

Dear Parents and Students,

We take this opportunity to welcome you to Holton Middle School. It is sincerely hoped that you will take advantage of every opportunity that this school provides to improve educationally, physically and socially.

The Administration and Staff of Holton Public Schools believe that our nation's future depends primarily upon the education of our children. We further believe that the public schools must be organized to help each child develop to his/her fullest potential.

This Parent/Student Handbook, which is provided to each family, has been written as an understandable guide to the school buildings, routines, procedures, and expectations. Please read this handbook together. If there are any questions, please feel free to contact me with your concerns. *Your children are what we are all about.*

Thank you for choosing Holton Public Schools.

*Mrs. Kelli-Ann Rich*

Middle School Principal

## Mission Statement

The Holton Middle School Team — students, community, home and personnel — is committed to lifelong learning. Within a safe and positive environment, students can learn how to learn, to think, to get along with others, and to understand and respect themselves and the world.

This Handbook Belongs To:  
\_\_\_\_\_.

I have read and will abide by the rules and procedures in this handbook. Parent/Guardian of Student:  
\_\_\_\_\_. I have read and understand the rules and procedures in this handbook.

- away from the game.
- 12. Possessing or being under the influence of alcohol or any illegal substance.
- 13. Failing to obey the instruction of any school employee.

**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 FIGHT!!!!

**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 for all disciplinary cases based upon the specific situation.

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## Educational Staff's Pledge

We, the staff of Holton Middle School, pledge to give each child in Middle School proper guidance, supervision and the opportunity to achieve a quality education at his/her learning level of ability. We are available daily for parent contact as needed.

Sincerely,

The Middle School Staff

14. The use of tobacco, alcohol, and other drugs on school grounds is prohibited at all times.

### 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. Handshakes between participants and coaches at the end of contest.
6. Treat competition as a game, not a war.
7. Search out opposing participants to recognize them for outstanding performance or coaching.
8. Applause at end of contest for performances of all participants.
9. Everyone showing concern for an injured player.
10. 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. (i.e. "Air Ball", "Brick", etc.)
5. Booming 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.
8. Refusing to shake hands or give recognition for good performances.
9. Blaming loss of game on officials, coaches, or participants.
10. Laughing or name-calling to distract an opponent.
11. Use of profanity or displays of anger that draw attention

## Parent's Pledge

### Sportsmanship Expectation of Spectators

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.

I, \_\_\_\_\_, the parent of

\_\_\_\_\_, Parent's Name Student's  
Name

pledge to check my child's planner, watch for progress reports the third (3rd), the sixth (6th), and ninth (9<sup>th</sup>) week of each 12-week marking period. I also pledge to contact Holton Middle School with any questions or concerns I may have pertaining to my child's academic progress, self-esteem, or any irregular situations that may occur.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### INVITATION TO PARENTS/GUARDIANS

Parents/guardians are always welcome to visit our school building *For the safety of all students, please enter the front doors near the office on Syers Road and **report to the office**.* Visitors wishing to enter the building for any purpose during the school day will be issued a visitor tag from the office. 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. Twenty-four hour notice is requested in scheduling a meeting with a staff member.

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.

## **HOLTON MIDDLE SCHOOL STATEMENT OF NON-DISCRIMINATION**

It is the policy of Holton Middle 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, marital status, or handicap.

### **DOORS OPEN/CLOSE**

School doors will open at 7:30am. Students may not be in the building until 7:30am or after 2:45pm unless supervised by a coach, advisor, or staff member. Any visitors or late students must enter through the front entrance and report to the Office.

### **STUDENT CODE**

The success of a middle 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.

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 Expectations Of Student Groups (Pep Clubs, Band, Etc.)**

Establish yourselves as leaders in your conduct before, during, and after contests and events. Always provide positive support for your team, rather than intimidating or ridiculing the other team.

Be a working part of pep assemblies, with preparation, organization, and involvement.

