUDENT CODE OF CONDUCT

Each student in the School District is accountable for their own behavior, based on age-appropriate expectations. Respect for all students is part of a safe and healthy learning environment. Each student is expected to demonstrate respect through their interactions with the give-and-take of friendships, group cooperation, social interaction, compromise, and acceptance of differences among other students and staff.

BEHAVIOR EXPECTATIONS

School-wide implementation of PBIS takes into account three critical features — systems, practices, and data — that work together to promote positive, predictable, and safe environments for everyone in all school settings. Hudsonville Public Schools has adopted the acronym, SOAR, to create consistency for all students K-12. The middle school behavior expectations are outlined below.

S O A R

	Be Safe	Own It	Act Responsibly	Be Respectful
Arrival/Departure	Walk Keep yourself to yourself	Mistakes happen; make it right Be a problem solver	Be prepared Use a level 2 voice Store your device	Be kind Follow directions the first time
Classroom	Keep yourself to yourself Use materials appropriately Be mindful of your digital footprint	Mistakes happen; make it right Be a problem solver	Be prepared Be punctual Give your best effort Keep classroom clean	Be kind Greet your teacher Follow classroom procedures Respect school/personal property
Bathroom & Locker Room	Use space appropriately Wash hands Device-free zone	Mistakes happen; make it right Be a problem solver	Be clean Report unsafe behavior Use a level 2 voice	Be kind Respect the privacy of others
Cafeteria	Keep yourself to yourself Walk	Mistakes happen; make it right Be a problem solver	Keep your area clean Use a level 2 voice	Be kind Follow directions the first time Use manners
Recreational Space (Lunch Free Time)	Use materials appropriately Be aware of your surroundings Keep yourself to yourself	Mistakes happen; make it right Be a problem solver	Take/return materials appropriately Report unsafe behavior	Be kind Play fair
Bus Loop Bus Ride	Be aware of your surroundings Walk Stay in your seat	Mistakes happen; make it right Be a problem solver	Keep the bus clean Use a level 2 voice	Be kind Share the space Follow directions the first time
Hallway & Stairs	Walk on the right side Keep yourself to yourself Be aware of surroundings	Mistakes happen; make it right Be a problem solver	Keep hallways clean Walk directly to your destination Use a level 2 voice	Be kind Hold the door for others Use appropriate language
Events	Use facility and equipment appropriately Be aware of your surroundings Stay within event boundaries Walk	Mistakes happen; make it right Be a problem solver	Clean up after yourself Advocate for yourself and others Display Eagle Pride	Be kind Be present and engaged Show good sportsmanship Use appropriate language

APPEARANCE

Students are expected to attend school modestly, appropriately, and professionally dressed as an expression of pride in themselves, their family, and their school. RMS's appearance policy is to promote a safe and orderly learning environment.

The style and manner in which students dress while they attend school and school-related functions is largely the responsibility of students and their parent(s). The school district, however, maintains the right to impose reasonable restrictions on dress, where the style of dress or grooming is reasonably considered disruptive or the style of dress or grooming is reasonably considered detrimental to the school district's mission and/or the health, safety, or welfare of the student or other students with whom they attend school.

No part of the clothing may allude to profanity, tobacco, drugs, alcohol, and violence, have inappropriate sexual connotations, or imply hate/intimidation toward others or create discord among the student body. Costumes and flags are not allowed without administrative approval. Undergarments and midriffs should be covered.

CLASSROOM

The student's behavior in school has a direct relationship to learning. Routine classroom misconduct will be handled by the teacher. With the exception of flagrant behavior violations (e.g. challenging authority, swearing, fighting), the teacher will discuss misconduct with the student and call the parent if behavior does not improve. If the student is referred to the office for further disciplinary action, a Disciplinary Referral form will be completed. For any disciplinary action, the student's due process rights are honored, and parents are notified. School property that is broken, lost, or damaged is to be paid for by the people directly involved.

