

Mission Statement

The Holton High School Team – students, community, home and personnel, are committed to lifelong learning. Within a safe and positive environment, students can learn how to learn, to think, to get along with others, to respect themselves and the earth.

This Handbook Belongs To:

A. I have read and will abide by the rules and procedures in this handbook.

Parent/Guardian of Student:

B. I have read and understand the rules and procedures in this handbook.

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SCHOOL SONG

We're loyal to you Holton High
We're red and we're white Holton High
We'll back you to stand
Against the best in the land
For we know that you can Holton High
Rah! Rah!
So crack out the ball Holton High
We're backing you all Holton High
Our team is THE FAME PROTECTOR
On team, for we expect a VICTORY
For our Holton High, Rah!!
U-rah rah Holton High
U-rah rah Holton High
U-rah rah Holton High

Dear Parents and Students,

We take this opportunity to welcome you to Holton High School. This handbook was designed with you in mind in an effort to help you to learn in a safe and caring environment.

This Parent/Student Handbook that is provided to each family is based on the Six Pillars of Character. We expect all of our students to: treat each other with *Respect*; to be *Trustworthy*; accept *Responsibility* for their behavior; to play by the rules, *Fairness*; to be kind, compassionate and *Caring*; and to exhibit good *Citizenship* by doing their share to make the school and community better.

Please read the handbook together. If there are any questions, feel free to contact me with your concerns. Parents are welcome to visit our school and we here at Holton Public Schools encourage all our parents to become involved in the total education of their sons and daughters. There are numerous groups that parents may choose to join: Athletic Boosters, Academic Boosters, School Improvement Team, or as a volunteer. We firmly believe that home, school and community, working together, can make this a better world, one child at a time.

I hope that you are looking forward to an exciting year at Holton High School filled with learning, growth and fun!

Educationally,

Troycie Nichols

Troycie Nichols
Principal

Mrs. Ann Cardon, Superintendent of Holton Schools
Mrs. Pam Smith, Administrative Assistant
Mrs. Troycie Nichols, High School Principal
Mrs. Chris Pierce, High School Secretary
Mrs. Jesseca Spencer, High School Social Worker
Mr. Steve Yonker, Athletic Director

Class Advisors:

Seniors.....Mrs. Heather Schulz and Mrs.
Deb Galy-Veldman
Juniors.....Mrs. Dawn Rizley and Mr. Jason
Gripton
Sophomores..... Mrs. Jesseca Spencer and Mrs.
Sarah Williams
Freshmen.....Mrs. Erin Byrnes and Mrs.
Jessica Wagenmaker



Trustworthiness

- Be honest
- Don't deceive, cheat or steal
- Be reliable — do what you say you'll do
- Have the courage to do you say you'll do
- Have the courage to do the right thing
- Build a good reputation
- Be loyal — stand by your family, friends and country

Respect

- Treat others with respect; follow the Golden Rule
- Be tolerant of differences
- Use good manners, not bad language
- Be considerate of the feelings of others
- Don't threaten, hit or hurt anyone
- Deal peacefully with anger, insults and disagreements

Responsibility

- Do what you are supposed to do
- Persevere: keep on trying!
- Always do your best
- Use self-control
- Be self-disciplined
- Think before you act — consider the consequences
- Be accountable for your choices

Fairness

- Play by the rules
- Take turns and share
- Be open-minded; listen to others
- Don't take advantage of others
- Don't blame others carelessly

Caring

- Be kind
- Be compassionate and show you care
- Express gratitude
- Forgive others
- Help people in need

Citizenship

- Do your share to make your school and community better
- Cooperate
- Get involved in community affairs
- Stay informed; vote
- Be a good neighbor
- Obey laws and rules
- Respect authority
- Protect the environment

CHARACTER COUNTS! And the Six Pillars of Character are service marks of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics. www.charactercounts.org

INVITATION TO PARENTS/GUARDIANS

Parents/guardians are always welcome to visit our school building. It is expected that parents/guardians will enter the front doors near the office on Sayers Road and report to the office and make their presence known. Parents needing to go into the school proper will sign in and get a pass to be in the building. It must be understood that the teacher's time in a classroom is devoted to providing instruction. If a parent wishes a conference, this time should be scheduled during the teacher's conference period or during other non-teaching time periods.

Any visitor in this building who causes a disruption of the learning environment for our students, or is a hazard to the safety of students or school employees, will be directed to leave. If necessary, law enforcement officials will be contacted.

TRADITIONS

1. The school colors are red and white.
2. The school mascot is the "RED DEVIL".
3. The homecoming game is in the fall of each year.
4. The Juniors put on a prom and banquet for the seniors.
5. Each Senior class leaves the school a gift by which to remember them.

DOORS OPEN/CLOSE

School doors will open at 7:30 A.M. Students will not be allowed in the building prior to 7:30 A.M. or after 2:45 P.M. unless supervised by a coach, advisor, or staff member. At 7:55 A.M. all outside entrances will be locked for security purposes. Any visitors or late students must enter through the front entrance and report to the office.

STUDENT CODE

The success of a high school and its place in the community depends to a large extent upon the loyalty, spirit, and conduct of the student body. It is expected that students who have developed to the mental and physical age that will allow them to enter the higher grades will have also reached a maturation level, which makes them capable of self-discipline. To this end, we believe that if a student is to develop a productive life style that is a credit to herself/himself and the community, the following rules should be incorporated:

1. Respect the inherent human dignity and worth of every individual.
2. Be informed of and adhere to reasonable rules and regulations established by the Board of Education and implemented by the school administrators and teachers for the welfare and safety of students.
3. Study diligently and maintain the best possible level of academic achievement.
4. Be punctual and regularly attend your classes.
5. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression; observe fair rules in conversation and responsible journalism.
6. Arrive at school and school functions prepared to meet responsible standards of health, cleanliness, and safety.
7. Help maintain and improve the school environment, respect school property, and exercise the utmost care while using school grounds.
8. Be actively involved in one's education, understanding of people, and preparation for adult life.

Holton High School Statement Of Non-Discrimination

It is the policy of Holton High school that no person shall be unlawfully excluded from participation, be denied the benefits of, or otherwise subjected to discrimination in employment or educational policies and programs because of race, religion, color, national origin, age sex, martial status, or handicap.

CREDIT

A half unit of credit will be given for successfully passing a term course. A full unit of credit will be given for a full year's successful work in a course. Any student failing one term of a two-term class will receive one-half credit.

Incomplete Grades

Except in cases of prolonged illness or other extenuating circumstances, students will be given a limit of two weeks to make up incomplete work. It is the student's responsibility to ask for the requirements from the teacher. Incomplete work, which is not completed within the two (2) week limit, will turn into an F except in special cases approved by the administration within this two (2) week period.

STUDENTS CLASSIFICATION

At the beginning of each school year, students will be classified based upon the number of credits they have obtained, and the number of years they have completed in high school.

Freshman (9 th Grade)	has earned from zero (0) to five (5) credits and has not yet completed one (1) year of high school.
Sophomore (10 th Grade)	has earned from six (6) to twelve (12) credits and has completed at least one (1) year of high school.
Junior (11 th Grade)	has earned from thirteen (13) to seventeen (17) credits and has completed at least two (2) years of high school.
Senior (12 th Grade)	has earned at least eighteen (18) credits and has completed at least three (3) years of high school.

Appeals

Appeals concerning grade placement may be made in writing to the building principal.