Treat opposing players, coaches, spectators, and support groups with respect and enthusiasm. Refrain from taunting or making any kind of derogatory remarks to your opponents during the game, especially comments of an ethnic, racial, or sexual nature.

Do not use profanity, obscene language, or improper actions. Respect the integrity and judgment of game officials. Treating them with respect, even if you disagree with their judgment, will only make a positive impression on all attendees.

Content of cheers and signs must be supportive in nature. Be an exemplary role model by supporting teams in every manner possible. Remember, you represent your school both home and away-

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.

3) You understand the Technology Labs may be monitored by video cameras for security reasons.

## **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 – 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

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.

## **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. Planners are provided to assist students in being organized.

### **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 a few 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.
6. *Students with an excused absence will have as many days as they were absent plus one day (for example, if a student was absent for 2 days, they would have 3 school days to make up work, if a student was absent for 4 days, they would have 5 school days to make up*

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 login ID.

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

- 1) You will pay full restitution for any an all repairs or replacement of equipment including service time required reinstalling software.
- 2) You will lose you privileges to use technology equipment in Holton Public Schools as follows:

**Offense #1:** Privileges lost for two to six weeks depending on the offense. Offenses beyond the first offense include privileges lost for remainder of term, one year, and may include suspension.

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

A. A student may be discharged at other regular stops on his/her regular bus route if the student presents a written request from the parent/guardian to the building principal or transportation supervisor prior to when the exception occurs. The student is then responsible to have the principal, supervisor or their designee countersign the request and then present the note to the bus driver. The bus driver shall return this signed request to the transportation office.

B. Parents may request in writing that their school children be transported to a baby-sitter within the Holton School District provided the pick-up and discharge is at a regular bus stop.

C. Students being transported out of the district to regular programs or special activities and athletic events are discharged at the site of the program or activity and then shall ride the bus back to the original pick-up site unless parental request is made in writing to the principal or supervisor of the activity. The bus will not deviate from its assigned route to pick up or deliver students.

### **HOLTON PUBLIC SCHOOLS TECHNOLOGY ACCEPTABLE USE POLICY**

Anyone using any technology equipment (computers, printers, scanners, 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.

*work). However, it should be noted that in the Trimester schedule, there are only 56 days per term. A student missing six days of school in one term, has actually missed 1/10 of the required time in class.*

7. *Progress reports will be sent home with students three times per 12-week marking period*

### **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 their report card.

### **MARKING POINT SYSTEM**

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

### **PARENTAL NOTIFICATION OF VIDEOS AND SENSITIVE ISSUES**

From time to time, parents/guardians will be notified concerning 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 a teacher plans to use commercial video recordings that *are rated "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 prohibits the showing of "R" and "NC17" rated policy movies.

## **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.

\*6-12 students may be required to walk up to one (1) mile to an assigned bus stop.

\*Students may be refused transportation for justifiable reasons.

### **Transportation Service Limitations**

- 1) Bus routes shall be planned to achieve maximum economy of operation with consideration to safety.

A. Bus routes will not be extended or stops scheduled unless an elementary pupil would otherwise be required to walk in excess of one-half mile to a bus stop or a secondary pupil in excess of one mile to a bus stop. In some circumstances, students may be required to walk more than one-half or one mile distance to a designated stop.

B. The walking distance specified may not necessarily apply along highways or some roads known to carry a substantial volume of traffic. No student shall be required to cross such a highway unless adequate supervision of the crossing is provided. Adequate supervision implies police, duly authorized crossing guards, or a stopped school bus with flashing red lights.

C. A bus will not make more than four (4) stops in any one (1) mile. Bus stops may be located at more frequent intervals to reduce student congestion at the stop or for other reasons of safety as determined by the board or its designee.

- 2) In setting up bus schedules, it shall be the objective to arrange for buses to arrive at school approximately fifteen minutes before the scheduled time for the beginning of classes in the morning and to leave within approximately seven minutes after the scheduled dismissal time.
- 3) Students are to be discharged at regular stops only; i.e., at the regular assigned bus stop near their home and at the school attended with the following exceptions;

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.

