

Holton Elementary School



Student Handbook 2025-2026

Parent / Guardian Signature Page

Student's Name: _____

Parent's Name: _____

Grade Level: _____ Teacher's Name: _____

The student handbook is available online at:

<http://www.holtonschools.com/resources/student-handbooks-and-aggression-rubrics/>

If you would like to be provided with a hard copy of the handbook check the box at the bottom of this form and a copy will be sent home with your child.

I acknowledge that I have read the student handbook with my child, understand the contents of the student handbook, and agree to comply with the Holton Elementary School Student Handbook, the Holton Public Schools Internet Use Agreement, and all other policies and rules set forth in these documents.

Student Signature:

Should I violate the rules set forth within the student handbook of Holton Elementary School, I understand that I may lose access privileges throughout the District, and disciplinary action and/or appropriate legal action may be taken against me.

Student Signature

Date

Parent / Guardian Signature:

As the parent or legal guardian of the minor student signing above, I have read and understand the Holton Elementary School student handbook and agree to comply with the guidelines. If my child violates the rules, I understand they would lose privileges throughout the District; disciplinary action may be taken, and/or appropriate legal action may be taken.

Parent / Guardian Signature

Date

Parent / Guardian's Printed Name

☐

Check the following box if you would like a hard copy of the Holton Elementary Student Handbook sent home with your child.

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ELEMENTARY AND DISTRICT STAFF

Stephanie Callow, Elementary Principal	821-1825
Tate Reminder, Behavior Supervisor	821-1825
Ms. Angie Crowell, Elementary Secretary	821-1825
Mrs. Robin Taylor, Elementary Secretary	821-1826
Social Worker	821-1740
Mr. Adam Bayne, Superintendent	821-1700
Mrs. Beth McKellips, Business Manager	821-1700
Mrs. Brandee Tanner, Superintendent's Administrative Assistant	821-1700
Mr. James Lothschutz, Maintenance Supervisor / Facilities Director	821-1709
Mrs. Stacy Wright, Transportation Supervisor	821-1707
Mr. Todd Peterson, Technology Director	821-1825
Mr. Kayleigh Higgins, Food Service Supervisor	821-1731

MISSION STATEMENT

Grow. Learn. Graduate. Succeed.

VISION STATEMENT

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

BELIEF STATEMENT

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

STATEMENT OF INTENT

This handbook is not intended to be all inclusive. Holton Elementary School works hard to establish a foundation necessary for a safe and orderly learning environment for your child. In the event that something occurs that is not covered in the handbook, the building administrator reserves the right to act in a discretionary manner to investigate the alleged action and assess the appropriate consequence.

STATEMENT OF NON- DISCRIMINATION

It is the policy of the Board of Education of Holton Public Schools and Holton Elementary School that no person shall be discriminated on the basis of race, color, national origin, sex, including sexual orientation and transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

GRIEVANCE PROCEDURES

Any person believing that the Holton Public School District or any part of the school organization has inadequately applied the principles and/or regulation of the (1) Title I, Title VI, and title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of the 1975, and/or (5) title II of the Americans with Disability Act of 1990 may bring forward a complaint within 180 days of the occurrence of the incident, which shall be referred to as a grievance, to the appropriate school office. Please address your complaint in writing to: Office of the Superintendent • Holton Public Schools • 6500 Fourth St. • Holton, MI 49425.

HOLTON ELEMENTARY SCHOOL SCHEDULE

Regular Day Schedule	8:50 AM Classes begin	3:45 PM Classes dismissed
Half Day Schedule	8:50 AM Classes begin	12:00 PM Classes dismissed
Early Release	8:50 AM Classes begin	2:15 PM Classes dismissed

Please note: Because no personnel are assigned to ensure the safety of children before 8:40 AM, we cannot welcome children into the building or on the grounds until that time.

ENROLLMENT REQUIREMENTS OF ALL STUDENTS

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

STUDENT INFORMATION AND ENROLLMENT CARD

Each student will be sent home with a packet that will include an information and enrollment card. It is very important that parents fill out this card as completely as possible, paying particular attention to work and emergency phone numbers and a place where your child can go if school closes early. These cards should be

returned within the first few days of school. Please notify the office immediately if information contained on the enrollment card changes. We recommend two numbers in case the first one cannot be reached. If an emergency occurs, every attempt will be made to contact a parent/guardian at home or work before contacting an emergency contact.

CONFIDENTIALITY

Holton Public School District has compiled records on students for use in the provision of appropriate education programs and services. Federal and state legislation provide you with certain rights regarding the confidentiality of these records. Directory information can be provided upon request to any individual, other than a for-profit organization, even without written consent of the parent. Parents may refuse to allow the Board to disclose any or all such “directory information” upon written notification of the Board. Other than directory information, access to all student records is protected by FERPA and Michigan laws. Except in limited circumstances, the school district is prohibited from releasing confidential educational records to any outside individual or organization without the prior written consent of the parents. Confidential records include test scores, psychological reports, behavioral data, discipline records and communications with family and outside service providers.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT **NOTICE OF PRIVACY OF STUDENT EDUCATIONAL RECORD**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds. FERPA gives parents certain rights with respect to their child’s education records. When a student reaches the age of 19 or attends a post-secondary school or college, the parent’s rights transfer to the student and the student is then an “eligible student” under the law. Under FERPA, parents and eligible students have the following rights:

1. To inspect and review the student’s education records maintained by the school within 45 days of the school’s receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. The building principal may be contacted with such a request.
2. To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requested to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child’s special education determination. The building principal may be contacted with such a request.
3. To control the disclosure of their child’s personally identifiable information from their education record. Parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to the school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility.
4. To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address: Family Policy Compliance Office • U.S. Department of Education • 400 Maryland Avenue, S.W. • Washington, D.C. 20202-4605.

