

## **Holton Middle/High School**

### **Mission Statement**

Learn. Grow. Graduate. Succeed.

### **Vision Statement**

The Holton Middle/High 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.

**Welcome to Holton Middle/High School. All the members of the staff are pleased to have you as a student and we will do our best to help make your experience productive and successful.**

**6477 Syers Road – Holton, MI 49425 – Phone: (231) 821-1725**

**[www.holtonschools.com](http://www.holtonschools.com) – [www.facebook.com/HoltonSchools](https://www.facebook.com/HoltonSchools)**

## FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or building administrators.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 30, 2018. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2018, the language in the most current policy or administrative guideline prevails.

## EQUAL EDUCATION OPPORTUNITY/NONDISCRIMINATION

It is the policy of Holton Public Schools to provide an equal education opportunity for all students. Any person who believes that he or she has been discriminated against on the basis of his/her race, color, age, disability, religion, gender, sexual orientation, or national origin, while at school or a school activity should immediately contact the **District's Compliance Officer: Superintendent Adam Bayne (231) 821-1700**.

## PARENT INVOLVEMENT

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members. If you are interested in becoming more involved with the school or volunteering, please contact the office for more information. Volunteers must fill out a background check form prior to volunteering so that we can maintain a school that is as safe as possible.

## DOORS OPEN/CLOSE

School doors will open at 7:30 a.m. Students will not be allowed in the building prior to 7:30 a.m. or after 2:45 p.m. unless supervised by a coach, advisor, or staff member. At 7:55 a.m. all outside entrances will be locked for security purposes. Any visitors or late students must enter through the front entrance and report to the office. School begins each day at 7:45 a.m. and ends at 2:35 p.m. Half days begin at 7:45 a.m. and end at 10:55 a.m.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose signature is on file in the School office or the parent coming to the School office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

### **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The school counselor will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in the school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of the suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the counselor. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules.

Foreign students and foreign exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### **TRANSFER OUT OF THE DISTRICT**

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Holton District, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the office for specific details.

### **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

### **HOMEBOUND INSTRUCTION**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the building principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

### **INDIVIDUALS WITH DISABILITIES**

The American's With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the secondary principal at 821-1725 to inquire about evaluation procedures and programs.

### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the secondary principal at 821-1725 to inquire about evaluation procedures and programs offered by the District.

### **INVITATION TO PARENTS/GUARDIANS**

Parents/guardians are always welcome to visit our school building. It is expected that parents/guardians will enter the front doors near the office on Syers Road and report to the office and make their presence known. Parents needing to go into the school proper will sign in and get a pass to be in the building. It must be understood that the teacher's time in a classroom is devoted to providing instruction. If a parent wishes a conference, this time should be scheduled during the teacher's conference period or during other non-teaching time periods. Any visitor in this building who causes a disruption of the learning environment for our students, or is a hazard to the safety of students or school employees, will be directed to leave. If necessary, law enforcement officials will be contacted.

### **TRADITIONS**

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

### **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

## **STUDENT CODE**

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

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

## **ACADEMIC COUNSELING SERVICES**

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

## **CREDIT**

A half unit of credit will be given for successfully passing a one-semester course. A full unit of credit will be given for successful work in a two-semester course

## **INCOMPLETE GRADES**

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

## STUDENTS CLASSIFICATION

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

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

## APPEALS

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

## REQUIREMENTS FOR GRADUATION

Twenty-two (22) credits are required for students to graduate.

The following courses are required for graduation and include the Michigan Merit Curriculum:

- Four (4) credits in Language Arts including each of the following:

9 <sup>th</sup> Grade	(1) English 9
10 <sup>th</sup> Grade	(1) English 10
11 <sup>th</sup> Grade	(1) English 11
12 <sup>th</sup> Grade	(1) English 12
- Four (4) credits in Mathematics, including at least one (1) credit during senior year:

Algebra 1 (1)
Geometry (1)
Algebra 2 (1)
Senior year math (1)
- One and one-half (1½) credits in Physical Education including one-half (½) credit in Health and one-half (½) credit of 9<sup>th</sup> P.E. (One-half credit of physical education can be granted by the successful completion of a season in a competitive athletic sport as defined by the MHSAA or completion of a season in Marching Band.)
- Three (3) credits in Science in the following:

Biology (1)
Chemistry (1/2)
Earth Science (1/2)
Physics (1/2)

Environmental Science (1/2)

5. Three (3) credits in Social Studies in each of the following:

Civics (1/2)  
Economics (1/2)  
World History (1)  
U.S. History (1)

6. Two (2) World Language Credits

2 Credits earned in Grades 9-12 or an equivalent learning beyond the K-12 classroom: study abroad programs, college coursework, home or heritage languages, online courses, or equivalent life experience.

One credit of the two may be fulfilled with a CTC or added Visual, Performing, or Applied Arts course.

7. Three (3) credits in Visual, Applied or Performing Arts.
8. Online Learning Experience  
- Online course, learning experience, or experience is incorporated into one or more required credits
9. Students must be enrolled in this or another approved high school for not less than four years.
10. Students must have paid all outstanding debts and obligations to the school.
11. In order to participate in the commencement ceremony, each senior must have earned at least 21.5 credits. Students who have not earned at least 21.5 credits will not be allowed to participate in the graduation ceremony, but will have until the end of the term to make up the missing credit. Failure to do so will require the full course to be retaken.

**NOTE:** The number of credits needed for graduation is subject to change. The above figures are accurate at the time of publication.

12. All students must fully participate in each component of the Michigan Merit Exam, which includes the SAT, MSTEP, Work-Keys or MI-Access in order to:
- a. Earn a diploma from HHS
  - b. Participate in Jr/Sr social activities and/or graduation activities which includes dances, senior activities and graduation.
13. The Michigan Merit Curriculum law allows a parent or legal guardian of a student to request certain modifications to the state high school graduation requirements under limited conditions to ensure all students are effectively and consistently engaged in school regardless of need or disability. If you would like to learn more please contact our school counselor at (231) 821-1728.

#### PROCEDURE FOR GRADUATION

1. The top ten students in the junior class will lead the seniors.
2. The Valedictorian and Salutatorian will receive an academic collar.
3. Honor graduates with a 3.5, or better grade point average have gold tassels.
4. To be an honor graduate, students must be passing all current classes and have fewer than ten absences.



5. National Honor Society students receive a silver tassel.
6. Caps and gowns will be Red.

### **HONOR ROLL**

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

### **MARKING AND HONOR POINT SYSTEM**

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

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

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

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

#### **Honors Courses**

Honors courses include: Trigonometry and Calculus. Additionally, students may earn college credit through dual enrollment.