CHEATING

Cheating or plagiarism on academic work will require satisfactory completion of the assignment as determined by the teacher; this could include a different version of the assignment and/or a life skills reduction. Further consequences may also be warranted at the discretion of the teacher and school administration.

FIELD TRIPS

Trips off-campus or grade level activities on campus, whether curriculum related or celebratory in nature, are **privileges** to enhance the total learning experience of each child. With such privileges and opportunities come responsibilities for acceptable academic effort and proper behavior. The following guidelines are put in place:

1. Students must be in good academic standing, without excessive missing assignments in any class prior to the trip, and;
2. A student who receives a disciplinary referral(s) will be placed on trip probation. Persistent misconduct or situations deemed serious enough may warrant excluding a student from privileges, as determined by the building administration.

ELECTRONIC DEVICES

Riley Street Middle School prohibits the possession or use of personal electronic devices within the school building during the school day. 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.).
- At school functions outside of the normal school day.

Students may possess personal electronic devices in their backpack or locker but the devices **must be powered off and kept out of sight**. If a student is in possession of a personal electronic device, the following protocol will apply:

- *First Offense:* Verbal warning and phone taken by the staff member for the duration of the class period. The phone is returned at the end of the class period.
- *Second Offense:* Staff member will confiscate the phone and deliver it to the main office. The student can pick it up at the end of the school day.
- *Third Offense:* Staff member will confiscate the phone and deliver it to the main office. The student's parents will be contacted by administration and the phone will need to be picked up by parent/guardian.
- *Fourth Offense:* Staff member will confiscate the phone and deliver it to the main office. The student's parents will be contacted and the phone will need to be picked up by the parent/guardian. Further disciplinary action may be taken.

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.

The school assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of electronic devices brought onto its property. Students and parents are strongly encouraged to take appropriate precautions, if students possess electronic devices at school, to make sure the devices are not left unattended or unsecured.

Electronic devices, including cameras and cell phones with camera capabilities are STRICTLY FORBIDDEN at all times in bathrooms and locker rooms. In all cases, any photos or videos taken or posted must be done so only with permission from those in the photos or videos.

HANDS-OFF

The hands-off policy is a basic middle school rule that covers everything from pushing to overt displays of affection. Handshakes, high fives, and congratulatory gestures have their place, but hitting, tripping, pushing, hand-holding and hugging are not acceptable at school because of safety concerns.

LOCKERS

Student lockers are located in the halls and are assigned by the office to each student at the beginning of the school year. The lockers have built-in combination locks on the doors. Students need to keep their combinations confidential and protect documents that may contain their combination. Students are not to change lockers or use personal padlocks without permission from the office, and students are not permitted to share lockers.

Ownership of lockers is retained by the school. The school reserves the right to inspect student lockers and their contents at any time for reasons involving the health, safety, and welfare of students. Please be advised that law enforcement K-9 units may also be involved in periodic locker inspections.

REMINDERS:

- Storing valuables in your locker is done at your own risk.
- Opening anyone else's locker could result in suspension of locker privileges and/or other disciplinary action.
- Open containers of beverages or food are not allowed in lockers.
- Lockers must be returned to their clean status at the end of the school year.
- Report a non-working locker to the office.
- Locker decorations are permitted on the interior of the locker and must be removable (no stickers, glue, etc.) All exterior locker decorations must be approved by building administration.

Physical Education lockers are in the P.E. dressing rooms, and sports team lockers are for use by athletic teams. P.E. and sports team lockers require padlocks. Students may rent a school combination lock for their P.E. locker for a deposit of \$5.00. The deposit will be refunded when the lock is returned at the end of the year. Privately owned locks are only allowed during the class period and must be removed at the end of class each day. Students who do not wish to rent or bring a lock should bring PE clothes to class daily.