### **Riding Limits**

#### **Students will be provided transportation as follows:**

\*Students in grades 6-12 living more than one (1) miles from the school they attend will be provided transportation.

Distance will be measured along the shortest feasible route.

\*Students in grades PPI, pre-school, K-5 living more than one-half (½) from the school they attend will be provided transportation. Distance will be measured along the shortest feasible route.

\*Students may be required to walk a reasonable distance to their bus stop.

\*PPI, pre-school, K-5 students may be required to walk up to one-half (½) mile to an assigned bus stop.

2. Students will be allowed one day for each day of absence plus one extra day to make up work. 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. Parents should request homework at least 24 hours prior to a known absence.
4. In order to earn class credit, students may not exceed six (6) unexcused absences per class per semester. Any exceptions will require approval from the building principal and/or the superintendent.
5. The following will be considered **excused** absences:
  1. Illness (needs to be verified with a note from parent or doctor),
  2. Recovery from accident,
  3. Required court appearance,
  4. Professional appointment,
  5. Death in the immediate family,
  6. Observation or celebration of a bona fide religious holiday,
  7. Approved homebound stays,
  8. Such other good causes as approved by the building principal.
6. The following will not be considered absences for the attendance policy:
  - A. School related activity
  - B. In-School suspension
  - C. Suspension
  - D. Responsible Thinking Classroom.

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 marking period in which the attendance requirement is not met.

### **Attendance Parent Notification Procedure**

The faculty and administration of Holton Middle School recognizes the relationship between good attendance in school and success in the classroom. The Michigan Compulsory Attendance Law (Part 24, Section 380.1561 of the School Code) specifies, in part, the following in regard to student attendance in school:

**“Every parent, guardian, or other person in this state having control and charge of a child from the age of six to the child’s sixteenth birthday, shall send the child to the public schools for the entire school year. The child’s attendance shall be continuous and consecutive for the school year fixed by the district in which the child is enrolled.”**

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

Vulgar, obscene language and gestures directed at the bus driver, students or other persons or vehicles are forbidden.

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.

Fighting and spitting are forbidden.

Tobacco products, matches, lighters, and/or possession or use of drugs or alcohol are forbidden.

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.

Students are not to have excessive items hanging from their backpacks.

### **MAJOR AND MINOR OFFENSES**

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

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

1. Upon the fifth (5<sup>th</sup>) absence from class the teacher will send a letter home to the parent/guardian. Parents/guardians must contact the school, when they receive the letter and schedule a conference concerning the matter with the school.
2. Students who exceed six (6) unexcused absences will not earn credit for the rest of the trimester. Class credit may still be earned for upcoming trimesters. Students must receive credit in their core classes to pass to the next grade.

The following will be considered **unexcused** absences:

A. No phone or written excuse from a parent/guardian

B. Absence that does not fit into one of the categories described as excused.

Students who exceed eight (8) unexcused absences can be referred to Protective Services for violation of the Michigan Compulsory Attendance Law.

#### **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 on the computer as to the accumulation of tardiness by students on an individual basis.
  3. *At the second tardy, a notice will be sent home either with the student or by mail. At the fourth tardy, the student will be given a one-day suspension from school.*
  4. *Accumulation of tardies for the purpose of enforcement of this section will begin anew after each suspension, and at the beginning of each term.*
  5. A five-minute warning bell will be sounded before the beginning of classes at the start of the school day.
  6. Students who are more than 15 minutes late for a class will be considered absent, not tardy.

### **LUNCH DETENTION**

Detention means a period of time during which the student normally eats lunch in which a student will be assigned to a specific room under adult supervision. When a student is assigned to detention, they are to be quiet and non-disruptive in the room. Detention may be assigned for tardies, disruptive behavior in the classroom/school, etc. Failure to follow the assigned rules while in lunch detention will result in further disciplinary action.