### **NATIONAL HONOR SOCIETY, Agnes DeHart Chapter**

#### **Purpose**

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

#### **Membership**

1. Membership is an honor bestowed upon a student. Selection is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Members who resign or are dismissed are never again eligible for membership or its benefits.
2. At Holton High School, the selection of new members is done by a faculty council appointed by the principal and takes place in the spring of the year.
3. To be eligible for membership, the candidate must be a member of the classes (sophomore, junior, senior) designated as eligible in the chapter bylaws (freshmen [ninth graders] are not eligible). Candidates must have been in attendance at the school the equivalent of one semester prior to applying for membership. To be eligible for membership, a sophomore candidate must have a GPA of 3.5 or better, junior and senior candidates must have a cumulative GPA of 3.3 or better. The eligible candidates shall submit information as requested by the faculty council. This information may consist of letters of recommendation, a list of activities and organizations, and interviews.

## **ACADEMIC LETTER**

### **Criteria**

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

1. Three-point-five (3.5) grade point average (non-cumulative from year to year).
2. Carry a class load of a minimum of four academic courses (including at least one honors course)

### **The Sequence of Awards**

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

## **HOMEWORK POLICY**

### **Philosophy**

Homework is a necessary part of learning, and it is reasonable to expect homework of some type in every class. As an extension of classroom work, homework should enhance everyday teaching and not be merely busy work. It is important to build a positive attitude toward homework. A homework policy is a guideline and not so rigid that those individual students and specific classes cannot be dealt with differently.

### **Purpose**

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

### **Guidelines**

The following will be considered when making homework assignments:

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

## **MOVIE/VIDEO PARENTAL NOTIFICATION POLICY**

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

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

## **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular programs. No student may participate in any school sponsored trip without parental consent. Attendance rules apply to all field trips.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the counselor and principal.

## **ATTENDANCE POLICY**

### **Philosophy**

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

### **Truancy Policy**

Michigan law requires students to be in school. Under Section 380.1561 of the Michigan Compulsory School Attendance Code parents/guardians are mandated to send their child to school the entire year. Based on the new truancy policy in Muskegon County, a student will be considered truant upon the fifth (5<sup>th</sup>) absence in a class (excused or unexcused). At that point, a parent letter will be sent home and the student's records will be reviewed to determine if these absences are interfering with the students learning whether or not the absences were excused. Excused absences must meet the criteria as to what is excusable by the Prosecutor's office which is limited to: illness as determined by a physician, court appearances, a death in the family or any absence approved by the building principal.

If the student misses four (4) additional days of school, an attendance review team will meet; a second letter will be mailed home with a copy sent to the Prosecutor's office. At this point, the Prosecutor may elect to meet with the family and student to discuss consequences of the continued truancy, which may include the filing of criminal charges against the parent and loss of any benefits received through the Department of Human Services.

#### 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. Students will be allowed one day for each day of absence plus one extra day to make up work.
2. Long-term assignments will be due on the established date unless extended by the instructor. It is the responsibility of the student to obtain makeup work assignments and to turn them in on the due date.
3. Parents are encouraged to contact the office secretary or principal in the event of a prolonged absence from school so that assignments may be sent home.
5. The following will be considered **excused** absences:
  - Illness (needs to be verified with a note from a doctor)
  - Recovery from accident
  - Professional appointment including doctor and dental
  - Observation or celebration of a bona fide religious holiday
6. The following will **not be considered absences** for the attendance policy:
  - School related activity
  - Suspension (O.S.S./Out of School Suspension)
  - Required court appearance
  - Death in the immediate family
  - Such other good cause as may be acceptable to the principal or superintendent
  - Approved homebound stays
  - Illness with note from doctor stating student may not attend school **PLEASE NOTE** -- *The note must be signed by the attending licensed medical professional and state that you were treated in his/her office on the day of your absence. A "blanket excuse" note is not acceptable.*
7. Students will be allowed nine (9) absences in each class period during a semester. Parents will be notified by letter of the student's fifth (5th) absence.
8. On a student's tenth (10th) absence in a class, in order to earn credit in addition to any class projects, the student will be required to achieve at least a C+ (77%) on a summative final exam or earn at least a C+ for a final grade with the exam figured into the final grade.

#### Second Semester Exam Policy

During the second semester, high school students with a grade of B+ or better and no more than one absence for the semester will not be required to take the final exam for that class (with the exception of Honors classes, dual enrollment classes, and Performing Arts classes, depending on the teacher's policies). Only school-related absences, absences due to a court appearance and absences due to a death in the immediate family will not be counted in this total when determining this exam exemption. A high school student who does not have to take the exam may do so to try to better his/her grade. It will not be averaged if it does not help the grade. The counselor will make the determination on any student in question.

**CTC students are required to attend CTC if CTC is in session even if Holton is not.**

#### **TARDY POLICY**

1. Students will be marked tardy if they do not arrive to class on time and prepared (only a pass from the office, marked excused, or from another staff member, will override this policy).
2. Teachers will track the accumulation of tardiness by students on an individual basis.
3. At the second tardy, the student will call home from the classroom to inform parent/guardian.
4. At the third tardy, the student will call home from the classroom to inform parent/guardian they have been assigned a silent lunch.
5. The fourth tardy, the student may receive additional silent lunches or **1 day ISS (In-School Suspension)**.
6. Tardies accumulation resets each marking period.
7. A five-minute warning bell will be sounded before the beginning of classes at the start of the school day.
8. Students who are gone for more than 15 minutes in a class period will be considered absent, not tardy.

#### **OUT OF SCHOOL SUSPENSION**

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

It is the parent or student's responsibility to make arrangements with the office to obtain work that is missed during their Out of School Suspension. Arrangements should be made as soon as possible after notification of the suspension. The students will have the same number of days to make up missed assignments as he/she was suspended. The phone number for High School students is 821-1725. The phone number for Middle School students is 821-1786.

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

#### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

#### **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.

### **Use of Medications**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician’s counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal’s office.
- D. Medication that is brought to the office will be properly secured.
  - Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
  - Medication **MAY NOT** be sent to school in a student’s lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of the day. This log will be maintained along with the physician’s written instructions and the parents written permission release.

### **The Request for the Administration of Medication Form**

(Available in the school office)

This form shall be signed and dated, at least on an annual basis, by the student’s

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

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

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

#### **Medication Label**

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

#### **Medication Supply**

The medication shall be brought to school by the student's parent/guardian.

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

#### **Administrator Responsibilities**

The building administrator or other designated administrator shall:

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

#### **Medication Administration and Storage**

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

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

5. Participate in appropriate training as arranged by the district.
6. Immediately report to the building administrator any error in administering the medication.
7. Periodically check for expiration dates of the medication.