REQUIREMENTS FOR GRADUATION

Twenty-five (25) credits are required for students to graduate. The following courses are required for graduation:

1. One half ($\frac{1}{2}$) credit of Senior Consumer Problems.
2. One-half ($\frac{1}{2}$) credit of Computer Literacy. Students in the classes of 2008 to 2009 who have passed with a C- or better 7th grade computers and 8th grade computers and students in the class of 2010 and following who have passed the 8th grade technology literacy exam have met this requirement.
3. Four (4) credits in Language Arts including each of the following:

9 th Grade	(1) Basic English.
10 th Grade	(1) Sophomore English.
11 th Grade	(1) American Literature.
12 th Grade	(1) Elective English class
4. Three (3) credits in Mathematics. Four (4) credits for the class of 2011 and following including:

Algebra 1
Geometry A & B
Algebra 2
Senior year math class for the class of 2011 and following.
5. One and one-half ($1\frac{1}{2}$) credits in Physical Education including one-half ($\frac{1}{2}$) credit in Health and one-half ($\frac{1}{2}$) credit of 9th P.E. (One-half credit of physical education can be waived by the successful completion of a season in a competitive athletic sport as defined by the MHSAA.)
6. Three (3) credits in Science in each of the following:

9 th Grade	(1) Physical Science
10 th Grade	(1) Biology
11 th Grade	(1) Chemistry or Physics
7. Three and one half credits (3.5) in Social Studies in each of the following:

9 th Grade	(1) Econ
10 th Grade	(1) World History
11 th Grade	(1) American History
12 th Grade	(1) Government
8. Three (3) credits in Fine, Performing, or Industrial Arts, a Foreign Language, or Vocational Education.
9. Students must be enrolled in this or another approved high school for not less than four years.
10. Students must have paid all outstanding debts and obligations to the school.
11. A maximum of one and one half (1.5) night school credits may be earned. Only seniors may take night school credits. Night school or summer school cannot be taken for credit without the principal's permission.
12. In order to participate in commencements ceremony, each senior must have earned at least 24.5 credit. Those students who have not earned the total credits will have until the end of the following term to make up the missing credit if they wish to receive a Holton diploma.

PROCEDURE FOR GRADUATION

1. The top ten students in the junior class will lead the seniors.
2. The Valedictorian and Salutatorian will receive an academic collar.
3. Honor graduates with a 3.2, or better grade point average have gold tassels.
4. Honor Society students receive a silver cord.
5. Caps and gowns will be Red and White. The males wear red and the females wear white.

Honor Roll

In order to be on the Honor Roll a student must have at least a 3.0 grade point average and no more than one C and no D=s or F=s on his or her report card.

MARKING AND HONOR POINT SYSTEM

The following will be used in all classes except Honor Courses:

A = 4.00	B- = 2.67	D+ = 1.33
A- = 3.67	C+ = 2.33	D = 1.00
B+ = 3.33	C = 2.00	D- = .67
B = 3.00	C- = 1.67	F = 0

In the Honor Courses the following will be the weights on grades:

A = 5.00	B- = 3.67	D+ = 2.33
A- = 4.67	C+ = 3.33	D = 2.00
B+ = 4.33	C = 3.00	D- = 1.67
B = 4.00	C- = 2.67	F = 0

Honors Courses

Honors courses include: Physics, Chemistry, Advanced Composition, Trigonometry, Calculus, and British Literature.

COLLEGE PREPARATORY PROGRAM

Students desiring to enter college should adhere to the following course requirements:

Language Arts - four and one-half (4.5) credits including a combination of two (2) classes from Advanced Composition, Great Books, or British Literature.

Social Studies – three and one half (3.5)

Mathematics - three (3) credits including Algebra I, Algebra II, and Geometry.

Science - three (3) credits including a combination of the following classes: Physical Science, Biology, Chemistry or Physics.

Arts - a combination of one and one-half (1 ½) credits from the humanities, Industrial Arts, and Business courses.

Foreign Language - two (2) credits in Spanish or French or a combination of the two.

NATIONAL HONOR SOCIETY, Agnes DeHart Chapter

Purpose

In 1921, the National Association of Secondary School Principals passed a resolution to form the National Honor Society. The objectives of this organization were to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in the nation's secondary school students.

Membership

1. Membership is an honor bestowed upon a student. Selection is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Members who resign or are dismissed are never again eligible for membership or its benefits.
2. At Holton High School, the selection of new members is done by a council, which shall include the principal and members of the faculty and shall take place in the fall of the year.
3. To be eligible for membership, a candidate must be a junior or senior student who has achieved a cumulative grade point average of 3.3 or better. The eligible candidates shall submit information as requested by the faculty council. This information may consist of letters of recommendation, a list of activities and organizations, an essay, an interview, etc. which the council will use to determine character, leadership, and service.

ACADEMIC LETTER

Criteria

To be eligible to receive an Academic Letter Award the student must, each year, achieve the following:

1. Three-point-two (3.2) grade point average (non-cumulative from year to year).
2. Carry a class load of a minimum of four academic courses (including at least one honors course)

The Sequence of Awards

1. The first year the student qualifies for the award, he/she will receive an academic letter.
2. The second year the student qualifies for the award, he/she will receive an academic numeral.
3. The third year the student qualifies for the award, he/she will receive an academic pin.

The seniors will receive their awards at the Senior Honors Assembly in the spring. The freshman, sophomores and juniors will receive their awards at the Fall Honors Assembly.

HOMEWORK POLICY

Philosophy

Homework is a necessary part of learning, and it is reasonable to expect homework of some type in every class. As an extension of classroom work, homework should enhance everyday teaching and not be merely busy work. It is important to build a positive attitude toward homework.

A homework policy is a guideline and not so rigid those individual students and specific classes cannot be dealt with differently.

Purpose

The purpose of a homework policy is to emphasize the importance of homework, not to insist on a certain number of hours. Homework assignments can vary according to the type of class and the speed at which a student works and learns.

Guidelines

The following will be considered when making homework assignments:

1. Students will be held accountable for their homework whenever it is assigned. It will be returned to them, fully corrected or evaluated in a reasonable amount of time, usually within two days.
2. Materials necessary to complete a homework assignment will be considered when making the assignment.
3. Allowance for differences in assignments is necessary as homework assignments are sometimes short-term, long-term, product orientated, or rote memorization, etc.
4. Reviewing notes, recopying notes, and studying for tests are a type of homework. Multiple tests occurring on the same day will require time management on the part of the student.
5. Teachers will notify students, in advance, as to what constitutes a late homework assignment and how the teacher will deal with late assignments on a per class basis.

MOVIE/VIDEO PARENTAL NOTIFICATION POLICY

Occasionally, parents/guardians will be notified regarding videos, reproductive health topics, and other sensitive issues. If a parent/guardian has a concern regarding the content of the material, the parent may request a non-punitive assignment/ assessment for their child as an alternative to the material.

Parents/Guardian shall receive one week's advanced written notice when the teacher plan to use commercial video recordings that are rated "PG" or "PG-13". Such notice shall include an accurate description of the contents of the video recording and where it may be obtained for parent/guardian review. Please note, school board policy restricts the showing of "R" and "NC-17" rated movies. All movies with an "R" or "NC-17" rating must be reviewed by and approved by an administrator.

ATTENDANCE POLICY

Philosophy

In order to achieve academic success, a student must attend school regularly. Participation in classroom activities, exposures to instruction, and involvement in classroom discussions are vital educational experiences, which directly influence a student's ability to succeed in school.