RESTORATIVE PRACTICES

Restorative practices emphasize repairing the harm of the victim and the School District community of a student's misconduct or other behavior. Restorative practices may be considered and implemented by a restorative practices team. The restorative practices team may be constituted and act in the manner described in Section 1310c(2) of the Revised School Code or in a similar manner, depending on the circumstances as a whole in the sole discretion of the School District administrator assigned to handle the misconduct or behavior or the Board of Education (if the Board of Education is handling the misconduct or behavior).

Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment, bullying, and cyberbullying.

SUSPENSION AND EXPULSION

A student may be in-school or out-of-school suspended temporarily, or expelled permanently, for the following reasons (suspension from school means suspension from all school activities, including athletics, during the suspension period):

Citizenship

1. Violation of state laws, local ordinances, approved safety or fire codes, or laws pertaining to civil disobedience.
2. Possession of, use of, or distribution of illegal drugs, look-alikes, or alcohol on school property or at school events.
3. Smoking or the possession/distribution of tobacco/nicotine products, electronic cigarettes, vapor products or look-alikes, lighters or matches in the school building or on school property will automatically result in a suspension.
4. Use of profane or obscene language.
5. Use of, or possession of, weapons, explosives, or look-alikes.
6. Possession and/or distribution of pornographic or sexually inappropriate material, notes or messages.
7. Use of electronic devices of any type in bathrooms or locker rooms is strictly prohibited and can result in suspension.
8. Insubordination, or directly defying the reasonable requests and rules of the building and staff.
9. Other offenses as deemed serious by the Principal.

General

1. Deliberate misuse of books, materials, and equipment, including defacing of property.
2. Theft and/or lying. Students who lie will be subject to an increased suspension. This includes false reports, forgeries, cheating, and/or plagiarism.
3. Hitting a teacher or another school employee will result in automatic suspension and probable expulsion.
4. Trespassing on school property at unauthorized times.
5. Setting off a false fire alarm or bomb threat will result in an automatic suspension. The offender could be prosecuted by civil authorities and face expulsion proceedings, as well.

Safety of Others

1. Physical attacks, or verbal or written threats to other students.
2. Fighting. **Note: there is no "self-defense" clause.**
3. Extortion.
4. Persistent disobedience and/or breaking of school rules and regulations.
5. Gross misbehavior (an act of such seriousness that it need happen only once), and conduct detrimental to the normal functioning of the school or school activities will result in suspension.
6. Bringing/using nuisance items of any type including look-alikes, guns, knives, pins, needles, tacks, laser pointers, matches, lighters, firecrackers, smoke or stink bombs, combustible materials, squirt guns, pea shooters, paper wads, rubber bands, razor blades, pepper spray, or propellant devices of any kind.

DUE PROCESS

The building principal (or his/her designee) has the authority to issue a short-term suspension. The final authority for long-term suspensions or expulsions rests with the Board of Education. The 3 types of dismissal are:

- Short-term suspension -- any suspension of 10 days or less.
- Long-term suspension -- any suspension over 10 days.
- Expulsion -- the student may not return to school.

In such action, the following precepts shall be adhered to:

1. A student shall be fully informed of the charges brought against him, including the rationale for the conditions of time and termination.
2. Verbal notification shall be followed by written communication to the parent or guardian stating the charges, reasons and conditions of the separation or suspension. A copy of the letter may be placed in the student's cumulative file.
3. The superintendent, or administrative offices designated by him, may be notified immediately of any separation or suspension.
4. Appeal procedures are as follows:
 - a. Students or parents may request a conference with the principal. Such requests shall be made within the period of separation or suspension. The principal shall reaffirm or modify the terms of his action within two school days from the date of the conference.
 - b. Within three school days from the principal's hearing, the student may appeal such a decision to the superintendent of schools or his/her designee. The superintendent shall affirm or modify the decision of the principal within two school days from hearing the appeal. The superintendent's decision is final in short-term suspension cases.
 - c. In the case of a long-term suspension or expulsion, the superintendent's decision may be appealed to the Board of Education within five school days of such decision.
 - d. The Board of Education shall schedule a hearing within ten school days and shall notify the parents that said hearing shall be conducted under the following rules and procedures:
 - 1.) Written notice shall be given of the time, date, and place of the hearing.
 - 2.) The student or parent may be represented by an attorney or other advisor of their choosing.
 - 3.) Witnesses may be presented at the hearing, and the student or his representative may question witnesses testifying against the student.
 - 4.) The hearing is not a court procedure, and court rules of evidence shall not be enforced at such hearing.
 - 5.) There may be present at the hearing, the principal, the Board of Education's attorney and such resource persons as the President of the Board of Education deems essential to the proper adjudication of the case.
 - 6.) The Board of Education shall render a written opinion of its determination within two school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