#### **Parent/Guardian Responsibilities**

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

#### **Student Responsibilities**

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

#### **School Medication Records**

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

#### **Superintendent's Responsibilities**

##### **The Superintendent or his/her designee shall:**

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

#### **NONPRESCRIBED (OVER-THE-COUNTER) MEDICATIONS**

Parents may authorize the school to administer a nonprescribed medication using a form which is available at the school office. A physician does not have to authorize such medication. The parent may also authorize on the form that their child may administer the medication (in the presence of office personnel).

Students are not allowed to be in possession of any medications while at school (unless allowed by law or approved by administration). Violations may result in disciplinary action. Students caught providing medication of any kind to other students may face up to a ten (10) day suspension and Board referral.



### **CARE OF STUDENTS WITH DIABETES AND CARE FORM**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan should be submitted to the school principal. Parents/guardians are responsible for and should:

- A. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- B. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- C. Sign the Diabetes Care Plan.
- D. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan. Your child may also be eligible for an Individualized Section 504 Plan to provide needed supports and accommodations so he or she can access educational programs and services. For further information please contact the Building Principal at 821-1725.

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

### **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

### **ASTHMA INHALERS AND EPI-PENS**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate

asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal with the student or parent/guardian of a minor student and the instructions of a physician/physician's assistant/nurse practitioner. Plan to be updated annually.

## **HOLTON SCHOOL DISTRICT MEDICAL EMERGENCY GUIDELINES**

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

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

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

1. **Holton School District Medical Emergency Guidelines** 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. Classifies emergencies into 3 situation levels Urgent/Emergency, Moderate and Minor.
3. **Emergency Contact Form** completed by the parent/guardian at the start of school. Contains medical, insurance and emergency contact information and includes permission for emergency transport and treatment. It is crucial that parents inform the office of changes in telephone numbers and emergency contacts.
4. **Accident Report Form** completed by a staff member any time an injury is sustained at school.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

## **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of noncasual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to

warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV, (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

#### **STUDENT RECORDS/FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The School District maintains many student records including both directory information and confidential information.

Neither the Board, nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

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

Directory information may be kept by various means, including, but not limited to, written or printed documents, audio or videotape, computer database, microfilm, and microfiche. Holton Public Schools intends to permit disclosure of these items without prior written consent of students and parents, unless notified in writing to the contrary by October 1<sup>st</sup> of the current school year. (For new students enrolling in Holton Public Schools after October 1<sup>st</sup> of the current school year, 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 the letter to your school principal.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual **Family Education Rights and Privacy Act (FERPA)** notice which can be found at the administration office.

Other than directory information, access to all other student records is protected

by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if a non-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her parents;
- B. Mental or psychological problems of the student or his/her family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in

the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose; and
- B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpcu](http://www.ed.gov/offices/OM/fpcu)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **ARMED FORCES RECRUITING**

The school must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives the school officials shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notices shall be given regarding right to refuse disclosure to any or all "directory information" including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-

keeping and will not be liable for loss or damage to personal valuables.

### **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. They may also observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### **FIRE, LOCK DOWN AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a loud bell ringing throughout the duration of the evacuation.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm system for fires and lock down drills and consists of an announcement over the PA system.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down drill is different from the alarm system for fires and tornadoes and consists of an announcement over the PA system.

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify various local radio and television stations. Additionally, phone calls/text messages will be made by the District's automated phone system notifying parents of the delay/closing.

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Holton High/Middle School provides the students the opportunity to broaden their learning through curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance enhancing substance is a violation that will

affect the student's extracurricular participation.

The Board authorizes many student groups that are sponsored by a staff member. Holton Public Schools authorizes several various student groups.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

### **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No nondistrict-sponsored organization may use the name of the school or school mascot.

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location. All school rules are in effect at all school sponsored events, regardless of location.

### **SPORTSMANSHIP EXPECTATIONS**

#### **Introduction**

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

### **Sportsmanship Expectations**

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

### **Acceptable Behavior**

1. During the playing of the National Anthem, please rise, face the flag, and gentlemen remove your hats.
2. Applause during introduction of players, coaches, and officials.
3. Accept all decisions of officials as final.
4. Cheerleaders leading fans in positive cheers.
5. Treat competition as a game, not a war.
6. Applause at end of contest for performances of all participants.



7. Everyone showing concern for an injured player.
8. Encourage surrounding people to display only sportsmanlike conduct.

#### **Unacceptable Behavior**

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

#### **HOLTON MIDDLE/HIGH SCHOOL DISCIPLINE CODE**

All Holton Middle/High School Discipline Regulations are in effect in school, on school property (including all athletic contests), on field trips, and at all other school sponsored activities. Out of school suspension may be used in dealing with serious violation of school rules. The staff at Holton Middle/High School believes in individual student rights but when a student's actions begin to infringe upon the rights of others, the inappropriate behavior must be stopped.

The Classroom Rules are as follows:

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

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 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 or place directed.
3. Any materials handed out by the students or displayed on school grounds must be approved by the principal before they may be distributed or displayed to other students.
4. Students must be in attendance at school **all day** in order to participate in extra-curricular activities, unless given prior approval by the principal. Athletes must attend **all** classes to participate in practice or contests unless the principal or the athletic director has excused them.
5. All suspected theft should be reported to the office as soon as possible.
6. Students that are suspended out of school will **not** be allowed on school property at any time, participate in, or attend any extra-curricular or school sponsored activities on the day(s) of the suspension. For each violation of the policy, an extra day will added to the suspension.
7. Any student tampering with, or setting off, a false fire alarm will be turned

over to the authorities for prosecution and will face a possible recommendation for expulsion.

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

### CLOSED CAMPUS

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

### SCHOOL VISITORS

Student visitors will not be allowed.

### DRIVING

As a condition of driving a vehicle to the High School, all students are required to register their vehicles in the office and receive a school permit. Students are expected to observe the following driving rules as a condition for operating or parking a vehicle on school property.