Procedure

1. If a student misses all or part of any school day, a parent/guardian must call or write a note to the office within 48 hours of the absence in order for the absence to be categorized as "excused". Classroom requirements, including daily grades, may be influenced by whether an absence is excused. Students will be allowed one day for each day of absence plus one extra day to make up work.
2. Long-term assignments will be due on the established date unless extended by the instructor. It is the responsibility of the student to obtain makeup work assignments and to turn them in on the due date.
3. Parents are encouraged to contact the office secretary or principal in the event of a prolonged absence from school so that assignments may be sent home.
4. In order to earn class credit, students may not exceed six (6) absences (excused or unexcused) per class per term. Any exceptions will require approval from the building principal and/or the superintendent. Students will be allowed two redemption opportunities per class, per term by attending Saturday School. Students must sign up for Saturday School with the building administrator the Friday before the anticipated day of attendance.
5. The following will be considered **excused** absences:
 - Illness (needs to be verified with a note from parent or doctor)
 - Recovery from accident
 - Professional appointment including doctor and dental
 - Observation or celebration of a bona fide religious holiday
6. The following will **not be considered absences** for the attendance policy:
 - School related activity
 - Suspension (family time-out/Out of School Suspension)
 - Required court appearance
 - Death in the immediate family
 - Such other good cause as may be acceptable to the principal or superintendent
 - Approved homebound stays
 - Illness with note from doctor stating student may not attend school

Regular attendance is essential in order to be academically successful. There is a positive relationship between regular attendance and student success. The responsibility for the student being regular in attendance rests with the parent and student.

Students who exceed the allowable number of absences will receive the grade of N (No Credit), if they were passing the class, or an F (Failing), if they were not passing the class. An N or F will be recorded for each class during any term in which the attendance requirement is not met.

Attendance Parent Notification Procedure

So that parents may be kept informed of the student's attendance the following will be in effect.

1. Upon the third (3rd) absence from class the teacher will send a letter to the parent/guardian. Parents/Guardians should contact the teacher when they receive the letter, or request a conference concerning the matter with the teacher, counselor, and principal.
2. Upon the fifth (5th) absence from class the teacher will send a letter home to the parent/guardian. Parents will receive a phone call from the school or a conference will be held with the student. Parents/guardians should contact the teacher, when they receive the letter, or request a conference concerning the matter with the teacher, counselor, and principal.
3. Students who exceed six (6) absences may not earn credit for the rest of the term. Class credit may still be earned for the second or third terms.
4. The following will be considered **unexcused** absences:
 - No phone or written excuse from a parent/guardian within 48 hours of absence.
 - Absence that does not fit into one of the categories described as excused.

Tardy Policy

1. Students will be marked tardy upon entering the classroom after the class has formally begun (only a pass from the office, marked excused, or from another staff member, will override this policy).
2. Teachers will keep records in their attendance books as to the accumulation of tardiness by students on an individual basis.
3. At the second and third tardies, the student will be assigned an after school detention to be served within two (2) days after the tardy.
4. At the fourth tardy, students will be assigned to RTC to write a plan.
5. At the fifth tardy, sent to RTC to re-evaluate the plan with the RTC Supervisor/Teacher.
6. The sixth tardy, the student will receive an Out of School Suspension.
7. Accumulation of tardies for the purpose of enforcement of this section will begin anew at each term.
8. A five-minute warning bell will be sounded before the beginning of classes at the start of the school day.
9. Students who are more than 15 minutes late for a class will be considered absent, not tardy.

OUT OF SCHOOL SUSPENSION

Students may be assigned an Out of School Suspension (family time-out) because of the severity of an offense or as a result of continual and persistent non-compliance with school rules.

It is the parent or student's responsibility to make arrangements with the office to obtain work that is missed during their Out of School Suspension. Arrangements should be made as soon as possible after notification of the suspension. The students will have the same number of days to make up missed assignments as he/she was suspended. (Office phone number 821-1725).

Students who are suspended out of school will **not** be allowed on school property at any time, participate in, or attend any extra-curricular or school activities on the day(s) of the suspension.

SPORTSMANSHIP EXPECTATIONS

Introduction

The Holton Public Schools encourages participant and fan support of our athletic teams and extracurricular events by attending games. Cheering, and clapping are encouraged. Support, however, must be exhibited in a sportsmanlike manner. Integrity, fairness, and respect are these are the principles of good sportsmanship. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations, and graceful acceptance of the results.

Any spectator, including an adult, who behaves in an unsportsman like manner during athletic or extracurricular events, may be denied admission to school events for up to 12 months.

Any person who disrupts a school event or otherwise violates the school board policy on Sportsmanship will be asked to leave. If that person refuses to leave, security personnel or law enforcement officers will be summoned.

Any athlete, who behaves in an unsportsman like manner during an athletic event, may be denied participation in upcoming events. Severe misconduct could result in dismissal from the team. The athletic skills young people learn may only be used for a few years. The attitudes they develop toward themselves and others will last a lifetime.

Sportsmanship Expectation

1. Remember that you are at a contest to support and cheer for your team, to enjoy the skill and competition not to intimidate or ridicule the other team and its fans.
2. Remember that school athletics are learning experiences for students and that mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves just as you would praise a student working in the classroom.
3. Remember that a ticket to a school athletic event is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
4. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
5. Show respect for the opposing players, coaches, spectators, and support groups. Treat them as you would treat a guest in your own home.
6. Refrain from taunting or making any kind of derogatory remarks to your opponents during the game, especially comments of ethnic, racial, or sexual nature.
7. Do not use profanity, obscene language, or improper actions.
8. Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in full view of the public.
9. Recognize and show appreciation for an outstanding play by either team.
10. Refrain from using any controlled substances (alcohol or other drugs) when planning to attend an athletic event.
11. Use only those cheers that support and uplift the teams involved.
12. Recognize and compliment the efforts of school and league administrators for their efforts in emphasizing the benefits of educational athletics and the role of good sportsmanship to that end.

13. Be a positive role model through your own actions. Do not encourage those around you whose behavior is unbecoming.

Acceptable Behavior

1. During the playing of the National Anthem, please rise, face the flag, and gentlemen remove your hats.
2. Applause during introduction of players, coaches, and officials.
3. Accept all decisions of officials as final.
4. Cheerleaders leading fans in positive cheers.
5. Treat competition as a game, not a war.
6. Applause at end of contest for performances of all participants.
7. Everyone showing concern for an injured player.
8. Encourage surrounding people to display only sportsmanlike conduct.

Unacceptable Behavior

1. Taunting, trash talk, and other intimidating actions.
2. Allowing those around you to engage in poor sportsmanship.
3. Yelling or waving arms during opponent=s free throw attempt.
4. Disrespectful or derogatory yells, chants, songs, or gestures. (etc.)
5. Booing or heckling an official, player, or coach.
6. Criticizing officials in any way displays of temper with an official=s call.
7. Yells that antagonize opponents, officials or coaches.
8. Laughing or name-calling to distract an opponent.
9. Use of profanity or displays of anger that draw attention away from the game.
10. Possessing or being under the influence of alcohol or any illegal substance.
11. Blaming loss of game on officials, coaches or participants.
12. Failing to obey the instruction of any school employee.

ADMINISTRATION OF MEDICATION TO STUDENTS

Parents Are Responsible for Picking up a Medication Form from the Office

Definition

For purposes of this policy, the term "medication" shall include both prescription and nonprescription medications taken by mouth, inhaler, injection (including epipen), or application (including drops and creams).

Introduction

The administration of medication to students by school personnel shall only be authorized and permitted in circumstances consistent with this policy and which require the student to receive the medication in the school setting. Medication shall be administered to students only by such school personnel who are specifically designated and authorized by the building principal or other school administrator, and only in compliance with the requirements of this policy.

The Request for the Administration of Medication Form

(Available in the school office)

This form shall be signed and dated, at least on an annual basis, by the student's parent/guardian, the student's physician and filed with the building principal. Written instructions signed and dated by the student's parent/guardian and the student's physician shall accompany the medication, be completed on or attached to the Request for Administration of Medication Form, and shall include the following information:

- a. Student's name, address, telephone number
- b. Physician's name, address, telephone number
- c. Emergency contact's name, address, telephone number
- d. Pharmacy's name, address, telephone number
- e. Name of medication
- f. Prescribed dosage and frequency to be given at school
- g. Form of medication (e.g., tablet/capsule, liquid, inhaler, injection, nebulizer)
- h. Restrictions and/or possible side effects
- i. Start and stop dates for administering the medication
- j. Special handling and storage instructions

Note: The purpose of the medication may be included on the form, but is not required.