Efforts shall be made by the school, but not guaranteed, to provide alternate means by which a student under an extended suspension or expulsion may continue his/her education. Such opportunities may include evening classes, correspondence courses, special programs, or transfer to another school or school system.

**GRIEVANCE PROCEDURES
FOR TITLE VI, TITLE IX, SECTION 504, THE AGE DISCRIMINATION ACT,
AND TITLE II.**

The grievance procedures for alleging violations under Title VI, Title IX, Section 504, the Age Discrimination Act, and Title II.

STEP 1 The grievance must be in writing and must be signed by the person making the complaint.

The grievance must be filed with the personnel director within ten school days.

If the personnel director is unable to resolve the grievance, he/she shall further investigate the matters of grievance and reply in writing to the complaint within ten school days from the date of filing the grievance.

STEP 2 If the complainant wishes to appeal the decision of the personnel director, he/she may submit a signed statement of appeal to the superintendent within five school days after the receipt of the personnel director's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complaint within ten school days.

STEP 3 If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the Board of Education within five school days of his/her receipt of the superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty school days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten school days of the meeting.

STEP 4 If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, Department of Education, Washington D.C. 20201.

**HARASSMENT
PHYSICAL, SEXUAL, VERBAL, and DISCRIMINATION**

Students shall not harass other students or persons in any way. Harassment is against state and federal laws. Harassment in any form is contrary to Hudsonville's commitment to provide a safe, stable learning environment. All contact between students of the Hudsonville Public Schools shall demonstrate respect for all individuals. Problems should be reported immediately. This matter is taken very seriously. School disciplinary action and/or formal charges could be filed with law enforcement agencies.

Prohibited behavior includes:

1. Engaging in improper physical contact.
2. Creating an intimidating, hostile, or offensive school environment.
3. Making unwelcome sexual advances.
4. Making improper sexual comments, or gestures and/or name calling.
5. Under Michigan law, students making threats against adults may be subjected to expulsion.

Hudsonville Public School does not discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, disability, or limited English proficiency in any of its programs or activities. The Superintendent designates the following staff members to supervise the implementation of this policy and its implementing regulations:

[Melissa Bernard](#), Student Services Coordinator/Title IX Coordinator

[Mike Petroelje](#), Director of Security/Title IX Coordinator

ANTI-BULLYING POLICY

Bullying is not an acceptable behavior at school (as defined below) and is prohibited by Hudsonville Public Schools. In addition, Hudsonville Public Schools prohibits retaliation against any individual who witnesses, reports, or is a target of bullying. This policy applies to all students, staff, parents, guests and volunteers of Hudsonville Public Schools.

Bullying can be physical, verbal, psychological, or a combination of all three. Bullying is defined as any written, verbal, or physical act, or any electronic communication (including but not limited to use of a computer, internet, cell phone, or other wireless device), regardless of the underlying motivation or subject matter of the conduct, 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 Hudsonville Public School's 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.
4. Causing substantial disruption in, or substantial interference with, the orderly operations of the school.