1. Vehicles must be parked only in the south parking lot behind the cafeteria, which is designated for student parking. If a student has a specific need to park in the front lot, the student must get this approved by administration in advance. **Students in violation of this policy may be fined \$10 for the first offense, \$20 for all following offenses, or have his or her vehicle towed at the owner's expense.**
2. Vehicles parked on school property are subject to inspection by proper authorities (including, but not limited to, trained dog searches, etc.)
3. Driving/parking permits must be displayed in the **lower right-hand side of the windshield** on the student's registered vehicle. **Students in violation of this policy may be fined \$10 for the first offense, \$20 for all following offenses, or have his or her vehicle towed at the owner's expense.**
4. Students are to operate their vehicles at no more than 15 miles per hour while on school property.
5. Students are not to sit in their cars at any time during the school day or during school activities.
6. Students must operate their vehicles in a safe and careful manner.
7. Student's vehicles must not be overloaded with passengers.
8. All accidents on school property involving student vehicles must be reported to the office at the time they occur.
9. Vehicles should be locked at all times. Holton Public Schools is not responsible for theft, damage, or vandalism to student vehicles.
10. Students may occupy one parking spot. **Deliberately parking improperly to take up multiple spaces or otherwise disrupt parking lot activities may result in the vehicle being towed and loss of driving privileges.**

**NOTE:** School administrators reserve the right to skip steps in the discipline procedure if they deem it appropriate. Any student conduct related to a vehicle

which seriously endangers other persons or results in property damage may result in the revocation of student driving/parking privileges and/or expulsion.

- 1<sup>st</sup> Offense:** The student will be warned of the violation and may lose his or her parking privileges for five (5) school days. In the case of an unregistered vehicle, a student will be given one (1) day to register his or her vehicle, or discontinue driving to school for the remainder of the year. Parents will be notified.
- 2<sup>nd</sup> Offense:** The student's parking privilege will be revoked for ten (10) school days. A suspension from school may also occur. Parents will be notified.
- 3<sup>rd</sup> Offense:** The student's parking privileges may be revoked for the remainder of the school year or for a minimum of one term. Expulsion may also occur. Parents will be notified.

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

#### **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 primary responsibility for a student's attire lies with the student and parents or guardians. Students must dress in a way that is not a disturbing influence and/or a disruption to the normal educational process 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.

All students and staff understand that they are responsible for managing their own personal "distractions" without regulating individual student' clothing/self-expression.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risks to themselves or others, they will be asked to change into appropriate attire. If a student refuses to change, they may be removed from the educational setting. Students will observe the rules and guidelines below:

1. Specific health and safety standards may require certain dress in certain classes. Students may not dress in a manner that creates a safety hazard and/or is detrimental to school property, themselves, other students, or any school employee.
2. All tops must contain straps or shoulders and cover the chest and abdomen.
3. Clothes must not be see-through or reveal undergarments.
4. Pants/bottoms/dresses/shorts, etc... may not reveal undergarments or buttocks from any angle.
5. Appropriate footwear is required.
6. Hats/hoods are allowed if they do not disrupt the educational environment and at the discretion of staff and administration. Teachers will determine whether hats/hoods are allowed in their classrooms. Refusal to follow a teacher's classroom policy will be treated as insubordination. Staff reserves the right to have the student remove the hat/headgear for any reason, including classroom policy of individual teachers.
7. Apparel that depicts alcohol, drugs, tobacco, vaping, sex (or sexual innuendo), violence, hate-speech, profanity, pornography, or any illegal

- activity is prohibited.
8. Any language that creates a hostile or intimidating environment based on any protected class is prohibited.
  9. Backpacks, blankets, and stuffed animals are not allowed in classrooms.

<b>Minor:</b>	Level 1 on Behavior Management Chart and student must correct the deficiency.
<b>Repeat / Major:</b>	Levels 2 and 3 on Behavior Management Chart student must correct the deficiency.

The above rules are not all encompassing. Any questionable garments will be referred to Administration for a final decision and/or disciplinary action.

#### **AGE OF MAJORITY**

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

#### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use lockers for any other purpose, unless specifically authorized by school board policy or the public school principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, or divulge locker combinations to other pupils, unless authorized by the public school principal or his/her designee. **Students may not decorate the exterior of their lockers in any way.**

## **SEARCH OF LOCKER CONTENTS**

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

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

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

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

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

## **TELEPHONE**

The office telephone may be used in case of an emergency only. Permission for its use must be secured from the office staff. Abuse of the phone for its intended use will result in the removal of phone privileges for that student.

## **OUTSTANDING FINES/DEBTS**

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

## **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

### **Suspension From School**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, he or she and his or her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the principal. The decision of the principal for suspensions of less than ten (10) days is final. The request for an appeal must be in writing.

Suspension from co-curricular and extra-curricular activities may not be appealed.

During the appeal process, the student shall not be allowed to remain in school. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, he or she may make up work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

### **Long-Term Suspension From School**

When a student is being considered for long-term suspension (more than ten (10) days or expulsion), the student will receive a formal letter of notification addressed to the parents which will contain:

- The charge and related evidence;
- The time and place of the Board meeting;
- The length of the recommended suspension or a recommendation for expulsion;
- A brief description of the hearing procedure;
- A statement that the student may bring parents, guardians, and counsel;
- A statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- A statement that the student may give testimony, present evidence, and provide a defense;

- A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- The ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Superintendent during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within two (2) days after notification of long-term suspension or expulsion, the long term suspension or expulsion may be appealed in writing to the Board of Education. If the decision was made by the Board of Education, the decision is final. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Holton Public Schools makes a sincere effort to have the disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from the school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the principal.

#### **Discipline of Students With Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.A.) and the Americans With Disabilities Act (A.D.A.).

#### **Appeals**

The student and parent(s)/guardian(s) may appeal to the Board or a Board appointed hearing officer regarding a long term suspension. A long term suspension is defined as a suspension that exceeds 10 school days.

#### **EXPULSION**

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

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

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

#### **ADMINISTRATION SUMMARY**

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

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

#### **NOTIFICATION TO POLICE AUTHORITIES**

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

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

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

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

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

As a result, Section 1311 means a school board or its designee must expel a pupil who commits either first or third-degree criminal sexual conduct in a school building or on school grounds. (OAG NO. 6884, December 20, 1995) If a student is a registered sex offender, bus privileges will be necessarily revoked.

#### **WEAPONS**

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



parent/guardian shall be notified of the referral.

Dangerous weapons shall include: a firearm, dagger, dirk, stiletto, knife of any length or type, slingshot, chains, iron bar or wooden club, brass knuckles, throwing stars, nun-chucks, or any other 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 (such as pepper spray), 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.

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

**Each Offense:** Ten (10) days O.S.S. (with consideration of Michigan's seven suspension factors; minimum suspension of two (2) days) and per Section 1311, as amended in 1994, police referral, School Board hearing for possibility of mandatory expulsion.

Exception to the above policy of mandatory expulsion *may* be made if the student can show at least one of the following in a clear and convincing manner:

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

Possession of a stinger/zapper will result in 1 to 10 days O.S.S.

## **CONTROLLED SUBSTANCES**

### **Alcohol/Drugs/Look-alike Drugs/Paraphernalia**

#### **Prohibited Student Conduct**

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish). Michigan law prohibits the possession or medical use of marijuana on school grounds or buses.
  - b. Any anabolic steroid or performance-enhancing substance not

administered under a physician's care and supervision.

