

Dear Holton Elementary Student and Parents:

Welcome back to another fantastic year at Holton Elementary. Within the pages of this handbook, you can find the answers to just about every question you may have about the rules, procedures, and codes followed by our school. Please take some time now to review our handbook and also to review the handbook with your child. If you have any questions regarding the content of the handbook, please feel free to contact your child's classroom teacher or me.

I am looking forward to an exciting year at Holton Elementary filled with learning, growth and fun.

Sincerely,

Mrs. Carol Dawson, Principal  
Holton Elementary School

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## **MISSION STATEMENT**

Holton Elementary is committed to building a solid foundation of learning in a safe and caring environment.

## **VISION STATEMENT**

The Holton Elementary School Staff, in cooperation with students, parents, and the community members will be a professional team of educators fostering community partnerships with the purpose of inspiring students to reach their individual potential. We envision a standards based, inclusive, and challenging curriculum that stimulates learning and creativity in a positive and safe environment.

## **BELIEF STATEMENT**

All students can learn and achieve in a safe, disciplined environment where they feel trusted, supported, and have a sense of belonging.

## **HOLTON ELEMENTARY STATEMENT OF NON- DISCRIMINATION**

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

### **CHARACTER COUNTS!**

Holton Elementary has adopted the Character Counts! program. Parents are encouraged to use the six pillars of character when they talk with their child(ren) about current events, events at school, lessons in history, etc. The six pillars of character are: respect, responsibility, trustworthiness, caring, citizenship, and fairness. If you'd like further information, please contact the office or the school social worker.

### **HOLTON ELEMENTARY SCHOOL SCHEDULE**

8:40 AM Teachers report  
8:47 AM Warning bell  
8:50 AM Classes begin  
3:40 PM Classes dismissed  
3:45 PM Teachers may leave

**PLEASE NOTE:** Because we have no personnel assigned to ensure the safety of children before 8:40 am, we cannot welcome children into the building or on the grounds until that time. Please *do not send or drop off* your child before that time.

### **ENROLLMENT REQUIREMENTS OF ALL STUDENTS**

The school code requires each of the following items to be on file with our office: a state issued birth certificate, up-to-date immunization record, and proof of residency. If you do not have these documents, please come to our school office for help in obtaining the proper paperwork for enrollment.

### **STUDENT INFORMATION AND ENROLLMENT CARD**

On the first day of school, each student will be sent home with a packet that will include an information and enrollment card. It is very important that parents fill out this card as completely as possible, paying particular attention to work and emergency phone numbers and a place where your child can go if school closes early. These cards should be returned within the first few days of school. Please notify the office immediately if information contained on the enrollment card changes.

We recommend two numbers in case the first one cannot be reached. If an emergency occurs, every attempt will be made to contact a parent/guardian at home or work before contacting an emergency contact.

### **VISITORS**

Parents are always welcome at our school. For the protection of your child, we require all visitors to check in with the office before going to a classroom. Students should not open exterior doors for adults they do not know.

## **VOLUNTEERS**

Holton Elementary welcomes parents and community members who wish to volunteer and become involved in the life of our school. If you are interested in assisting in a classroom, tutoring students, reading to/with students, etc., please contact your child's teacher or the office. All volunteers are required to fill out a Background Check Form prior to volunteering to maintain the safety of our school.

## **GENERAL STUDENT INFORMATION**

Due to the possible disturbance to the learning environment, all electronic items are prohibited in school. These include, but are not limited to: hand held games, MP3 Players, IPOD'S, cell phones, or any other similar device. Additionally, any toys or personal belongings that disrupt the learning environment are not allowed at school. It is highly recommended that anything brought to school be labeled with the child's name on it. This includes coats, jackets, boots, gym shoes, notebooks, binders, etc.

## **MONTHLY NEWSLETTER**

Holton Elementary sends home a monthly newsletter on the last Wednesday of the month. The newsletter contains a message from the building principal and informs parents of upcoming events. This is also posted on the school website at [www.holtonschools.com](http://www.holtonschools.com).

## **PARENT CLUB**

Holton Elementary has an active and involved Parent Club. All parents are encouraged to join and support the activities of the Parent Club. Information regarding involvement in the Parent Club can be obtained from the school website or by contacting the office.