Medication Label

The medication shall be brought to school in a container appropriately prepared and labeled by the physician, pharmacy or pharmaceutical company. The medication label shall also include the dosage and frequency of administration of medication for the student.

Medication Supply

The medication shall be brought to school by the student's parent/guardian. Refill of the medication is the sole responsibility of the student's parent/guardian. Medication shall be supplied in prescribed dosage so that school personnel do not have to split pills.

Administrator Responsibilities

The building administrator or other designated administrator shall:

1. Inform appropriate school personnel of the student's medication on a need-to-know-basis.
2. Designate those school personnel who may administer and/or witness the administration of medication to students.
3. Immediately notify the student's parent/guardian of any error in administering the medication and document such notification.

Medication Administration and Storage

All school personnel designated by a school administrator to administer medication to students in the school setting shall:

1. Always administer the medication in the presence of an adult, who has been so designated by the administrator, except in an emergency that threatens the student's life or health.
2. Maintain a written record of the administration of the medication on the district's medication log form, including an accurate record of the amount and date of the medication received, and the amount and date of the medication dispensed.
3. Store the medication in a locked area with limited access and according to the medication's storage instructions.
4. Return the unused medication only to the parent/guardian, or as appropriate, dispose of the medication in the presence of another adult and record the disposal on the medication log.
5. Participate in appropriate training as arranged by the district.
6. Immediately report to the building administrator any error in administering the medication.
7. Periodically check for expiration dates of the medication.

Parent/Guardian Responsibilities

The student's parent/guardian assumes responsibility to immediately inform the building administrator or his/her designated representative, in writing, of any change in the child's health affecting the dispensation of medication or of any change in the medication, including the discontinuation or modification of the medication.

Student Responsibilities

The student assumes responsibility for both presenting himself/herself on time and for taking the prescribed medication. Any exception to the designated medication time requires a written explanation from the student's physician. The student's parent/ guardian shares responsibility to instruct their child to appear for dispensation of the medication at the designated medication time.

School Medication Records

A record shall be maintained which indicates the time/date of medication, the amount of medication administered. The adult designated to administer medication by the school administrator shall sign this form.

Superintendent's Responsibilities

The superintendent or his/her designee shall:

1. Develop further procedures, as necessary, to implement this policy and to address specific circumstance, which may arise, including, but not limited to procedures which are required by a student's Individualized Education Program (IEP) or Section 504 Plan.
2. Provide appropriate training for all building administrators, all school district employees who are authorized to administer medication to students, and all school district employees who are authorized to witness the administration of medication to students.
3. Implement appropriate procedures regarding communication of the district's student medication policy and procedures to employees, students, and parent/guardians, as well as to local physicians.

IMMUNIZATIONS, HEALTH RECORDS, BIRTH CERTIFICATES, AND PROOF OF RESIDENCY

The State of Michigan requires that all students attending public schools be properly immunized against a variety of diseases. A listing of required immunizations may be obtained from the school office. Students will be denied entry into the Holton Public Schools if proper proof of immunizations cannot be produced. The Muskegon County Health Department offers the necessary immunization to citizens of the county. You may contact the health department to receive information on this service.

Students entering the Holton Public Schools for the first time must produce a valid birth certificate upon registration. Students may not be registered without producing this document. Proof of residency will be required before students are enrolled.

HOLTON HIGH SCHOOL DISCIPLINE CODE

All Holton High School Discipline Regulations are in effect in school, on school property (including all athletic contests), on field trips, and at all other school sponsored activities. Out-of-school suspension may be used in dealing with serious violation of school rules.

The staff at Holton High School believes in individual student rights but when a student's actions begin to infringe upon the rights of others, the inappropriate behavior must be stopped.

The Classroom rules are as follows:

- Maintain a safe and orderly environment for yourself and for others.
- Do not disrupt the teaching and learning process.
- Respect the rights, property and ideas of other people and yourself.
- Do not physically or verbally infringe upon the rights of others.

If violations do occur, an attempt will be made to resolve the problem with the student. This attempt to correct the student's disruptive behavior will be made by engaging the student in the **Responsible Thinking Process**. The student will be asked the RTP questions which are:

1. What are you doing?
2. What are the rules?
3. What happens when you break the rules?
4. Is this what you want to happen?

5. What do you want to do now?
6. What will happen if you disrupt again?

If the student disrupts again, they will be sent to the Responsible Thinking Classroom to write a plan for correcting their behavior. When they finish their plan, they will return to class to negotiate with their teacher how they will implement their plan and return to class without disrupting. If they disrupt in RTC, they will be sent to the office to work with the building principal which will likely result in being sent home. The Responsible Thinking Process is an effective method for students to take responsibility for their behaviors and to work on a plan for better future behavior. If the student is successful in correcting their behavior and going back to class to learn, the school will not make a practice of notifying parents their child has been to RTC. If the student continues to disrupt or commits a major offense, their teacher or the building principal will follow the parent notification procedure to discuss the student's behavior.

Any Student who has become a discipline problem may be required to attend a meeting with the superintendent and/or appear at a hearing before the Holton Board of Education, with the possibility of expulsion.

STUDENT CODE OF CONDUCT GENERAL STUDENT INFORMATION

1. The authority of any member of the school staff extends to all school district students while the students are on school premises, in school vehicles, or at school activities, and that authority will be respected.
2. Anytime that a student is sent from class for disciplinary reasons by the teacher, the student must report promptly to the school office.
3. Any materials handed out by the students or displayed on school grounds, must be approved by the principal before they may be distributed or displayed to other students.
4. Students must be in attendance at school all day in order to participate in extra-curricular activities, unless given prior approval by the principal. Athletes must attend **all** classes to participate in practice or contests unless the principal or the athletic director has excused them.
5. All suspected theft should be reported to the office as soon as possible.
6. Students that are suspended out of school will **not** be allowed on school property at any time, participate in, or attend any extra-curricular or school sponsored activities on the day(s) of the suspension.
7. Any student tampering with or setting off a false fire alarm will be turned over to the authorities for prosecution and will face a possible recommendation for expulsion.
8. The use of tobacco, alcohol, and other drugs on school grounds is prohibited at all times.

CLOSED CAMPUS

Students arriving at school in the morning are to remain on the school grounds for the rest of the school day. Students are not allowed in the parking lot area during the day without office permission. Anytime students leave during the regular school day they are required to report to the office and sign out before leaving. Students must receive permission from the principal to leave. If they do not, they may be considered skipping for the time that they are gone. As a closed campus, once students arrive at school they are to remain on school grounds for the duration of the day. Students may not leave for lunch and return to campus, if students leave for any reason other than a doctor, dental, or court appointment, they may not return to campus.

GUIDANCE SERVICES

Guidance services are available for every student in school. These services include assistance with educational planning, interpretation of test scores, occupational and career planning, study help, help with home, school, and/or social concerns. Any questions or problems the student may have may be discussed with a counselor.

STUDENT RECORDS: DIRECTORY INFORMATION

Each year the district will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." Timeline for parents to request that we do not release directory information regarding their child/children is October 1, 2009. The following items contained in Students' educational records are considered directory information:

1. Student name, address, and telephone listing
2. Student's age
3. Student's major field of study
4. Student's participation in officially recognized school, classroom, and extracurricular and sporting activities
5. Student's dates of attendance
6. Degrees and awards received by student
7. The most recent educational agency/institution attended by the student
8. Photographic, computer, and video images of the student
9. Weight and height of athletic team members.
10. Student's last name on the Internet, with parent/guardian approval.