- c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
- d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
- e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

**1<sup>st</sup> Offense:** **Immediate** suspension from school for 10 days with a possible recommendation for expulsion. The police will be contacted when appropriate.

### **Smoking, Vaping, or Use of Tobacco**

Smoking by students or the possession of smoking materials is not permitted on school property, or at any school-sponsored activity. Students using or in possession of smoking materials and their associated products in the school building, on school property, or at a school-sponsored event, will be disciplined. Possession includes, but is not limited to: tobacco products, (cigars, cigarettes, pipe & tobacco), electronic cigarettes, electronic cigarette supplies, or vapor devices. In the event that electronic cigarettes or vapor device materials are found to contain substances other than nicotine, the penalties will follow the appropriate penalties under Drugs, Alcohol, Inhalants, or Steroids.

Any products or related products found in the possession of a student will be confiscated by school personnel and turned over to law enforcement.

### **Penalties: Smoking, Vaping, or Use of Tobacco**

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.

- A. The first violation shall result in confiscation of tobacco products\* and the following:

1. A collaborative conversation between the student and a chemical dependency professional or designated staff member (such as a school nurse, school counselor, or mental health provider) to discuss commercial tobacco use and school policy, as well as what factors led to the violation of the policy, including possible triggers for usage.  
  
Offer information to the student about available evidenced-based tobacco education programs. Examples include INDEPTH or Healthy Futures.
  2. Offer the student information about available free or low-cost cessation programs and resources, including programs offered through the Michigan Department of Health and Human Services (My Life, My Quit, or the Michigan Tobacco Quitlink) or other nationally recognized tobacco cessation programs.
  3. A verbal agreement on next steps between the student and designated staff member.
- B. The second violation shall result in confiscation of tobacco products and the following:
1. A collaborative conversation between the student and a chemical dependency professional or designated staff member as outlined above.
  2. Student participation in an evidenced-based tobacco education program. Examples include INDEPTH or Healthy Futures. Agreement between student and designated staff person on how completion of the tobacco education program will be confirmed or documented.
  3. Offer student information about available free or low-cost cessation programs and resources, including programs offered through the Michigan Department of Health and Human Services (My Life, My Quit, or the Michigan Tobacco Quitlink) or other nationally recognized tobacco cessation programs.
- C. The third and any subsequent violation shall result in confiscation of tobacco products and the following:
1. A supportive discipline meeting between the student, their parent or caregiver, and at least three (3) staff members in the following roles: administrator or member of student discipline staff, chemical dependency professional, or designated staff member (such as a school nurse, school counselor, or school-based health center staff member), and other student support staff members (as identified by the student), to include the following topics:

- a. past violations of policy
  - b. progress of student in treatment or other interventions
  - c. specific challenges and barriers impeding policy adherence
  - d. commitment by student to avoid infractions and address tobacco usage through on- and off-campus resources
  - e. support from staff members and parent/caregiver(s) to ensure success
  - f. development of a sixty (60) day plan monitored by a designated staff member to include collective agreement of consequences that will follow if this plan is not completed.
2. Student participation in an evidenced-based tobacco education program. Examples include INDEPTH or Healthy Futures. Agreement between student and designated staff person on how completion of the tobacco education program will be confirmed or documented.
  3. Offer student information about available free or low-cost cessation programs and resources, including programs offered through the Michigan Department of Health and Human Services (My Life, My Quit, or the Michigan Tobacco Quitlink) or other nationally recognized tobacco cessation programs.

Students who refuse to participate in the programs offered may be subject to disciplinary action, including suspension.

### **HARASSMENT**

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status, or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact Students. Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA),

computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes he or she has been or is the victim of harassment should immediately report the situation to the teacher or building administration. All complaints will be investigated and the appropriate actions will be taken.

Every student should and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation is prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, he or she should report it and allow the administration to determine the appropriate course of action. Please see definitions below:

- A. Submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. Submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions, or privileges of the School District;
- C. The unwelcomed conduct or communication interferes with the student's education, creates, an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

#### **Sexual Harassment**

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

- A. Verbal harassment or abuse;
- B. Pressure for sexual activity;
- C. Repeated remarks with sexual or demeaning implications;
- D. Unwelcome touching;
- E. Sexual jokes, posters, cartoons, etc.;
- F. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
- G. A pattern of conduct which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating

- discomfort and/or humiliation to another;
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

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

#### **Ethnic Harassment**

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:

- A. Verbal or written harassment;
- B. Remarks to a person with demeaning implications;
- C. Physical contact;
- D. An expressed or implied threat to personal safety;
- E. Ethnic or racial slurs;
- F. Derogatory remarks about a particular race/ethnicity.

**No student shall sexually or ethnically harass another student. Violation of this policy will result in disciplinary action on level 3 of the Behavior Management Chart.**

#### **HAZING**

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as, but not limited to:

- A. Illegal activity, such as drinking or drugs;
- B. Physical punishment or infliction of pain;
- C. Intentional humiliation or embarrassment;
- D. Dangerous activity;
- E. Activity likely to cause mental or psychological stress;
- F. Forced detention or kidnapping;
- G. Undressing or otherwise exposing genitals.

#### **PHYSICAL ASSAULT**

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

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

employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 days.

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

#### **Fighting/Physical Aggression/Assault**

Aggressive behavior directed toward others through either verbal or physical abuse, either upon school property or on the way to and from school will not be tolerated. School officials may hold a student responsible for statements and/or actions, which directly provoked aggressive student action; a police referral may be made on all assault behaviors.

The administrator has the authority, after carefully investigating and evaluating the facts, to determine if an altercation was a fight, physical aggression or an assault; as well as whether or not the student was acting in self-defense. All assaults may result in a 10-day O.S.S. and Police Referral.

### **BULLYING**

Holton Public Schools strives to provide a safe and nurturing educational environment for all students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties including Board members, parents, guests, contractors, vendors and volunteers is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse including hazing, gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all “at school” activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

#### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed

with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent that consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

The Superintendent is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Procedure**

Any student who believes he or she has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the principal or other building administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. **Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.**

**Holton Middle/High School makes reporting forms available to all students to report bullying or aggression anonymously or discretely in order to protect the reporter from retaliation or intimidation by the alleged aggressor(s) or other students. This allows administration to investigate the claims without disclosing to other students who filed the complaint. These forms are available in several locations throughout the building and can be obtained from any staff member. All students can give the completed form to any staff member to deliver it to the office.**

The principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed promptly and the circumstances permit.