## **ASSEMBLIES**

Holton Elementary offers students the opportunity to participate in a variety of assembly experiences. Students are expected to remain seated with their teacher and show courtesy and respect to the presenter(s).

## **STUDENT PICTURES**

Holton Elementary offers school pictures for all students in the fall. Watch for dates in the newsletter, the school website, and/or "Know Your Schools".

## **BICYCLES**

Students who ride their bicycle to school should lock it in the rack. Students storing their bicycle at school do so at their own risk and the school will not be responsible for lost, damaged, or stolen bicycles. Bicycles may not be ridden during school hours.

## **LOCKERS**

Lockers are property of the school and may be inspected at any time. They are to be used by students to store outdoor clothing, gym shoes, and lunches until lunchtime. No food or drink should be left in any locker following lunch. Personal locks will not be permitted

on any student locker.

### **MEDICATION**

In the event that medication is to be administered to your child, the procedure will be as follows:

The child's physician must provide written orders detailing method and dosage of prescription medicine, times when medicine should be administered, and a telephone number where the physician can be contacted.

The parent or guardian must provide written permission for the school to administer the medicine and an emergency telephone number.

The parent must bring the medication to school in its original container appropriately labeled by the pharmacy or physician.

The medication will be stored in a locked cabinet.

School personnel shall administer the medication and keep a written record of the date and time the medication was administered.

No medication, including aspirin, ointments, cold tablets, etc. will be administered to students without the written permission of a parent, guardian, or physician.

School personnel will work with the physician and parents to modify a medical program as a student's condition warrants.

No child is to bring his or her own medication to school. **EXCEPTION:** Inhalers for asthmatics.

### **ILLNESS/INJURIES AT SCHOOL**

Emergency forms will be sent home in a student information packet on the first day of school. Parents should inform the office of changes in telephone numbers and emergency contacts. 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, regular volunteers, and guest teachers at the beginning of the school year and to new staff members throughout the year. Parents and students may view specific procedures by visiting the office.

### **URGENT/EMERGENCY SITUATIONS**

Includes but is not limited to: any life threatening condition, difficulty breathing, loss of consciousness, serious head injury, spinal injury, choking, burns, poisoning, seizures, suspected broken major bone (arm or leg), uncontrollable bleeding.

**We will not leave the injured person alone, even if they are transported!** Someone from the school will remain with the child until the parent/guardian/emergency contact arrives.

**Seek medical assistance:** We will call 911 and the parent or guardian of the child as listed on the emergency contact form. We will also seek building staff trained in first aid to assist the child, if needed, prior to the medical professional team arrival.

**Contact parent/guardian/emergency contact.** All numbers will be called until the school is able to reach someone. Messages may be left, but we will continue to make phone calls until we talk to a person.

### **MAJOR MEDICAL SITUATIONS**

Includes, but is not limited to: eye injury, knocked out tooth, any suspected sprain, strain, or broken bone (not major bone-arm or leg), injuries where bleeding has been controlled, but wound is not minor.

**Follow procedures outlined under urgent/emergency situations.**

### **MINOR MEDICAL SITUATIONS**

Includes, but is not limited to: falls, bumps, bruises, fever, upset stomach, diarrhea, rash, discharge from or redness of eye.

Emergency contact will be obtained from the child's file.

Parent/guardian/emergency contact will be contacted. All listed numbers will be tried until we are able to reach someone. A message may be left, but we will continue to make phone calls until we talk to a person.

The child's teacher will be contacted for additional information.

### **FOOD SERVICE PROGRAM**

The Holton Public Schools operates a breakfast and lunch program for all students. Parents are welcome to visit our school and eat lunch with their child(ren). Free/reduced lunch forms are included in the packet sent home with all students on the first day of school and are also available from the office or the food service supervisor.

Because funding for some of our programs is based on free/reduced lunch counts, parents are encouraged to fill out and return the forms to the school even if they do not plan on taking advantage of the program.

Lunch prices are \$1.75 for students and \$2.60 for adults. Breakfast is free for **ALL** students. We utilize a debit card system, which allows students to prepay for meals in any amount and deducts the price as students eat. If you do not want your child to charge meals, please call the dining services supervisor at 821-1731.