### **OUT OF SCHOOL SUSPENSION**

Students may be assigned an Out of School Suspension (OSS) because of the severity of an offense or as a result

## **BUS CODE OF CONDUCT**

### **Pupils Responsibilities and Personal Safety**

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.

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.

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.

Glass, sharp instruments, animals, reptiles, birds, insects, skateboards and oversized projects are NOT allowed on the bus.

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.

Do not bother other passengers by what you say or do. No horseplay. **Bus drivers may assign students to a designated seat.**

NO eating or drinking on the bus. Students should help keep their bus clean and orderly.

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

## **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. Students and parents will be notified of their rights by an administrator. Expulsion will be considered to be any suspension of more than ten (10) consecutive school days.

of continual and persistent non-compliance with school rules.

It is the parent's 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 821-1775).

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. This includes activities in all district buildings.

## **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 epi-pen), 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

for 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 phone/in-person conference will be scheduled with parents/guardians as soon as possible following the request for appeal. A decision will be rendered within approximately two (2) school days of the conference.

### **Second Level**

The superintendent or designee: a phone/in-person conference will be scheduled with parents/guardian as soon as possible following a written request for appeal. A decision will be rendered within approximately two (2) 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. A decision will be rendered by the Board within approximately 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.

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 can expel the student for up to 180 days.

**Verbal Assault.** Any student in grade 6 or above who commits a verbal assault against a school employee, volunteer, or contractor or commits a bomb threat and similar threats directed at a school building, school property, or a school-related event are included as verbal assaults. A definition of verbal assault. “Any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm.” Although the board must “expel” the student for verbal assault, the expulsion length is discretionary up to 180 days.

## **DUE PROCESS**

When disciplinary action is taken against a student by a teacher or administrator, students have 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 Middle 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

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.  
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.
2. Store the medications in a locked area with limited access and according to the medication's storage instructions.
3. 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.
4. Participate in appropriate training as arranged by the district.

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.

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

*Offense #1: One to five day suspension*

*Offense #2: One to ten day suspension with possible board level hearing with recommendation for expulsion.*

### **Legislature Mandates Regarding Assaults (Public Acts 104 &105)**

**Physical Assault — Student to Adult:** Public Act 104 of 1999 “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 can be permanently expelled, subject to reinstatement after 180 days. The statute defines “physical assault” as “intentionally causing or attempting to cause physical harm to another through force or violence.

**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

"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 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:

- Verbal or written harassment or abuse.
- Repeated remarks to a person with sexual or demeaning implications.
- Unwelcome touching.
- Suggesting or demanding sexual involvement.
- Indecent Exposure

*Offense #1: One to five day suspension*

*Offense #2: One to ten day suspension with possible board level hearing with recommendation for expulsion.*

**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:

5. Immediately report to the building administrator any error in administering the medication.

6. 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. This form shall be signed by the adult designated to administer medication, and by an authorized school administrator.

### **Superintendent's Responsibilities**

The superintendent or his/her designee shall:

1. Develop further procedures, as necessary, to implement this policy and to address specific circumstances 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.

### **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

### **Specifics**

**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.

**Offense #1:** Immediate suspension from school for up to 10 school days with a possible recommendation for expulsion. Contacting the police is an assumed response.

**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.**

**Offense #1:** Immediate suspension from school for up to ten (10) school days with a recommendation for expulsion. Police will be contacted.

### **CRIMINAL SEXUAL CONDUCT DEFINED FOR STUDENT EXPULSIONS**

The Attorney General of the State of Michigan has defined

**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.

## **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. The breath/alcohol test shall be administered by a school administrator who is trained in giving the test or the district resource officer.

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 through out 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-** describes the purpose of the procedure and to whom and how it will be communicated.
2. **Holton School District Medical Emergency Procedure-** process to follow in the event of a medical emergency. Emergencies are classified into three situation levels: Urgent/Emergency, Moderate, and Minor.
3. **Holton Schools Emergency Team (HSET) Contact List-** provides a list of first aid certified personnel and their contact information.
4. **Emergency Contact form-** completed by the parent/guardian at the start of school. It contains Medical, insurance and emergency contact information for emergency transport and treatment. **It is crucial that parents inform the office of changes in telephone numbers and emergency contacts!**
5. **Accident Report form-** completed by a staff member any time an injury is sustained at school.