If the investigation finds an instance of bullying or aggressive behavior has



occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

### **Non-Retaliation/False Reports**

Retaliation, or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

### **Definitions**

The following definitions are provided for guidance only. If a student or other individual believes there has been any bullying, hazing, harassment, or other aggressive behavior, regardless of whether it fits a particular definition, he or she should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District. "Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- A. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
- B. Adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can take many forms. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

Students who attend Holton Middle/High School should never be in fear of being in school. Students who bully, intimidate or harass other students will not be tolerated.

#### **“How to Deal with a Bully”**

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

#### **THREATS**

Verbal or written statements with a direct or indirect threat made towards the physical well-being of someone will not be tolerated. Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity may be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

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

Step 1: When a threat comes to a student or a staff member's attention, it is

- reported to the Principal, or in the Principal's absence, to the Acting Principal, Counselor or Social Worker.
- Step 2: The Principal or designee will talk with the teacher about the threat and obtain all information about the threat.
- Step 2a: The student who has threatened to injure another person is immediately taken to the office to see the Principal.
- Step 2b: The Principal talks to the student who threatened others and asks preliminary questions about the threat.
- Step 2c: The Principal notifies the Superintendent of the situation immediately.
- Step 3: The Principal will request an interview at school with the threatener's parents. In addition, the parent is notified that the **student has received up to a ten-day suspension** and may need to appear before the Board of Education.
- Step 3a: The Principal may require the parent to have the student evaluated by a licensed mental health professional before allowing the student to return to the classroom.

Administration reserves the right to use discretion when dealing with threats to determine the nature/severity of the threat and the appropriate actions to be taken.

#### **HMS/HHS DEFINITION OF AGGRESSION**

Aggression is any **LOOK, GESTURE, WORD, or ACTION** that hurts a person's body, feelings, friendships, reputation, or property. *Whether it's meant or not, it's not how you see it, but how they feel it.* **RESPECT AND DIGNITY FOR ALL!**

**All incidents involving any form of aggression will be handled with the HMS/HHS Aggression Rubric. The rubric can be found at [www.holtonschools.com](http://www.holtonschools.com).**

#### **STUDENT CONDUCT**

Holton Public Schools strives to administer consequences consistently, fairly, and in accordance with policies outlined in student handbook. However, administration reserves the right to evaluate each incident on a case by case basis and deviate from prescribed consequences when deemed appropriate due to circumstances.

For an offense constituting persistent disobedience, gross misconduct, or bullying/aggression, the following factors will be considered prior to suspending or expelling a student:

- A. The student's age
- B. The student's disciplinary history
- C. Whether the student has a disability
- D. The seriousness of the violation or behavior
- E. Whether the violation or behavior committed by the student threatened the safety of any student or staff member
- F. Whether restorative practices will be used to address the violation or behavior
- G. Whether a lesser intervention would properly address the violation or behavior

#### **RESTORATIVE JUSTICE**

If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative

practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices may include victim-offender conferences that:

- A. Are initiated by the victim;
- B. Are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- C. Are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
- D. Would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

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

#### **BEHAVIOR DEFINITIONS AND MANAGEMENT CHART**

Holton Middle/High School uses a Behavior Definitions and Management Chart – Menu of Consequences when addressing student behavior. You may view the chart on our website at:

<https://www.holtonschools.com/downloads/highschool/behaviordoc.pdf>

#### **CHANGING GRADES**

Attempts to alter grades in official records, electronically or through other means, is prohibited.

**All Offenses:** Consequences will be decided at administration's discretion based on the circumstances of the event. Credit will be made up based on a plan developed by administration and the teacher.

**Parental contact will be made for all offenses.**

#### **CHEATING**

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

**All Offenses:** Consequences will be decided at administration's discretion based on the circumstances of the event. Credit will be made up based on a plan developed by administration and the teacher. Parental contact will be made for all offenses.

#### **CLASS DISRUPTION**

Disruptions will be addressed using the Behavior Management Chart. Additionally, teachers will call home when disruptions are reoccurring. Student may be referred to guidance counselor or administrator for additional interventions as appropriate. Chronic disruptions and chronic misbehavior for guest teachers may result in suspension.

#### **HACKING**

Any attempt to bypass, delete, or alter school technology or processes is prohibited.

<b>Minor:</b>	Levels 2 and 3 on Behavior Management Chart.
<b>Repeat / Major:</b>	Levels 2 and 3 on Behavior Management Chart.

#### **FORGERY**

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

<b>Minor:</b>	Levels 2 and 3 on Behavior Management Chart
<b>Repeat / Major:</b>	Levels 2 and 3 on Behavior Management Chart

#### **GROSS MISBEHAVIOR**

Gross Misbehavior is actions by the student that are detrimental to the educational environment including, but not limited to: the use of profane or obscene language - written or spoken, gestures, possession of pornographic material, throwing things, and other behavior as determined by administration.

<b>Minor:</b>	Levels 2 and 3 on Behavior Management Chart.
<b>Repeat / Major:</b>	Levels 2 and 3 on Behavior Management Chart.

#### **FALSE ALARMS, FALSE REPORTS, AND BOMB THREATS**

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. **Violations of this rule will be considered Level 3 on the Behavior Management Chart and could result in up to a ten (10) day suspension and/or expulsion.**

#### **INSUBORDINATION**

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

<b>Minor:</b>	Levels 1 and 2 on Behavior Management Chart.
<b>Repeat / Major:</b>	Levels 2 and 3 on Behavior Management Chart.

#### **AIDING OR ABETTING VIOLATION OF SCHOOL RULES**

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**Minor:** Levels 1 and 2 on Behavior Management Chart.  
**Repeat / Major:** Levels 2 and 3 on Behavior Management Chart.

### **LYING**

Lying to an adult acting in an official capacity is not acceptable.

**Minor:** Levels 2 and 3 on Behavior Management Chart.  
**Repeat / Major:** Levels 2 and 3 on Behavior Management Chart.

### **ELECTRONIC PERSONAL COMMUNICATION DEVICES**

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including a ten (10) day suspension, loss of privileges, and may be recommended for expulsion. Police referral will be made when appropriate. **Electronic Personal Communication Devices are not allowed in the locker rooms at any time.**

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the device.

Possession of a Personal Electronic Communication Device by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action against the student which will result in confiscation of the device as well as action up to and including suspension.

Students who bring a cell phone or other electronic device to school shall assume sole responsibility for its care. At no time shall the district be responsible for preventing theft, loss, or damage to Personal Electronic Communication Devices brought onto its property. School officials will **not** investigate the disappearance of a device or search other individuals or their property in an attempt to locate the item except when deemed appropriate by administration. **Students bring these devices at their own risk.**

It is not the practice of the school to go through cell phones or other devices to search for information. However, if the device is being used or is suspected of being used for criminal activity, bullying/harassment, pornography, or other usage deemed to be detrimental to the educational environment, school officials reserve the right to search the device and turn over the device/information to the appropriate law enforcement agency. Additionally, a school official who spots such activity during the normal carrying out of their duties will confiscate the device so appropriate action can be taken.