### **ATTENDANCE POLICY**

Regular attendance is crucial to success in school. Therefore, Holton Elementary School will adhere to the following attendance policy: All students should attend school daily unless an illness or emergency prohibits this. Parents must call and send a written note explaining all absences. The classroom teacher is expected to contact parents when absences appear to be excessive.

The classroom teacher will request that a letter be sent home from the main office once a student has missed 7, 12, and 15 days of school. Graduated consequences, up to and including referral to the county prosecutor for truancy proceedings, will follow.

**Under Section 380.1561 of the Michigan Compulsory School Attendance Code, children between the ages of 6 and 16 must be in attendance at school. Parents are responsible for complying with the law.**

**Under Section 380.1599, “A parent or other person in parental relation who fails to comply with this part is guilty of a misdemeanor, punishable by a fine of not less than \$5.00, nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days or both.”**

### **TARDY POLICY**

A student who is not in his/her assigned location by 9:00am will be considered tardy. Any student arriving after 9:00am is to report to the school office before proceeding to class. Students arriving late may not be able to obtain breakfast.

### **DISCIPLINE POLICY**

#### **PHILOSOPHY**

The staff of Holton Elementary believes that safety and order are necessary for a positive learning environment and the development of positive social relationships. Students must learn to accept responsibility and the consequences of their actions. The following conduct guidelines and disciplinary code apply to the school setting and all school-sponsored events.

#### **SCHOOL EXPECTATIONS:**

Students at Holton Elementary will be expected to:

- Follow Directions
- Be Courteous and Respectful of Others
- Practice Safety Rules
- Respect School Property
- Be Committed to Learning

#### **STUDENT CONDUCT EXPECTATIONS:**

- Walk quietly inside the school.
- Be where you are supposed to be.
- Carry a pass when not in class.
- Honor others’ personal space.
- Keep hands and feet to yourself.
- Obey playground and lunchroom rules.
- Show respect for people and property.

#### **SAFE PLAYGROUND EXPECTATIONS:**

- Time to play on the playground is used to teach students social skills and for exercise.
- Engage in safe play only.
- Safety rules are in effect to ensure that everyone’s individual rights are respected.
- Students are expected to keep their hands and feet to themselves.

Stay within playground boundaries--students who need to leave the playground must get permission from an adult.

Use of inappropriate language, hand signs, or pictures will not be tolerated.

Use the school's property appropriately.

Speak kindly to one another. Verbal aggression will not be tolerated.

Refusal to follow the safe playground expectations may result in loss of recess or other disciplinary action.

### **LUNCHROOM EXPECTATIONS:**

Use indoor voices at all times.

Stay seated until dismissed by an adult.

Clean up your area and properly dispose of dishes, lunch bags, etc.

Walk at all times.

### **DISCIPLINARY CODE**

The staff of Holton Elementary 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, or playground or lunchroom rules.

Failing to use time productively.

Disrupting the teaching environment.

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 explaining 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 that their child has been to RTC. If the child continues to disrupt or commits a major offense, their teacher or the building principal will notify the parent to discuss the child's behavior.

### **ADMINISTRATIVE SUMMARY**

Only the school administration and Board of Education can grant exceptions to the rules, regulations and consequences contained in this handbook. The school administration reserves the right to establish fair and reasonable rules for things requiring actions that are not covered in this handbook. In all cases, the rules and consequences shall be consistent with previously established rules and consequences for similar incidents, with state and federal laws, and district, state and federal guidelines. The school administration or Board of Education, will take action up to and including expulsion for first offenses. **However, the action taken may be adjusted based upon the specific circumstances of a situation.**

### **SEVERE VIOLATIONS OF SCHOOL BOARD POLICY**

The following are severe violations as defined by Board policy or state statute and will be cause for immediate disciplinary action. These violations include but are not limited to:

**ARSON:** Arson is, but is not limited to: the unauthorized burning or attempting to burn or assisting another to burn or attempt to burn school or personal property or use and /or possession of fireworks and/or explosives or bomb threats.

1<sup>st</sup> offense: Parent notification procedure, up to 3 days of out-of-school suspension.

2<sup>nd</sup> offense: Parent notification procedure, meeting between the building principal and parents, and up to 5 days out of school suspension.

3<sup>rd</sup> offense: Parent notification procedure, meeting between the building principal, superintendent and parents, and up to 10 days out of school suspension.