The Holton School Board, by its approval of this handbook,

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.

### **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, social security number, immunization record, and proof of residency upon registration. Students may not be registered without producing this document. Proof of residency will be required before students are enrolled. We will always try to get new students registered, and in the classroom as soon as possible. Our

### **Vandalism**

Defacing or destruction of school property or of another student or staff member's property is prohibited. (This also includes food and/or beverages.)

*Offense #1: Restitution, possible family time-out, possible police referral. Additional offenses can result in suspension up to 10 days and/or recommendation for expulsion, with police referral.*

### **Weapons, Arson and Rape**

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 with a blade over three (3) inches in length, pocket knife opened by a mechanical device, 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.**

## **Skipping/Truancy**

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

*Offense #1: Parent notification and community service.*

*Offense #2: Parent meeting, suspension, and community service.*

## **Theft and Possession of Stolen Property**

Stealing or in possession of stolen property of other student, school, or staff members is prohibited. This includes the removal or consuming of items in the cafeteria before being paid for.

*Offense #1: Restitution, after school detention, possible police referral and /or suspension. Additional offenses can result in suspension and additional punishments up to and including recommendation for expulsion to the school board.*

## **Tobacco**

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

*Offense #1: One (1) day out-of-school suspension, smoking cessation video. Possible police referral.*

*Offense #2: Suspension, participation in tobacco awareness group, and police referral.*

normal turn around time is 24-48 hours depending on the response time of the previously attended school district.

## **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 get permission, it may be considered truancy.

## **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 school social worker or the Building Principal.

## **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." 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, extracurricular and sporting activities.
5. Student's dates of attendance
6. Degrees and awards received by student
7. The most recent, previous educational agency/institution attended by 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 September 29, 2001. (For new students, enrolling in Holton Public Schools after September 29, 2001, 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.

#### **LOCKERS**

Students will be assigned lockers, but they remain the

#### **Forgery**

Forged or altered school related documents or communications is prohibited.

*Offense #1: Possible suspension for up to five days*

#### **Inappropriate student actions such as but not limited to:**

Hand gestures, spitting, urinating in public, possessing pornography, etc.

*Offense #1: 1-10 day suspension depending on the offense, and possible police referral.*

#### **Radios, Pagers Cell Phones, MP3's**

Radio, headphones, pagers, lasers, cell phones, CD-players, etc. are not to be used during the school day by students.

*Battery operated music players may be used during lunch times.*

*Offense #1: Item confiscated for the remainder of the day.*

*Offense #2: Parents must pick up the item from the main office.*

#### **Signs of Affection**

*Affectionate contact, other than holding hands is not allowed for 7<sup>th</sup> and 8<sup>th</sup> graders. No affectionate contact by 5<sup>th</sup> or 6<sup>th</sup> graders is permitted in school or on school grounds.*

## Cheating

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

**Offense #1:** *Parental contact by teacher and failure on assigned work.*

## Classroom Disruption

A student will not engage in conduct that is disruptive to teaching and learning. Disrespectful and/or rude behavior such as gestures, sassing, and inappropriately addressing an adult, will not be tolerated.

**RTP Procedures will be followed. Parents will be notified if a student is chronically disruptive, and a meeting may be scheduled with the Building Principal.**

## Fighting/Assault

Aggressive behavior directed toward others through either verbal or physical abuse or threats, either upon school property or on the way to and from school. A student may be held responsible for statements and/or actions which directly provoked aggressive student action by another student. A Police referral can be made on **all** assault behaviors.