**The first responsibility of the school is to educate students and provide a safe environment conducive to learning for all students.** Students who abuse the privilege of using Electronic Personal Communication Devices at school may

have the privilege revoked for any length of time determined appropriate by school officials up to the remainder of the school year. Disciplinary action is also possible. School officials will have sole discretion to determine if usage of a device is in violation of the rules or is a disruption and/or detriment to the school environment.

Photographs/videos cannot be taken by students on school premises or at school-sponsored events with a Personal Electronic Communication Device without prior permission from the individual(s) being photographed/recorded, including recording teachers in the classroom.

Students may not charge and thus are not allowed to plug in electronic devices at school without explicit permission from classroom teacher or other school official.

**Cell phones may be used prior to the start of the school day. Once school begins, these devices will be stored off or silenced, in the student's hallway locker, and remain there until the end of the school day. Lunch time in the cafeteria will be the only exception to this rule. Students may retrieve their Personal Electronic Communication Device from their locker on the way to lunch and place it back in their locker when lunch is over.**

#### **Violation of Electronic Device Policies**

<b>First Offense:</b>	Device will be confiscated and a warning will be issued. The device may be picked up from the office at the end of the day.
<b>Second Offense:</b>	Device will be confiscated. Student may pick up the device and sign the "Personal Electronic Communication Device Understanding" document from an administrator at the end of the day.
<b>Third Offense:</b>	Device will be confiscated. A parent/guardian may pick up the device from an administrator at the end of the school day. Student will serve lunch detention.
<b>Fourth Offense:</b>	Device will be confiscated. A parent/guardian may pick up the device from an administrator at the end of the school day. Student will serve two lunch detentions. <b>Parent conference with administration and possible loss of cell phone privileges at school.</b>

Administration reserves the right to evaluate each incident on a case by case basis and determine the proper disciplinary action for each event.

#### **SIGN OF AFFECTION (PUBLIC DISPLAYS OF AFFECTION)**

Inappropriate physical contact, regardless of gender, is prohibited. Holding hands is permitted. Excessive/prolonged hugging, groping, grinding, etc. is prohibited. This will be determined by the discretion of witnessing staff member.

<b>Minor:</b>	Level 1 on Behavior Management Chart.
<b>Repeat / Major:</b>	Levels 2 and 3 on Behavior Management Chart.

#### **SKIPPING/LEAVING CLASS**

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

**Leaving Class:** Level 3 on Behavior Management Chart

**Skipping Class:** Level 3 on Behavior Management Chart

Students leaving class or skipping may be referred to an administrator or counselor to determine reasons for behavior and to develop a plan to prevent reoccurrence.

#### **SKIPPING SCHOOL**

**All Offenses:** Level 3 on Behavior Management Chart

All offenses will reported to a parent/guardian.

#### **Leaving School Grounds Without Proper Authorization:**

Students are not allowed to leave school grounds without proper authorization.

**All Offenses:** Level 3 on Behavior Management Chart.

All offenses will be reported to parent/guardian

#### **Misuse of hall pass:**

**Minor:** Levels 1 on Behavior Management Chart.

**Repeat / Major:** Levels 2 and 3 on Behavior Management Chart.

#### **THEFT AND POSSESSION OF STOLEN PROPERTY**

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

**Minor:** Level 2 on Behavior Management Chart.

**Repeat / Major:** Level 3 on Behavior Management Chart.

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

**Minor:** Levels 2 and 3 on Behavior Management Chart.

**Repeat / Major:** Levels 2 and 3 on Behavior Management Chart.

**Restitution must be made in all cases.**

#### **VANDALISM**

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

**Minor:** Level 1 on Behavior Management Chart.

**Repeat / Major:** Levels 2 and 3 on Behavior Management Chart.

Throwing items in the cafeteria may be considered vandalism and the above rules may apply.

**Note:** Students caught intentionally damaging a school-issued Chromebook will be liable for damages and will face consequences on level 3 on the Behavior Management Chart.



### BATHROOM STALL USAGE

It is not allowed for two or more students to be in the same bathroom stall at any time.

First Offense:	Level 2 on Behavior Management Chart
Repeat Offenses:	Levels 2 and 3 on Behavior Management Chart

### AFTER SCHOOL/SOCIAL EVENTS

Students who repeatedly violate Holton MS/HS behavior policies may be prohibited from attending after school/social events.

### SCHOOL SAFETY/SECURITY

#### Skateboards/Scooters/Rollerblades

Skateboards/kick scooters/rollerblades are **not allowed** to be used on school property. These items are dangerous in and around the buildings and are a distraction. If a student uses one of these items to get to and from school, they may see administration so a plan can be worked out to accommodate the student's transportation needs while observing school policies. Students who have not spoken to administration should not be in possession of these items on school property. If in possession, item will be confiscated and returned only to a parent/guardian. Further disciplinary action is also possible at the discretion of administration.

#### Building Security/Locked Doors

In an effort to keep students and staff safe at Holton High/Middle School, all exterior doors will be locked from the beginning of the school day until dismissal. An electronic system has been installed to allow building secretaries to unlock select doors to allow students and staff crossing between buildings access to the buildings throughout the school day. **Visitors and late students must enter through the front doors of both buildings.** Due to the enhanced security, **students are not allowed to open any exterior doors during the school day for any reason, including to let another student/visitor into the buildings.** The only exception to this policy is if a student is under the direct supervision of a staff member and has permission to do so. Violators may face disciplinary action including, but not limited to: up to ten (10) days O.S.S.

#### Stage

Students are **not allowed on the stage** or to place items on the stage at any time unless given explicit permission by a staff member. Violators may face disciplinary action at the discretion of administration.

### Holton Public Schools Acceptable Use Policy

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

- 1) You will not physically deface, damage, take, or misuse any of the technology equipment in Holton Public Schools.
- 2) You will not add, modify, or delete programs on the computers, the local

- area network, or any other Holton equipment or technology.
- 3) You understand that copying programs from the network or computers is a violation of U.S. Copyright laws and you will abide by those laws.
  - 4) You understand that sexual, racist, and other offensive materials are accessible on the Internet and you will not access, create, or distribute these or any other questionable materials.
  - 5) You understand that your Internet use is limited to class assignments. You will not use the Internet for recreational surfing or Internet gaming. You will not access e-mail unless given authorization by school officials. You also understand that you may not use chat rooms without specific authorization by the building administrator.
  - 6) You will not allow any other student to use a school computer using your ID.
  - 7) I recognize The Children's Internet Protection Act (CIPA) is for my protection and will not bypass or hack around any filters Holton Public Schools has in place.
  - 8) If granted email access, I will use it only for school purposes or as directed by school officials.