**ASSAULT/BATTERY OF EMPLOYEES OF HOLTON DISTRICT SCHOOLS INCLUDING ADULT VOLUNTEERS:** Aggressive behavior is, but is not limited to: aggression directed towards staff members through either physical or verbal abuse, threats, either upon school property, on the way to and from school, or at a school-sponsored event.

1<sup>st</sup> offense: Parent notification procedure, and up to 3 days out of school suspension.

2<sup>nd</sup> offense: Parent notification procedure, meeting between the building principal and parents, and up to 5 days out of school suspension.

3<sup>rd</sup> offense: Parent notification procedure, meeting between the building principal, superintendent and parents, and up to 10 days out of school suspension.

**CONTROLLED SUBSTANCES:**

**POSSESSION:** Possession is, but is not limited to: the possession or use alcohol; the drinking of any substance from an alcoholic container; the possession or use illegal drugs, narcotics, hallucinogens, barbiturates, inhalants (including markers and aerosol cans/baggies), marijuana, controlled substances, designer drugs, mood or behavior altering chemicals, substances or drugs, 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 a school-sponsored event, or within 500 feet of school premises.

1<sup>st</sup> offense: Parent notification procedure, and up to 3 days out of school suspension.

2<sup>nd</sup> offense: Parent notification procedure, meeting between the building principal and parents, and up to 5 days out of school suspension.

3<sup>rd</sup> offense: Parent notification procedure, meeting between the building principal, superintendent and parents, and up to 10 out of school suspension.

**SALE, FURNISHING or INTENT TO SELL:** Illegal drugs included under sale, furnishing or intent to sell include, but are not limited to: 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-sponsored events, or within 500 feet of school premises.

1<sup>st</sup> offense: Parent notification procedure, and up to 3 days out of school suspension.

2<sup>nd</sup> offense: Parent notification procedure, meeting between the building principal and parents, and up to 5 days out of school suspension.

3<sup>rd</sup> offense: Parent notification procedure, meeting between the building principal, superintendent and parents, and up to 10 out of school suspension.

**TOBACCO:** Use or intent to use and/or possession of tobacco in any form while at school or during school-sponsored events.

1<sup>st</sup> offense: Parent notification procedure and up to 3 days out of school suspension.

2<sup>nd</sup> offense: Parent notification procedure, meeting between the building principal and parents, and up to 5 days out-of-school suspension.

3<sup>rd</sup> offense: Parent notification procedure, meeting between the building principal, superintendent and parents, and up to 10 days out of school suspension.

**AGGRESSIVE BEHAVIOR:** Aggression of any kind is destructive to the educational process and will not be tolerated.

**BULLYING**

Bullying behavior is detrimental to the education environment and will not be tolerated. Bullying behavior is any behavior, which intimidates another student, especially if the other student is smaller, younger, or weaker. Examples of bullying behavior are, but are not limited to: verbal threats of physical violence, pushing, punching, kicking, name-calling, or taunting. Consequences for bullying behavior will be addressed using the parent notification procedure and disciplinary code.

**Verbal aggression** is, but is not limited to: persistent bullying, taunting, threatening bodily harm or name-calling.

**Physical aggression** is, but is not limited to: pushing, punching, shoving or tripping.

The parental notification procedure will be used with aggressive behavior. In addition, loss of recess(es) or restitution may be imposed by the building principal.

1<sup>st</sup> offense: Parent notification procedure and up to 3 days out of school suspension.

2<sup>nd</sup> offense: Parent notification procedure, and up to 5 days out of school suspension.

3<sup>rd</sup> offense: Parent notification procedure, meeting between the building principal and parents, and up to 10 days out of school suspension.

**BATTERY/ASSAULT:** Battery is, but is not limited to: punching, kicking that causes injury, scratching, biting, choking, or any other activity which inflicts or intends to inflict serious bodily harm.

1<sup>st</sup> offense: Parent notification procedure and up to 3 days out of school suspension.

2<sup>nd</sup> offense: Parent notification procedure, and up to 5 days out of school suspension.

3<sup>rd</sup> offense: Parent notification procedure, meeting between the building principal and parents, and up to 10 days out of school suspension.