Hudsonville Board of Education's Anti-Bullying Policy will govern behavior "at school," which is defined as conduct in a classroom, elsewhere on school premises, on a school bus or in any other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. This policy also protects against conduct using a telecommunication device or telecommunication service provider that occurs off school premises if the telecommunication access device or the telecommunication service provider is owned by or under the control of Hudsonville Public Schools.

A legitimate act of bullying should be immediately reported to the building administrator. Due process rights will be afforded to the person(s) accused of violating the bullying policy. Disciplinary measures shall be designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the victim of the act. Parents/guardians of the accused bully and victim will be notified.

STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

Short Version Policy Statement

"It is the Policy of Hudsonville Public Schools that all members of the student body and staff are responsible for obeying all laws/regulations and district policy concerning the use of information technology services, facilities and equipment, whether they are accessing the equipment from an onsite or offsite location. The district's information technology resources remain the sole property of Hudsonville Public Schools. Hudsonville Public Schools grants students, parents, clients and employees the privilege to use its information technology services, facilities and equipment to further learning, teaching and working.

Further, any materials which may violate a person's right to work and study in an environment free from discrimination/ harassment are not to be stored, displayed, transmitted or otherwise linked to Hudsonville Public Schools information technology services, facilities and equipment. However, Hudsonville Public Schools recognizes the individual right to access information. As a user of the district information technology services, facilities and equipment, you are responsible for abiding by the Technology Acceptable Use Policy and the Protocol for Dealing with Technology Abuse."

Policy Regulations and Responsibilities

Hudsonville Public Schools provides information technology services facilities and equipment to meet staff and student learning, teaching or working needs. However, it is a violation of District Policy to:

1. use district technology for anything that does not facilitate learning or enhances educational information exchange consistent with the purposes of the school;
2. bring in files into the district's network that are considered obscene;
3. load/install programs onto district technology equipment without the express permission of a district technology representative;
4. load/install files with the intent of testing the district network for weaknesses or security gaps;
5. use district technology equipment for product advertisement, political lobbying, or for making unauthorized financial commitments;
6. use district technology equipment to propagate, forward, or create malicious programs/processes on internal or external software or equipment;
7. use internet access to post or download any material that is considered obscene or objectionable based off of district policies and standards;
8. use district technology equipment in a such a manner as to cause direct and intentional damage to the equipment, network, or data stored;
9. use another individual's information technology account for any purpose without their consent;
10. grant another individual access to your information technology account;
11. provide any level of information to outside entities or individuals that could lead to a security breach of district systems or accounts;
12. utilize access privileges to obtain, copy or provide information about staff members, students or any individual's information for malicious intent, identity theft, personal use or gain;
13. utilize access privileges to obtain, copy or distribute software that is a violation of licensing agreements or copyright law;
14. utilize access privileges to reverse engineer, decompile, or analyze vendor software in any manner that will violate non disclosure agreements;
15. use any district information technology facilities to interfere with the work of students, faculty members or district officials;
16. use information technology facilities to send obscene, abusive, derogatory or harassing messages or content;
17. display, transmit, distribute or make available information that expresses or implies discrimination or an intention to discriminate;
18. use information technology facilities to interfere with the normal operation of district information technology systems and connecting networks; this list would include such things as flooding the network with messages or sending chain letters or pyramid solicitations;
19. use Hudsonville Public Schools' computer facilities for personal profit or commercial gain not authorized by the district;
20. create and/or use world-wide web information pages or links to point to offending materials that do not comply with the Hudsonville Public Schools policies;
21. use Hudsonville Public Schools computer facilities for any purpose that could be seen as a violation of federal, state or local laws and regulations.

Disciplinary Action

Where incidents are found to be in violation of district policy, the district will exercise its rights to take appropriate disciplinary action, including, but not limited to verbal/written warnings, rescinding of e-mail or internet accounts, removal of materials from district computer equipment facilities and networks, disciplinary directives, behavioral contracts, suspension and/or expulsion/dismissal from the district. In addition to internal district sanctions that can impact a student, the district will cooperate with all local, national and international law agencies whenever necessary.