Directory information may be kept by various means, including, but not limited to, written or printed documents, audio or videotape, computer database, microfilm, and microfiche.

Holton Public Schools intends to permit disclosure of these items without prior written consent of students and parents, unless notified in writing to the contrary by October 1, 2008. (For new students, enrolling in Holton Public Schools after October 1, 2008, the written request must be received within 30 days following enrollment.) Parents and students have the right to prevent disclosure of this directory information, in whole or in part, or to ask that consent be obtained prior to such disclosure. Please address letter to your school principal.

AGE OF MAJORITY

The administration of Holton High School recognizes that when a student reaches the age of majority (18), he/she is afforded all of the rights and privileges of adulthood once a waiver has been signed. The school will then deal directly with the eighteen (18) year old who has signed the waiver. It is imperative that students who reach this status recognize that schools are given the right to establish rules governing their operations. A student attending Holton High School, regardless of age, is expected to adhere to all school policies. **A student's responsibilities do not change upon reaching the age of majority.**

SCHOOL VISITORS

Student visitors will not be allowed.

LOCKERS

All lockers assigned to pupils are property of the school district. At no time does the school relinquish its exclusive control of its lockers. The public school principal or his/her designee shall have custody of all combinations to all locker or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the public school principal or his/her designee.

LEGITIMATE USE OF SCHOOL LOCKERS

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use lockers for any other purpose, unless specifically authorized by school board policy or the public school principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the public school principal or his/her designee.

SEARCH OF LOCKER CONTENTS

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel.

Accordingly, the board authorizes the public school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent.

The public school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The public school principal or his/her designee shall supervise the search. In the course of a locker search, the public school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

SEIZURE

When conducting locker searches, the public school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any items reasonably determined by the public school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the public school principal or his/her designee of items removed from the locker.

NOTICE OF POLICY - A notice of the local school board policy regarding locker searches shall be made available upon request to the pupil assigned a school locker or to parent/guardian.

TELEPHONE

The office telephone may be used in case of an emergency only. Permission for its use must be secured from the office staff. A pay phone is provided for students needing to make arrangements for rides after practice or other extra-curricular activities. The pay phone may be used before and after school or during a student's lunch hour. Only one student may use the phone at a time. Abuse of the phone for its intended use will result in the removal of the phone.

Outstanding Fines/debts

1. Your textbooks are loaned to you for your use. Charges will be made for damaged or lost books.
2. All accounts must be cleared prior to participation in commencement exercises. This includes lost/damaged books; money owed to the class, restitution for vandalism or other outstanding debts.
3. Failure to pay outstanding debts and fines may result in legal actions against the parent/guardian.

DUE PROCESS

When a teacher or administrator takes disciplinary action against a student, the student has the following rights:

- To be informed of the reason for the action
- To present any facts that will support their defense
- To have a hearing to discuss both sides of the issue and/or the appropriateness of the action

APPEAL PROCESS FOR DISCIPLINE PURPOSES

Definition

Holton High School recognizes that discipline must be consistent and follow approved policies. To ensure that each student is given due process, the school has established the following appeal procedure for discipline purposes.

For discipline purposes, parents will have three (3) school days from the date of notification to register their written request for appeal and the basis for that appeal. If a written request for appeal is not received in the office within three (3) days, the decision will stand. The appeal process for discipline purposes has three (3) levels:

First Level

The principal or designee: a conference will be scheduled with parents/guardians as soon as possible following the request for appeal. A decision will be rendered within three (3) school days of the conference.

Second Level

The superintendent or designee: a conference will be scheduled with parents/guardian as soon as possible following a written request for appeal. A decision will be rendered within five (5) school days of the conference.

Third Level

An appeal to the Board of Education shall be made in writing two (2) school days after the superintendent's action has been received. A Review Hearing will be held at a regularly scheduled Board meeting. The Board will render a decision within five (5) school days of the Review Hearing.

During the appeal process for disciplinary purposes, the prescribed punishment will not be served until such time that a final determination is made.

BEFORE OR AFTER-SCHOOL DETENTION

Detention means a period of time outside of the normal school day in which a student will be assigned to a specific room under adult supervision. When a student is assigned to detention, transportation is the responsibility of the parents. Detention may be assigned for tardies, disruptive behavior, etc. Students will be provided written notice two days before their assigned detention. It is the responsibility of students to give their parents the written notification if the detention is to be served after school.

If a student fails to report for a scheduled detention, the student will be assigned one-day family time out.

EXPULSION

Expulsion means the removal of a student from school by the Holton Board of Education. This removal may be permanent or for the remainder of the school year.

Expulsion is used when behavior has not been corrected through other means of discipline or when a student's behavior is extremely detrimental to the health, safety, and welfare of the student body. Procedural guidelines for expulsion will be followed. An administrator will notify students and parents of their rights. Expulsion will be considered to be any suspension of more than ten (10) consecutive school days.

Any student, who accumulates fifteen (15) days of out-of-school suspension or family time out, during the school year for any reason, will be required to appear before the Board of Education for a review of possible expulsion from school.

ADMINISTRATION SUMMARY

Exceptions to the rules, regulations, and consequences can only be granted by the school administration.

The school administration reserves the right to establish fair and reasonable rules and regulations for things requiring action that are not covered in the handbook that may arise. In all cases, the rules, regulations, and possible consequences shall be as consistent as possible as previously established. The action to be taken may be adjusted based upon the specific circumstances of the situation

NOTIFICATION TO POLICE AUTHORITIES

The Michigan Legislature, by law, requires school official to notify police of the particulars of any of the following incidents:

- Armed Student or Hostage
- Arson
- Bomb Threat
- Bus Incident or Bus Accident
- Death or Homicide
- Drive-By Shooting
- Explosion
- Illegal Drug Use or Overdose, Drug Possession or Drug Sale
- Intruders (Trespassing)
- Larceny (Theft)
- Minor in Possession of Alcoholic Liquor or Tobacco Products
- Physical Assault (Fights)
- Robbery or Extortion
- Sexual Assault (Criminal Sexual Conduct) includes inappropriate touching, exposure, etc.
- Suicide Attempt
- Suspected Armed Student
- Threat of Suicide
- Unauthorized Removal of Student
- Vandalism or Destruction of Property
- Weapons on School Property

Consequences for violation will be assigned according to the handbook or the discretion of school administrators. The terms of suspension may range from one (1) to ten (10) days.

CRIMINAL SEXUAL CONDUCT DEFINED FOR STUDENT EXPULSIONS

The Attorney General of the State of Michigan has defined "rape" as an offense that will result in imposing the mandatory expulsion provision of the school code. Section 1311, amended in 1994 requires expulsion of students who bring weapons to school. It also, mandates expulsion of students who commit arson or rape in a school building or on school grounds. (The bus is considered school grounds).

As a result, Section 1311 means a school board or its designee must expel a pupil who commits either first or third-degree criminal sexual conduct in a school building or on school grounds. (OAG NO. 6884, December 20, 1995.

SEXUAL HARASSMENT/ETHNIC HARASSMENT

Sexual Harassment is defined as actions with a sexual connotation that have a negative impact upon individual's academic performance or create an intimidating educational environment. This may include but is not limited to the following:

1. Verbal or written harassment or abuse.
2. Repeated remarks to a person with sexual or demeaning implications.
3. Unwelcome touching.
4. Suggesting or demanding sexual involvement.

1st Offense: Up to 3 days (usually 3) Family Time Out, possible police notification and board referral.

2nd Offense: Up to 5 days (usually 5) Family Time Out possible police notification and board referral.

3rd Offense: Up to 10 days (usually 10) Family Time Out, possible police notification and board referral. Counseling and conference with parents of the violator will be required.

The parents of all students involved will be notified both the alleged victim and the alleged perpetrator.