**THREATENING ANOTHER WITH A WEAPON:** Threatening another with a weapon is, but is not limited to: any verbal comment directed at another or a group of people in which a student threatens the life or safety of another or a group of people through the use of a firearm, knife, or similar object.

1<sup>st</sup> offense: Parent notification procedure, and 3 days of out-of-school suspension.

2<sup>nd</sup> offense: Parent notification procedure, meeting between the building principal and parents, and up to 5 days of out of school suspension.

3<sup>rd</sup> offense: Parent notification procedure, meeting between the building principal, superintendent and parents, and up to 10 days of out of school suspension.

**GROSS MISBEHAVIOR**: Gross misbehavior includes, but is not limited to: disobedience or habits detrimental to the educational environment, written or spoken use of profane or obscene language, profane or obscene gestures, public urination, indecent exposure or possession of pornographic material.

1<sup>st</sup> offense: Parent notification procedure and up to 3 days out of school suspension.

2<sup>nd</sup> offense: Parent notification procedure, and up to 5 days out of school suspension.

3<sup>rd</sup> offense: Parent notification procedure, meeting between the building principal and parents, and up to 10 days out of school suspension.

**THEFT AND POSSESSION OF STOLEN PROPERTY**: Theft and possession of stolen property includes, but is not limited to: stealing or in possession of the stolen property of other students or stolen school property.

1<sup>st</sup> offense: Parent notification procedure and up to 3 days out of school suspension.

2<sup>nd</sup> offense: Parent notification procedure, and up to 5 days out of school suspension.

3<sup>rd</sup> offense: Parent notification procedure, meeting between the building principal and parents, and up to 10 days out of school suspension.

**VANDALISM**: Vandalism is, but is not limited to: defacing or destruction of school property or the property of another.

1<sup>st</sup> offense: Parent notification procedure and up to 3 days out of school suspension.

2<sup>nd</sup> offense: Parent notification procedure, and up to 5 days out of school suspension.

3<sup>rd</sup> offense: Parent notification procedure, meeting between the building principal and parents, and up to 10 days out of school suspension.

**DANGEROUS WEAPONS AND FIREARMS**: Students in possession of a dangerous weapon and/or firearm or students who commit rape on school district grounds, in school district buildings or vehicles or at district or school sponsored events, shall be expelled

from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social service or community mental health agency. The parent or legal guardian and student shall be notified of the referral. *DANGEROUS WEAPONS SHALL INCLUDE, BUT ARE NOT LIMITED TO:* a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, sling shot, iron bar or wooden club, brass knuckles, or objects that can cause bodily harm. A firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by action of an explosive or any destructive device, which includes any explosive, incendiary, or poison or noxious gas. Examples of firearms include but are not limited to: bomb, grenade, rocket having a propellant charge, missile having an explosive or incendiary charge, or mine. No “toy” weapons of any kind may be brought to school.

### **ANTI-HARASSMENT POLICIES**

**SEXUAL HARASSMENT:** Sexual harassment is defined as actions that have a negative impact upon an individual’s academic performance or creates an intimidating educational environment. Actions may include, but are not limited to:

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

**ETHNIC HARASSMENT:** Ethnic harassment is defined as actions that intimidate individuals or groups based on race, ethnic background, religion or national origin. Actions may include, but are not limited to:

Verbal or written harassment.  
Remarks to a person with demeaning implications.  
Physical contact.  
Involves an expressed or implied threat to personal safety.

No student shall sexually or ethnically harass another student, school personnel or volunteers. If a student feels he/she has been sexually or ethnically harassed, she/he should bring the matter to the attention of the building principal. **Violations of any harassment policy will result in the following disciplinary action:**

1<sup>st</sup> offense: Parent notification procedure and up to 3 days out of school suspension.

2<sup>nd</sup> offense: Parent notification procedure, and up to 5 days out of school suspension.

3<sup>rd</sup> offense: Parent notification procedure, meeting between the building principal and parents, and up to 10 days out of school suspension.