Full copies of all Technology Use Policies are available online at <https://www.hudsonvillepublicschools.org/technology/acceptable-use-policies> under the technology link.

Hudsonville Middle Schools 1 to 1 Device Policies & Procedures

Students in grades 6-8 will receive a district-issued Chromebook, charger, and case. You can see [this guide on expectations and use](#) for more details.

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.

1. The student device, charging cord, and case 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.
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. Student devices & accounts can be placed on restricted internet access at the discretion of the administration.
12. 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.
13. Students should immediately report any inappropriate or careless use of a device to a teacher or other staff member.
14. Removing any part of the device, attempting to repair damages oneself, or opening up the device to access internal components is not permitted.
15. 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 parents pay a technology fee to cover damage of student devices. There are two options for payment.

1. **Pay fee online with credit or debit card through the Fees section in PowerSchool**
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 2022-23 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 Technology Fee	Claim #1	Claim #2	Claim #3
\$25	\$25	\$25	Full cost of repair

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.

TRANSPORTATION DEPARTMENT BUS RULES

1. Students must obey the instruction and direction of the school bus driver. The bus driver is authorized to assign seats (1-7).
2. Students must be on time to ride the school bus, must stay off the roadway and maintain proper conduct while waiting to board or upon leaving a school bus, must cross the street in front of, and not behind the bus, must not hit the sides or windows of a moving bus. (1-7)
3. Students may use the emergency door only during an emergency or with the permission of driver or teacher chaperone. (1-7)
4. Students must keep hands and head inside of the bus and may not throw any object, including snowballs, on, at, or out of the bus windows. (1-7)
5. Students must not move around or change seats without the permission of the driver, nor may they speak loudly or shout, or create any other disturbing noise. Students must not tease, scuffle with, or fight with fellow passengers. (1-7)
6. Students must not litter the bus. No eating or drinking on the bus without permission. (3)
7. Students must not use profane, vulgar, or abusive language, or make obscene gestures. (1-7)
8. Students must not damage or vandalize the school bus. Students will be required to pay for repair of damage. (1-7)
9. Possession or use of laser lights, firecrackers, smoke bombs or other incendiary devices is strictly forbidden. Use of various substances (alcohol, tobacco, marijuana, or illegal drugs) as well as possession and/or being under the influence of these substances is forbidden. (1-7)
10. Students must comply with the rules and regulations of the student handbook of the Hudsonville Public School adopted by the Board of Education. This handbook provides for a hearing for a student accused of violations listed above.

() Penalty points in parentheses

Suspension from riding any school bus for five (5) school days shall occur after a student accumulates seven (7) penalty points.

Suspension from riding any school bus for an additional ten (10) school days shall occur after a student accumulates (10) penalty points.

Suspension from riding any school bus for the remainder of the school year shall occur after a student accumulates thirteen (13) penalty points.

CLOSING COMMENTS TO PARENTS

There is a procedure that we have found very effective in the years we have been privileged to serve in administration. This procedure is to go to the source of the problem (or irritation) first. If you have a question about a teacher's decision or judgment, please contact the teacher first. Many times misunderstandings occur because of a lack of communication. If after discussing the matter at the source of the problem, you are still concerned or were not answered to your satisfaction, we would welcome your contact. It is our desire to see this procedure in effect on all levels. For example, a teacher will address a problem with the student prior to contacting the parents. A parent would contact the teacher prior to taking the concern to the principal. The principal would be contacted prior to the superintendent, etc. This has served as a very effective problem-solver, and we would greatly encourage you in this and thank you for your cooperation!

Please contact us with concerns, praises, comments, and/or questions you might have. We're looking forward to a great year as we work together toward the educational, social, and emotional growth of your son/daughter.

Mr. Bill Ross, Principal
Mr. Matt Baer, Assistant Principal
Riley Street Middle School