Ethnic Harassment is defined as actions that intimidate individuals or groups based on race, ethnic, background, religion, or national origin. This may include but is not limited to the following:

1. Verbal or written harassment.
2. Remarks to a person with demeaning implications.
3. Physical contact.
4. An expressed or implied threat to personal safety.

1st Offense: One (1) day family time out.

2nd Offense: Three (3) day family time out.

3rd Offense: Five (5) day family time out

No student shall sexually or ethnically harass another student. Violation of this policy will result in disciplinary action and/or expulsion from school.

Physical Assault

The statute defines a physical assault as intentionally causing or attempting to cause physical harm to another student through force or violence.
Legislature Mandates Regarding Assaults (Public Acts 104 & 105)

Physical Assault—Student to Adult: Public Act 104 of 1999. A Physical Assaults upon school employees, volunteers, or contractors to the categories of misconduct for which a Michigan public school student must be expelled. Similar to the mandatory expulsion for dangerous weapons, criminal sexual conduct, and arson, any student in grade 6 or above who physically assaults a school employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 days.

Physical Assault—Student to Student. Public Act 102 of 1999. The mandatory expulsion provision applies to a physical assault by a student upon another student, which occurs on school property, at any school-sponsored activity, or on any school-related vehicle. If a student in grade 6 or above commits a physical assault against another student and the assault is reported to the board or administration, the school board shall expel the student for up to 180 days.

DRESS CODE

The Board of Education recognizes that each student's code of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices affect the educational program of the school. The board has the right to establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the district at a public event.

1. Specific health and safety standards are required in the following departments: Industrial Education; Physical Education; Driver Training and Science Education.
2. A reasonable cleanliness of a person and of wearing apparel is expected as a matter of health.
3. Clothing should always be neat, clean, comfortable, and in good taste. Shoes are to be worn at all times. House slippers are not permitted. Skirts, skorts, shorts and dresses should be in good taste, appropriate and mid – thigh or finger tip in length.
4. See-through attire, bare midriff outfits, tank tops, halter tops, tank shaped T-shirts (male or female), sunglasses, coats or jackets, backpacks, purses, gym bags, blankets, stuffed animals, and apparel that promotes alcohol, drugs, tobacco, sex, or violence is prohibited. Clothing with the number 420 is also prohibited.
5. Headwear including hats, hoods, bandanas, athletic headbands and scarves for males or females
6. Student attire should not interfere with the educational process and should not distract from the businesslike atmosphere of the school as determined by the staff and administration.
7. Clothing with tears or rips is considered inappropriate and should not be worn to school.
8. Chains, including chains that are attached to clothing or wallets are not permitted.

Students who violate these guidelines must change and wear appropriate clothing throughout the day. If the student fails to comply, the student will be cited for insubordination resulting in 1 day- family time out for each offense. Students may be referred to the administration, which will make the final determination on what is appropriate attire and if disciplinary action is required.

DRIVING

As a condition of driving a vehicle to the High School, all students are required to register their vehicles in the office, and receive a school permit.

Students are expected to observe the following driving rules as a condition for operating or parking a vehicle on school property.

1. Vehicles must be parked only in the south parking lot, which is designated for student parking.
2. All student vehicles parking on school property must be registered with the office in the High School.
3. Driving/parking permits must be displayed in the **lower right-hand side of the windshield** on the student's registered vehicle. Vehicles not displaying a proper driving/parking permit will be towed at the owner's expense.
4. Students are to operate their vehicles at no more than 15 miles per hour while on school property.
5. Students are not to sit in their cars at any time during the school day or during school activities without written authorization from the principal.
6. Students must operate their vehicles in a safe and careful manner on school

- property.
7. Student's vehicles must not be overloaded with passengers while on school property.
 8. All accidents on school property involving student vehicles must be reported to the office at the time they occur.

Students who violate the above rules will be subject to the following discipline procedures:

NOTE: School administrators reserve the right to skip steps in the discipline procedure if they deem it appropriate. Any student conduct related to a vehicle which seriously endangers other persons or results in property damage may result in the revocation of student driving/parking privileges and/or expulsion.

1st Offense: The student will be warned of the violation and may lose his or her parking privileges for five (5) school days. In the case of an unregistered vehicle, a student will be given one (1) day to register his or her vehicle, or discontinue driving to school for the remainder of the year. Parent notification.

2nd Offense: The student's parking privilege will be revoked for ten (10) school days. A suspension from school may also occur. Parents will be notified.

3rd Offense: The student's parking privileges will be revoked for the remainder of the school year or for a minimum of one term. Expulsion may also occur. Parents will be notified.

Any driving infraction resulting in the endangerment or injuries to people will result in five (5) days family time-out and loss of parking privileges for a calendar year.

CONTROLLED SUBSTANCES

Breathalyzer Policy

Students at Holton High School shall not possess, use, or appear under the influence of alcohol on school property or at any school-sponsored activity. Students that are suspected of using alcohol because of observable behavior may be subject to taking a breath/alcohol (Breathalyzer) test. Observable behavior can be defined as impaired speech, impaired coordination, glazed eyes, or alcohol on the breath. Students that are found to have used alcohol shall be disciplined according to the school policy on alcohol. A school administrator who is trained in giving the test or the district resource officer shall administer the breath/alcohol test.

Specifics

1. **Possession:** Students shall not possess or use alcohol, illegal drugs, narcotics, hallucinogens, barbiturates, inhalants, marijuana, controlled substances, designer drugs, mood or behavior altering chemicals, substances or drugs; or substances purported to have the effect of illegal drugs (look-a-like), or the misuse of prescription drugs. Students shall not possess or use any related paraphernalia (pipes, lighters, rolling papers etc.) on school premises, at school related activities, or within 500 feet of school premises.

1st Offense: **Immediate** suspension from school for ten (10) school days

with a recommendation for expulsion. Police will be contacted.

2. **Sale, Furnishing, or Intent to Sell:** Sale, furnishing or attempting to sell or furnish illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, controlled substances, designer drugs, mood or behavior altering chemicals, substances or drugs or substances purported to have the effects of illegal drugs (look-a-like) or illegally possessed prescription drugs at school, school related activities **and within 500 feet of school premises is prohibited.**

1st Offense: **Immediate** suspension from school for up to 10 days (usually 10) with a possible recommendation for expulsion. The police will be contacted.

3. **Tobacco:** Use or intent to use and possession of tobacco (smoke and smokeless including look-a like products) while in the school building, outside the school building, and during school-sponsored activities is prohibited.

Each Offense: Police notification if student is a minor in possession of Tobacco products.

1st Offense: One (1) day family time-out.

2nd Offense: Two (2) days family time-out.

3rd Offense: Three (3) days family time-out.

STUDENT CONDUCT

Appearance

Clothing that disrupts the classroom environment will not be accepted. (Refer to the Dress code.)

Books

The consequence for the misused or the loss of a textbook is full restitution for repairs or replacement cost of the book.

Each Occurrence: Restitution is required.

Cheating

The acts of cheating and plagiarism in connection with academic endeavors or school processes or procedures will not be accepted.

1st Offense: Parental contact by teacher and failure on assigned work.
RTC

2nd Offense: In the same class, loss of class credit will occur for the term and one (1) day family time out.

Class Disruption

The RTC Process will be used.

Fighting/Assault

Aggressive behavior directed toward others through either verbal or physical abuse, either upon school property or on the way to and from school. Another student may hold a student responsible for statements and/or actions, which directly provoked aggressive student action; A Police referral will be made on all assault behaviors.

1st Offense: Three (3) days family time-out.

2nd Offense: Five (5) days family time-out.

3rd Offense: Ten (10) days family time-out. Board Level Hearing with recommendation for expulsion.