### **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 ATTENDANCE AND DISCIPLINE PURPOSES**

The staff of Holton Elementary recognizes that the circumstances and consequences for discipline and self-control violations must be considered on an individual basis. To ensure each student is given due process, the school has established an appeal procedure for attendance and discipline purposes. Parents will have three school days after receiving a verbal or written notification to register their request for an appeal. If a request for an appeal is not received within three school days, the decision will stand. The appeal process has three levels:

First Level: An appeal to the building principal or designee shall be made within two days after receiving verbal or written notification of an attendance or disciplinary action. A conference will be scheduled with parents or guardians as soon as possible following a request for an appeal. A decision will be rendered within two school days after the conference. The conference can be conducted by telephone.

Second Level: An appeal to the superintendent or designee shall be made within two school days after receiving verbal or written notification of the building principal's decision. A conference will be scheduled with parents or guardians as soon as possible following a request for an appeal. A decision will be rendered within two school days after the conference. The conference can be conducted by telephone.

Third Level: An appeal to the Board of Education shall be made in writing within two school days after receiving verbal or written notification of the superintendent's decision. A review hearing will be held at a regularly scheduled Board meeting and a decision will be rendered by the Board of Education within five school days of the hearing. Unless prohibited by state or federal statute, the prescribed punishment will not be served until such time that a final decision is made by the Board of Education.

Note: The staff of Holton Elementary also recognizes the importance of timely consequences. If an appeal of a disciplinary action occurs after the action has taken place and the appeal is subsequently upheld, the disciplinary action will be expunged from the student's record.

### **GRIEVANCE PROCEDURE**

When a parent has a grievance with a staff member, the following procedure should be used:

First, attempt to resolve the problem with the staff member.

Second, attempt to resolve the problem with the building principal.

Third, attempt to resolve the problem with the superintendent.

Finally, make a written request to the superintendent to be placed on the Board of Education agenda.

**PLEASE NOTE:** Failure to follow the preceding rules will result in the student serving the remaining time in an out of school suspension.

### **RECOMMENDATION FOR EXPULSION:**

Any student who accumulates fifteen days of suspension during the school year may be required to appear before the Board of Education for review and possible expulsion from school.

### **DRESS CODE**

Students are free to wear appropriate clothing to school as long as it does not interfere with the educational process. Exceptions to this rule are, but are not limited to:

Clothing that contains statements of a sexual nature, innuendoes or tobacco/alcohol advertising.

Shorts or skirts which are shorter than mid-thigh in length.

Students may not go barefooted, shoes are to be worn at all times.

Clothing deemed inappropriate due to placement of rips or tears.

Hats are not to be worn inside the building.

Please ensure that your child is dressed appropriately for the weather because, except in cases of rain or extreme cold, recesses will be held outside. The use of snowsuits/snow-pants, hat, boots and mittens/gloves are especially encouraged. Students should dress in layers so clothing may be removed or added as the weather dictates.

### **DISTRICT EQUIPMENT**

Any materials owned by the Holton Public Schools that are loaned to students become the responsibility of the student until it is returned to the proper person. Damage to or failure to return items will result in full restitution for the repair or replacement of that item.

## COMMUNICABLE DISEASES

The following guidelines have been prepared to assist you when deciding how long to keep your child home from school if he/she has contracted a communicable disease.

| <u>Disease:</u>                            | <u>Exclusion from school for the following:</u>  |
|--|--|
| German Measles<br>(Rubella, 3 day Measles) | Until rash disappears<br>and temperature is<br>normal.   |
| Measles<br>(Hard, seven-day)               | For seven days after<br>appearance of rash.  |
| Mumps                                      | Until swelling is gone<br>or other symptoms<br>have disappeared.                                     |
| Whooping Cough                             | Four weeks from on-<br>set of cough or until<br>cough has stopped.                                   |
| Chicken Pox                                | Until lesions are healed.  |
| Scarlet Fever                              | Until clinical recovery.   |
| Infectious Hepatitis                       | During first two weeks<br>of illness and at least<br>two weeks after disap-<br>pearance of jaundice. |
| Infectious mononucleosis                   | Until no symptoms or<br>until medical authoriza-<br>tion is given to return.                         |
| Head Lice                                  | May return when bugs<br>and nits are no (Head<br>and Body Lice) longer<br>present.                   |
| Pink Eye                                   | Until completely healed<br>or medical authorization<br>is given to return.                           |

|          |   |
|----------|---|
| Ringworm | Until area is non-infectious and completely healed or medical authorization is given to return. |
| Impetigo | Until completely healed or medical authorization is given to return.                            |