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

You will pay full restitution for any and all repairs or replacement of equipment including service time required reinstalling software.

<b>Minor:</b>	Levels 2 and 3 on Behavior Management Chart. You may lose your privileges to use technology equipment in Holton Public Schools for a period of time determined by administration.
<b>Repeat / Major:</b>	Level 3 on Behavior Management Chart. You may lose your privileges to use technology equipment in Holton Public Schools for a period of time determined by administration.

If the above violations involve pornography or other sexual material, the consequences may be more severe. Administration reserves the right to evaluate each issue on a case by case basis and issue consequences accordingly.

**You further agree to abide by the following procedures:**

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

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

#### **STUDENT CONDUCT AT DANCES**

1. Students will follow school policies and rules established for event as well as directions of chaperones while in attendance of a school sponsored dance.
2. Students will not exhibit sexually inappropriate behavior, "grind," or form "grind lines" while at the dance.
3. Clothing shall remain in its intended position on the body. Clothing may not be pulled up or down or otherwise altered while dancing or to perform a particular dance. Students will observe school dress code as appropriate (certain dresses and other items lack straps or have "skinny" straps – such items are permitted as long as they are in good taste).
4. "Pole dancing" on an object or person is prohibited.
5. Dancers must be safe. No climbing, dancing on tables/chairs, etc.
6. Public displays of affection are not permitted (i.e. sexual contact, kissing, groping, etc.)
7. Students will observe all policies regarding drug, alcohol, and tobacco use.
8. Students who arrive more than thirty minutes after the dance has started may not enter without prior approval from administration.
9. Bags should not be brought to dances. All bags will be searched and made unavailable for the entirety of the dance.
10. Once students leave the dance, reentry is prohibited.
11. Students and guests must have a picture identification card. Students or guests without identification may be denied entry to the dance.
12. The school is not responsible for lost/stolen items.
13. Holton students sponsoring a guest must get the guest approved by administration prior to the day of the dance. Failure to do so may result in the guest being denied entry to the dance.

Students in violation of above policies may face disciplinary action as deemed appropriate by administration.

### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  1. Is obscene to minors, libelous, indecent and pervasively vulgar,
  2. Advertises any product or service not permitted to minors by law,
  3. Intends to be insulting or harassing,
  4. Intends to incite fighting or presents a likelihood or disrupting school or a school event,
  5. Presents a clear and present likelihood that, either because of its content or manner of distribution of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to a building administrator twenty-four (24) hours prior to display.

**The Holton School Board, by its approval of this handbook and all related documents, hereby authorizes any staff member to follow this procedure to the best of their ability at the time of any and all medical situations, to ensure the safety and health of all students and staff members. If an accident report is completed, a debriefing will be held to review the situation and determine if any improvements to the guidelines or procedures can be made.**

## **BUS CODE OF CONDUCT**

### **SAFETY**

1. Pupils should be at the bus stop five (5) minutes before designated pick-up time. **BUSES CANNOT WAIT**; they are on a set schedule. Stay out of the road while waiting for the bus.
2. Remain ten (10) feet back as the bus approaches your stop. Approach only after the bus comes to a complete stop. Students 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 always cross only in front of the bus. The driver will signal for the students to cross the road, 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. **Do not** retrieve mail until the bus has left the stop.
4. Glass, sharp instruments, animals, reptiles, birds, insects, or school projects are **NOT** allowed on the bus.
5. Remain seated while being transported. Head, arms, hands, or legs may not be extended from the bus windows. Do not yell out the windows. Do not throw anything out of the windows.
6. Do not bother other passengers by what you say or do. No horseplay. **Bus drivers may assign student to a designated seat.**
7. **NO** eating or drinking on the bus. Students should help keep their bus clean and orderly.
8. Vulgar or obscene language or gestures directed at the bus driver, another student 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.
10. Fighting and spitting are forbidden.
11. Tobacco products, matches, lighters, and/or possession of drugs or alcohol are forbidden.
12. Indecent exposure (exposing of one's private parts) 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.

## 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	Major
<input type="checkbox"/> Throwing objects	<input type="checkbox"/> Spitting (pathogens)
<input type="checkbox"/> Consuming food or drink	<input type="checkbox"/> Fighting
<input type="checkbox"/> Disrespect toward others	<input type="checkbox"/> Destruction of property
<input type="checkbox"/> Pushing	<input type="checkbox"/> Abusive language
<input type="checkbox"/> Yelling in or out of the bus	<input type="checkbox"/> Improper use of the emergency door
<input type="checkbox"/> Standing or walking while the bus is in motion	<input type="checkbox"/> Throwing any hazardous object
<input type="checkbox"/> Spraying any aerosol can, perfume, or hair spray	<input type="checkbox"/> Throwing any object out of a window
	<input type="checkbox"/> Use or possession of a controlled substance
	<input type="checkbox"/> Lighting matches or lighters
	<input type="checkbox"/> Possession of any type of weapon

## Discipline Procedures

<b>1<sup>st</sup> Offense:</b>	A verbal warning will be given to the student and the student shall be given an assigned seat. The driver/supervisor may at this time contact the parent/guardian for the discipline problem.
<b>2<sup>nd</sup> Offense:</b>	A written misconduct report will be completed by the driver and given to the student. <b>Parent/guardian signature is required before the student will be allowed to return to the bus</b>
<b>3<sup>rd</sup> Offense:</b>	A written misconduct report will be completed by the driver and given to the student. Three (3) days suspension from all buses, including all extracurricular activity and athletic buses will be served.
<b>4<sup>th</sup> Offense:</b>	A written misconduct report at this step will result in five (5) day suspension from the bus. A parental conference must be held before the student will be allowed back on the bus.
<b>5<sup>th</sup> Offense:</b>	When students reach this step of the discipline procedure, they will go in front of the Board of Education.

**Additional discipline consequences may be imposed as required by this handbook or state law.**

**All major offenses will automatically be treated as a fourth (4<sup>th</sup>) offense.**

***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.

#### **Cameras on School Buses**

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his or her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can only be viewed in accordance with Federal Law.

#### **ELECTRONIC DEVICES**

The use of electronic devices on buses is allowed at the **discretion of the bus driver**. This policy is non-negotiable. Each driver will decide what is appropriate on his or her bus. A driver may ban the use of some or all electronic devices. Failure to follow this policy may result in suspension from the bus.