The administrator has the authority, after carefully investigating and evaluating the facts, to determine if an altercation was a fight, physical aggression or an assault. Also, whether or not the student was acting in self-defense. All assaults will result in a 10-day Family time out and Police Referral.

Threats

Verbal or written statements with a direct or indirect threat made towards the physical well being of someone will not be tolerated.

All offenses: Holton 's Threat Procedures will be followed.

Forgery

Forged or altered school related documents or communications is prohibited. This includes electronic altering/changing of documents.

1st Offense: One (1) day family time-out.

2nd Offense: Three (3) days family time out

3rd Offense: Five (5) days family time out

Gross Misbehavior

Gross Misbehavior are actions by the student that are detrimental to the educational environment including the use of profane or obscene language, written or spoken, gestures, or possession of pornographic material.

1st Offense: Up to 3 days family time

2nd Offense: Up to 5 days family time out

3rd Offense: Up to 10 days family time out

Harassment, Bullying or Intimidation

Students who attend Holton High School should never be in fear of being in school. Students who bully, intimidate or harass other students will not be tolerated. Trash talk, putdowns, and degradation are disruptive to the educational process.

1st Offense: Up to 3 days family time out

2nd Offense: Up to 5 days family time out

3rd Offense: Up to 10 days family time out

Cyber Bullying

Consequences: 3 to 10 days Out of School Suspension. Police notification if violation involves sexual content, nudity, or material that may be perceived as pornography.

“How to Deal With A Bully”

- 1. Tell an adult-parent, teacher, counselor, social worker or principal. They can help you and sometimes it helps to talk about it.**
- 2. Act brave-walk away and ignore him/her.**
- 3. Hold the anger-try not to react**
- 4. Use the buddy system-bullies often shy away from picking on an individual who is in a group of people.**
- 5. Develop more friendships by joining social organizations, clubs or sports program.**

Consequences for Bullying:

First offense- A letter to the parents/guardian, up to three days out of school suspension (usually three)

Second offense-up to five days out of school suspension (usually five)

Third offense-up to ten days out of school suspension (usually ten)

Racial slurs or comments, three to five days out of school suspension

Sexual Harassment-up to 10 days out of school suspension and possible notification to the authorities

The consequences for all infractions shall depend on the frequency and or severity of the violation.

Insubordination

Insubordination is the failure to follow a reasonable request from a member of the Holton Public Schools staff. This includes the student identifying him or herself when asked to do so and at any school activity, follow and respect directions of staff and adult supervisors.

1st Offense: One (1) day family time-out.

2nd Offense: Two (2) days family time-out.

3rd Offense: Three (3) days family time-out.

Students will report to RTC when the student returns to school.

All Personal Electronic Devices.

Any personal electronic device including radios, Mp3 players, iPods, headphones (not used for educational purposes), pagers (beepers), lasers, cell phones, CD-players, etc shall not be used during instructional time or in the passing time between classes. The use of electronic communication devices shall be limited to the period before classes in the morning, and after the student's last class in the afternoon. All students found to be using electronic communications device in violation of these rules shall be subject to disciplinary action.

1st Offense: The item will remain in the office for 24 hours.

2nd Offense: RTC and the electronic device will be kept in the office and returned to a parent or guardian.

3rd Offense: RTC and the item shall remain in the office for five school days.

4th Offense: 1 day OSS

Photographs/Videos cannot be taken on school premises or at school-sponsored events with an electronic device without prior permission from the individual(s) being photographed/taped, this includes teachers in the classroom.

Sign of Affection (public displays of affection)

Affectionate contact, other than holding hands is not allowed.

1st Offense: Parental contact, verbal warning, and possibility of after school detention. If kissing, you will be assigned two after school detentions.

2nd Offense: Parental contact and one (1) day family time-out.

3rd Offense: Parental contact and three days family time out.

Skipping/Truancy

Leaving class or school grounds without permission or failure to attend school without proper notification is prohibited.

Leaving Class: **1st Offense:** RTC

2nd Offense: 2 days after school detention.

Skipping Class: **1st Offense:** RTC

2nd Offense: 2 days after school detention

Skipping School, Each Offense

-Parental Notification

-Five after school detentions. All five detentions must be served as assigned. Failure to serve even one day, will result in an out of school suspension.

-RTC

Leaving School Grounds, without proper authorization:

- 1st Offense:** One (1) day OSS
- 2nd Offense:** Two (2) days OSS
- 3rd Offense:** Three (3) days OSS

Misuse of hall pass, Each Offense: One (1) after school detention

Theft and Possession of Stolen Property

Stealing or in possession of stolen property of other student, school, or staff members is prohibited.

- 1st Offense:** Full restitution or replacement cost, police notification, and one (1) to three (3) days OSS.
- 2nd Offense:** Full restitution or replacement cost, police notification, and five (5) days OSS.
- 3rd Offense:** Full restitution or replacement cost, police notification, and 10 days OSS.

Students will not remove/consume items from the cafeteria without paying for the item(s) **first**. This offense will be viewed as shoplifting.

- 1st Offense:** Full restitution, RTC
- 2nd Offense:** Full restitution, one (1) day OSS.
- 3rd Offense:** Full restitution, two (2) days OSS.

Vandalism

Defacing or destruction of school property or of another student or staff member's property is prohibited.

- 1st Offense:** Payment of damages, repairs or clean up by the person, if extensive student(s) will also be assigned one (1) to three (3) days family time-out, with possible police referral.
- 2nd Offense:** Payment of damages, repairs or clean up by the person, if extensive student(s) will also be assigned five (5) to ten (10) days family time-out, with possible police referral.

Weapons

Possession of a dangerous weapon and/or firearm, or committing arson or rape on school district grounds, buildings or vehicles, or at a district or school sponsored event, shall result in the student being expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent/guardian shall be notified of the referral.

Dangerous weapons shall include: a firearm, dagger, dirk, stiletto, knife of any length or type, sling shot, chains, iron bar or wooden club, brass knuckles, or any

object that can cause bodily harm. A firearm is defined as any weapon (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by action of an explosion; or any destructive device which includes any explosive, incendiary, poison or noxious gas, bomb, grenade, rocket having a propellant charge, missile having an explosive or incendiary charge, or mine. Note: This policy specifically includes BB guns and pellet guns as dangerous weapons.

Each Offense: Ten (10) days family time-out, possible police referral, School Board hearing for mandatory expulsion.

Exception to the above policy of mandatory expulsion *may* be made.

If the student can show at least one of the following in a clear and convincing manner:

1. The object was not possessed for use as a weapon, or for delivery to another person for use as a weapon.
2. The weapon was not knowingly possessed by the student.
3. The student did not have reason to know the object constituted a weapon.
4. The weapon was in the student's possession with the permission of school or police authorities.

Possession of a stinger/zapper will result in 1 to 10 days family time out.

HOLTON SCHOOL DISTRICT MEDICAL EMERGENCY GUIDELINES

The purpose of the Holton School District Medical Emergency Procedure is to provide consistent, well-communicated handling of any medical situation that arises. The intent is to handle every situation with one guiding principle: *What would I do if this were my child?*

This procedure will be communicated to all Holton School District Staff (administrators, teachers, bus drivers, support staff), regular volunteers and subs at the beginning of the school year and to new staff members throughout the year. Parents and students will be made aware of it as well.

Here is a list of all documents related to these guidelines:

1. **Holton School District Medical Emergency Guidelines** B describes the purpose of the procedure and to whom and how it will be communicated.
2. **Holton School District Medical Emergency Procedure** B process to follow in the event of a medical emergency. Classifies emergencies into 3 situation levels B Urgent/Emergency, Moderate and Minor.
3. **Emergency Contact Form** B completed by the parent/guardian at the start of school. Contains medical, insurance and emergency contact information and includes permission for emergency transport and treatment. It is crucial that parents inform the office of changes in telephone numbers and emergency contacts!
4. **Accident Report Form** B completed by a staff member any time an injury is sustained at school

The Holton School Board, by its approval of this handbook and all related documents, hereby authorizes any staff member to follow this procedure to the best of their ability at the time of any and all medical situations, to ensure the safety and health of all students and staff members.