**Offense #1:** *One to five day suspension*

**Offense #2:** *One to ten day suspension with possible board level hearing with recommendation for expulsion.*

property of the district and may be inspected at any time. The following rules for the use of lockers will be followed.:

1. *Always keep your lockers clean inside and out. No food, sweets, or flavored beverages are allowed outside of the cafeteria area.*
2. Keep books and supplies in an orderly manner at all times.
3. Assume responsibility for protection of your own property.
4. Lockers must be cleaned of all stickers and clutter on the last day of school.
5. Students are to use only the locker assigned to them. Failure to do so will result in the loss of the assigned locker. Please do not share locker combinations with others, for your own protection.
6. Locker inspection may be conducted by the administration or designee in the administrator's designee at any time.

## SCHOOL VISITORS

*Student visitors will **not** be allowed, without written notice one week in advance to the building principal, approval of the parents, and approval of the building principal.*

## TELEPHONE

The office telephone may be used in case of an **emergency only**. Permission for its use must be secured from the office

staff. Building phones may not be used without permission of a staff member.

### OUTSTANDING FINES/DEBTS

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

### 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 may be required in the following departments:
  - A. Industrial Education
  - B. Physical Education

### Bullying

Aggressive behaviors directed toward others through verbal or physical intimidation either upon school property or on the way to and from school. Bullying includes pushing, hitting, teasing, mocking, taunting, rumors and gossip.

**Offense #1:** Parent notification, letter of apology to victim

**Offense #2:** Meeting with social worker or building principal to discuss empathy, parent notification, and one to five day suspension.

**Offense #3: 1-10 day suspension, possible board level hearing with recommendation for expulsion.**

*Because bullying is a form of "Harrassment," it falls under the major four rules above as well.*

### How to Deal with a Bully

1. Tell an adult – parent, teacher counselor, 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, don't get physical; that is what the bully is after.
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 programs.

Being physically or verbally aggressive.

Throwing objects.

Using inappropriate language, gestures, or materials.

Being dishonest, cheating, or stealing.

Refusing to follow adult directives.

Damaging school property.

If violations do occur, an attempt will be made to resolve the problem with the student. This attempt to correct the child'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 if you don't follow the rules?*

4. *Do you want this to happen?*

5. *What are you going to do right now?*

6. *What happens if you disrupt again?*

If the child 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 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 children to take responsibility for their behaviors and to work on a plan for better future behavior. If the child 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 child continues to disrupt or commits a major offense, their teacher or the building principal will follow the parent notification procedure to discuss the child's behavior.

### C. 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.
4. See-through attire, bare midriff outfits, tank tops, halter tops, hats, sunglasses, pajama pants, coats or jackets, backpacks, and apparel that promotes alcohol, drugs, tobacco, sex, or violence is prohibited.
5. 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.
6. Clothing with tears or rips is considered inappropriate.
7. Students who violate these guidelines must change and wear appropriate clothing throughout the day. The front office will have available clean attire as a suitable alternative. Students may be referred to the administration, who will make the final determination on what is appropriate attire and if disciplinary actions is required. If clothes are not available that fit appropriately, parents/guardians will be called to bring in clothing.
8. Chains that cannot be broken when pulled upon create a safety hazard and are not permitted. *Rubber bands are also not permitted on wrists, other than those at least 3/8 inch in width.*

## HOLTON MIDDLE SCHOOL DISCIPLINE REGULATIONS

All Holton Middle 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 following types of misconduct are to be considered as serious violations and cannot be tolerated in our school. The minimum penalties are listed along with the violation. The length of the suspension may be determined by the severity of the offenses of the defined consequence.

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 they have been excused by the principal or the athletic director.

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.

### **Student Conduct with a Substitute Teacher:**

*Students are expected to show courteous and respectful behavior toward all adults within the middle school. On occasion there needs to be a substitute teacher in the classroom. Clear consequences for not behaving appropriately with a substitute teacher will be adhered to.*

### **Code of Conduct**

The staff of Holton Middle 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.

Inappropriate behaviors include but are not limited to:  
Failure to follow student conduct expectations inside or outside of the building.  
Disrupting the teaching environment. (Repeatedly speaking out, noise making or disturbing others.)