### **HEADLICE POLICY**

ALL STUDENTS will have their heads checked the last day of the week school is in session. Parents not wanting their child's head checked by school personnel or volunteers may come into the office prior to 9:00 and check their child's head in front of school personnel. If nits or bugs are found, the student will be isolated from the general student population until parents can pick the student up. Once home the child should be treated and all nits removed. The Holton Public Schools has a no nit policy and no student will be allowed to re-enter class or ride the bus until their head is bug and nit-free. Once a student is bug and nit-free, a parent must accompany the child to school to have his/her head rechecked by school personnel. If the student is found to be bug- and nit-free, he/she will be allowed to re-enter class. If he/she is found to have bugs or nits, the student will continue to be excluded from school. It is the parent's responsibility to pick up the child from school as soon as possible when nits or lice are found.

### **HOMEWORK POLICY**

The staff of Holton Elementary believes that parents are essential in the development of good study habits at home. We encourage parents to cooperate with and assist the classroom teacher when homework is assigned. In order to maintain a strong commitment to learning, homework assignments should be completed on time. Teachers will share their homework expectations and procedures during the first week of classes.

### **REQUESTS FOR HOMEWORK**

Requests for homework should be made as far in advance as possible. Once notified of a request, the secretary will secure homework from the classroom teacher and have it available in the office.

### **ANIMALS**

Animals may not be brought to school without the prior approval of the classroom teacher or building principal. Under no circumstances will animals be transported on the bus. Wild animals and turtles will not be allowed in school. Cats and dogs must not have a previous history of biting and must be restrained and inoculated against rabies. Handling of animals will be on a voluntary basis. Please alert the school if your child has any pet allergies and should not be exposed to visiting animals.

### **PRESS IMAGES**

From time-to-time, images of our students appear in Know Your Schools, the Times Indicator, the Muskegon Chronicle, WOOD-TV 8, WZZM TV-13, etc. Please let the office know if you do not want your child's image to appear in these mediums.

### **COMPUTER USE**

Holton Elementary students enjoy a variety of computer experiences at our school, including the Internet. Students MUST have a Holton Elementary Internet Permission Slip completed and signed by a parent before he/she can access the Internet at school. Although the Holton Public Schools will try to limit a student's access to offensive sites by Internet filtering software and adult supervision, it cannot guarantee that a student will not access offensive sites. Students are prohibited from knowingly accessing offensive sites and should immediately exit and inform an adult if they accidentally access an offensive site. Failure to comply with these measures will result in the immediate revocation of the student's ability to use the Internet at school.

### **MEDIA CENTER**

Holton Elementary students have access to our media center and may check out books for enjoyment in the classroom or at home. Parents are encouraged to make sure that media center books are properly cared for while at home. If a book is lost or damaged, parents will be responsible for either repairing or replacing the book.

### **TESTING**

Holton Elementary third, fourth and fifth grade students participate in the Michigan Educational Assessment (MEAP) tests in October. Other standardized tests are given to students at various times during the year. MEAP test results are shared with parents/guardians after the state releases the information. Other test results are shared with parents at Parent Teacher Conferences.

### **CONFERENCES**

The staff of Holton Elementary welcomes the opportunity to meet with you so we may better understand your child and assist you in meeting his/her needs. Conferences are held in the fall and spring but other times can be arranged by calling the school for an appointment.

### **RETENTION**

Students normally progress from grade to grade. Exceptions may be made when, in the judgment of the professional staff, retention would be in the best interest of the student involved. Early efforts will be made to communicate concerns with parents and involve them in the decision-making process. The final decision for the academic placement of a student rests with the building principal and will be made before the close of school in June.

### **STUDENTS LEAVING DURING THE DAY AND AFTER SCHOOL**

Parents must notify the office in advance, preferably in writing, if they want someone else to pick up their child(ren) at school. No student will be allowed to leave the building with anyone except his/her parents, legal guardian or a person specified by the parent on the Student Enrollment Card unless the parent or legal guardian contacts the office in advance. Parents wishing to pick up their children at school rather than having them sent home on the bus must send a note to their child's teacher. If a child has no note stating

his parents will pick him/her up at school and the parents are not in the office at the time school is dismissed, the child will be sent home on the bus. If a child is to be picked up before the regular dismissal time, parents are asked to come to the office and sign-out their child. We feel strongly that children should remain in their class until dismissal time and encourage parents to set appointments that correspond to the instructional day.