If an accident report is completed, a debriefing will be held to review the situation and determine if any improvements to the guidelines or procedures can be made.

BUS CODE OF CONDUCT

Pupils Responsibilities and Personal Safety

1. Pupils need to be at the bus stop (5) five minutes before designated pick-up time. **BUSES CANNOT WAIT!** They are on a schedule. Stay out of the road while waiting for the bus to arrive.
2. Remain (10) feet back as the bus approaches your stop. Approach only after the bus comes to a complete stop. The student may only be at their scheduled bus stop unless they have written permission from a parent or guardian and the school office personnel have authorized it.
3. When a student must cross the road before loading or after unloading they must cross only in front of the bus. Stay 10 feet or far enough away from the bus so you can see the driver and crossing paddle. The driver will signal for the student to cross the road with the paddle, but the student must also always look in both directions. Students crossing the road must do so in a quick and orderly fashion without running. Students must cross the street in a straight line. **DO NOT** retrieve mail until the bus has completely left the stop.
4. Glass, sharp instruments, animals, reptiles, birds, insects, skateboards and oversized projects are **NOT** allowed on the bus.
5. Remain seated and out of the aisle while being transported. Head, arms, hands, or legs may not be extended from the bus windows. Do not yell or throw anything out of the windows.
6. Do not bother other passengers by what you say or do. No horseplay. **Bus drivers may assign students to a designated seat.**
7. **NO** eating or drinking on the bus. Students should help keep their bus clean and orderly.
8. Vulgar, obscene language and gestures directed at the bus driver, students or other persons or vehicles are forbidden.
9. If any student is found vandalizing school property (including but not limited to bus seats), the parent/guardian will be required to pay for the damage plus the student will receive discipline for the vandalism, up to and including community service and prosecution. Any students witnessing vandalism need to report it to the driver or transportation office immediately.
10. Fighting and spitting are forbidden.
11. Tobacco products, matches, lighters, and/or possession or use of drugs or alcohol are forbidden.
12. Indecent exposure and/or blouses or shirts short enough to expose bare skin and/or underwear in the waist area will not be tolerated. Public display of affection is not allowed.
13. Students are not to have excessive items hanging from their backpacks.

MAJOR AND MINOR OFFENSES

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The following major and minor offenses will require disciplinary action. Disciplinary action will depend on the circumstances and severity of the offense. The following are examples of major and minor offenses.

Minor

Throwing Objects
Consuming food or drink
Disrespect towards others
Pushing
Standing, walking or being in the aisle while the bus is moving
Yelling in the bus or out of the window
Chemical exposure (ex. Hairspray, perfumes/cologne, nail polish)

Major

Pathogen exposure (ex. Spitting, blood)
Fighting
Destruction of school or personal property
Abusive language toward an adult or other students
Improper use of emergency door
Throwing any object inside or out the windows of the bus
Use or possession of controlled substance
Lighting matches or lighters
Possession of any type of weapon

DISCIPLINE PROCEDURES

Initial Incident: The driver will implement the Responsible Thinking Process. The student may be given an assigned seat. The driver/supervisor will at this time contact the parent/guardian for additional assistance.

Repeated Incidents: A written conduct report will be complete by the driver. The student will be referred to the responsible thinking center. The Parent/guardian will be contacted by phone and in writing.

Habitual Incidents: A written conduct report will be completed by the driver and given to the student. One to five day suspension from all buses including all extra curricular activity and athletic buses and/or referral to the responsible thinking center. Parent/guardian contact is required before the student will be allowed to return to the bus.

Consistent Disobedience: A written misconduct report at this step may result in a long-term suspension from the bus. The student will be referred to the Superintendent/Board of Education for a long-term suspension from the bus. A parental conference must also be held before the student will be allowed back on the bus.

NOTE: ANY PHYSICAL THREAT TO THE DRIVER WILL RESULT IN PERMANENT SUSPENSION FROM THE BUS. WE WILL PERMIT ZERO TOLERANCE FOR THIS BEHAVIOR.

School transportation services are provided exclusively for the benefit and safety of the student population. In all cases, first consideration shall be to provide safe transportation to pupils. Careful consideration shall be given also, to efficiency and economy of operation. It shall be considered a privilege to be enjoyed by a student only as he/she accepts responsibility for his/her own conduct, carefully follows all rules and regulations, cheerfully and promptly responds to the directions or request of the bus driver.

Holton Public Schools Acceptable Use Policy

Anyone using any technology equipment (computers, printers, cameras, etc.) must sign a Technology Use Contract. This Acceptable Use Policy replaces any past policies/contracts. You understand that using technology equipment it is a privilege and agrees to adhere to the following guidelines:

- 1) You will not physically deface, damage, take, or misuse any of the technology equipment in the Holton Public Schools.
- 2) You will not add, modify, or delete programs on the computers or on the local area network.
- 3) You understand that copying programs from the network or computers is a violation of U.S. Copyright laws and you will abide by those laws.
- 4) You understand that sexual, racist, and other offensive materials are accessible on the Internet and you will not access, create, or distribute these or any other questionable materials.
- 5) You understand that your Internet use is limited to class assignments. You will not use the Internet for recreational surfing or Internet gaming. You will not access to e-mail. You also understand that you may not use chat rooms without specific authorization by the building administrator.
- 6) You will not allow any other student to use a school computer using your ID.

You understand that if you violate any of the above guidelines the following consequences will occur:

- 2) You will pay full restitution for any an all repairs or replacement of equipment including service time required reinstalling software.
- 3) **1st Offense:** You will lose your privileges to use technology equipment in Holton Public Schools for three (3) weeks and you will serve one (1) day family time-out. If the offense involves access of any sexual material, the privileges shall be lost for six (6) weeks and you will serve two (2) days family time-out.

- 2nd Offense:** You will lose your privileges to use technology equipment in Holton Public Schools for nine (9) weeks and you will serve two (2) days family time-out. If the offense involves access of any sexual material, the privileges shall be lost for twelve (12) weeks and you will serve three (3) days family time-out.
- 3rd Offense:** You will lose your privileges to use technology equipment in Holton Public Schools for twelve (12) weeks and will serve three (3) days family time-out. If the offense involves access of any sexual material, you will lose your privileges and serve five (5) days family time-out.
- 4th Offense:** You will lose your privileges to use technology equipment in Holton Public Schools for one (1) year, serve five (5) days family time-out, and be recommended to the board of education for expulsion.

You further agree to abide by the following procedures:

- 1) If you notice any damage to equipment or are having problems with software on your computer, you will immediately inform the classroom teacher. You understand that failing to report these problems indicates that you are accepting responsibility for any damage to the equipment being used.
- 2) Because diskettes can carry computer viruses and can be used to illegally copy programs, you understand that any diskettes that you bring into the Holton Public Schools without prior permission from the classroom teacher will immediately become property of the school.

You understand the Technology Labs may be monitored by video cameras for security reason.

HOLTON HIGH SCHOOL

NO EXCUSES LIST

- 1. I will write in complete sentences.**
- 2. I will make sure content words are spelled correctly.**
- 3. I will use capitalization & end punctuation appropriately.**
- 4. I will make sure I use the appropriate word for slang words such as:**
 - a. cuz—because**
 - b. alot----a lot**
 - c. their/there/they're**
 - d. to/too/two**
 - e. should of-should have**
 - f. ain't—is / are not**
 - g. I seen—I saw**
 - h. Any other slang or “casual” words**
- 5. My assignments will be on topic and organized, using indentation and transition sentences.**