### **RECESS**

It is expected that all children will go to recess with their class unless schoolwork needs to be completed or for disciplinary reasons. If a child must remain inside for health reasons, a written note from a parent or doctor is necessary.

### **LOST AND FOUND**

A lost and found will be maintained in the building. Please help us teach your child to respect the property of others and do not allow them to keep articles of clothing that do not belong to him/her. Urge your child to check the lost and found when an item is missing and have him/her report missing items immediately to the office. From time-to-time, items in the lost and found will be cleaned and donated to charity. Notice will be printed in the district and/or school newsletters.

### **TITLE ONE PROGRAM AND PARENT COMPACT**

Holton Elementary School has a strong Title One Program that helps students in the academic areas of reading, writing, math, science, and social studies. Your child may receive Title One services this year from a teaching assistant or a trained reading teacher. The Title One goal is to help each child reach his/her highest potential. All students are eligible to receive Title One services. By law, we must inform you of our Title One school-parent compact that explains how parents, the entire school staff, and students will share the responsibility for improved student achievement. Our Title One school-parent compact policy reads, "All parents of children being served by Title One shall be encouraged by all of our teachers to become actively involved with their child's education. We encourage and expect the parents to either read with their child or make sure the child reads on his own. We expect the parents to either help the child with his homework or to monitor that the child does the necessary homework at home. We expect and encourage the parents to respond to school in a positive way."

### **EMERGENCIES CAUSING THE CLOSING OF SCHOOL**

Emergencies can occur which cause the early dismissal of school. Please inform your child where he/she should go if school dismisses early and note this information on the Student Information Card. School closing information will be announced over local radio and television stations. The school will also use our Honeywell Alert System to notify families of emergencies and school closings.

## **TORNADO PROCEDURES**

During a tornado watch, classes will remain in session and weather conditions monitored by the office. During a tornado warning, students will be evacuated to a designated location within the building.

## **FIELD TRIP GUIDELINES**

Students must have a signed permission slip or a note from a parent to go on a field trip. All school and bus rules are in effect during a field trip. Unless a parent gives permission, students should ride the bus to and from the field trip site. Students are not allowed to leave the field trip areas without parental permission.

Chaperones or school personnel may check all packages or bundles and may assign students to specific seats. Failure to comply with rules may result in disciplinary action, up to and including suspension from school by the building principal. In case of an emergency, school personnel or a chaperone will contact the office.

## **TRANSPORTATION**

School transportation services are provided for the benefit and safety of students. The first consideration will be to provide safe transportation to students but consideration will be given to economy of operation. Transportation is a privilege and a student must accept responsibility for her/his own conduct, follow all rules and regulations, and promptly respond to driver requests.

## **ECSE, PRE-SCHOOL and KINDERGARTEN STUDENTS**

Effort will be made to transport these students as close to home as is practical. A parent or guardian should be at the bus stop for pick up and drop off.

## **RIDING LIMITS**

Students will be provided transportation as follows:

Students in grades ECSE, pre-school, K-5 living more than one-half (1/2) mile from the school 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.

ECSE, pre-school, K-5 students may be required to walk up to one-half (1/2) mile to an assigned bus stop.

Students may be refused transportation for justifiable reasons.

## **TRANSPORTATION SERVICE LIMITATIONS**

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. The walking distance may not 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 (police, duly authorized crossing guards, or a stopped school bus with red lights). 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 of

Education or its designee.

Students can only be discharged at their regular assigned bus stop or school with the following exceptions:

A student may be discharged at a stop on his/her regular bus route if the student presents a written request from the parent/guardian to the office or transportation supervisor. 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.

Parents may request that their school child(ren) be transported to a baby-sitter within the district, provided it is at a regular bus stop.

Students transported out of the district to programs, activities, or athletic events will be discharged at the site. Students will ride the bus back to school unless a parental request is made to the principal or supervisor of the activity. The bus will not deviate from its assigned route to pick up or deliver students.

## **BUS CODE OF CONDUCT**

### **PUPIL 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**

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 completed by the driver. The student will be referred to the responsible thinking classroom. 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 classroom. 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.