STUDENT RECORDS: DIRECTORY INFORMATION

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

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

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

PARENT RIGHT TO REQUEST TEACHER QUALIFICATIONS

Holton Public Schools receives federal and State of Michigan funding. This funding requires that the school district provide you with the opportunity to request information regarding the professional qualifications of your child’s classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible: (a) If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction; (b) If the teacher is teaching under an emergency status for which state licensing requirements have been waived; (c) The type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; (d) If your child is receiving Title I services from paraprofessional and, if so, his/her qualifications. If you would like to request this information, please contact the school office.

PRESS IMAGES

From time-to-time, images of our students appear within the Know Your Schools district newsletter, the Holton Public School’s website, Facebook, the Times Indicator, the Muskegon Chronicle, MLIVE, WOOD-TV 8, WZZM TV-13, WXMI FOX 17, etc. Please let the office know if you do not want your child’s image to appear in these mediums.

PESTICIDE ADVISORY

Please note that Holton Public Schools staff must occasionally apply pesticides within and around our school buildings. Except in emergency situations, prior notice will be provided before these applications occur. If an emergency application takes place, you will be informed immediately thereafter. If you desire prior notification, please contact the Facilities Director at the address below: Holton Public Schools • Attention: Facilities Director • 6500 Fourth St. • Holton, MI 49425.

SAFE SCHOOLS POLICY / VISITORS

For the safety and security of the students, faculty and school, all entrance doors to the building will be locked during the school day. Any student opening a locked door for another student or propping open a locked door with an object will be subject to disciplinary action. The only exception to this policy will be for emergency

situations as designated by school administration. All visitors to Holton Elementary School must report to the main office upon entering the building. Visitors will be issued a visitor's pass, which must be worn while in the building and returned to the office upon leaving.

VIDEO SURVEILLANCE

Holton Public Schools uses video surveillance in all public areas to ensure the safety of its students, staff and campus. Recorded images will be used in discipline matters or in the prosecution of any person who violates criminal or civil law.

VOLUNTEERS

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

ELECTRONIC DEVICES / WIRELESS COMMUNICATION DEVICES

Due to the possible disturbance to the learning environment, all electronic items are prohibited in school. These include, but are not limited to: hand held games, cell phones, or any other similar device. Additionally, any toys or personal belongings that disrupt the learning environment are not allowed at school.

STUDENT BELONGINGS

It is highly recommended that anything brought to school be labeled with the child's name. This includes coats, jackets, boots, gym shoes, notebooks, binders, etc. Holton Public Schools will not be held liable for loss, theft, or damage to any of these devices brought to school.

MONTHLY NEWSLETTER

Every effort will be made to send a monthly newsletter home during the first week of the month. The newsletter will likely contain a message from the building principal and inform parents of upcoming events.

PARENT CLUB

Holton Elementary School has an active and involved Parent Club. All parents are encouraged to join and support the activities of the Parent Club. Information regarding involvement in the Parent Club can be obtained from the school website or by contacting the school office. The Parent Club meets monthly in the elementary. Please check with the elementary office for exact meeting dates and times.

ASSEMBLY PROGRAMS

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

STUDENT PICTURES

Holton Elementary School offers school pictures for all students in the fall. Watch for dates in the newsletter, the school website, and/or "Know Your Schools." Picture packages are provided by Radium Photography.

BICYCLES

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

SNACKS AND DRINKS

Students are welcome to bring a snack to enjoy during snack time at school. Snacks help give you energy and keep your brain ready to learn. We ask that you bring healthy snacks when possible. Some good examples are fruit, vegetables, yogurt, cheese sticks, or crackers. Try to save candy and chips for home. **All energy drinks** (like Red Bull, Monster, or other drinks with lots of caffeine) **are not allowed at school.** These drinks are not healthy for kids and can make it hard to focus and feel good during the day. Don't forget to bring a water bottle to stay hydrated.

BIRTHDAY TREATS

Children who wish to treat their class on their birthday should do so only after making arrangements with the teacher. We encourage the use of fruits, natural or nutritious foods. Please do not send gum or candy. Also, food allergies need to be considered when bringing snacks and treats to school. Each classroom will be notified regarding food allergy issues in a particular classroom. Books donated to the library in the child's name are a nice alternative. The school librarian can provide you with more information if you are interested in this option.

LOCKERS

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

MEDICATION

In the event that medication is to be administered to your child, the procedure will be as follows: The child's physician must provide written orders detailing method and dosage of prescription medicine, times when medicine should be administered, and a telephone number where the physician can be contacted. The parent or guardian must provide written permission for the school to administer the medicine, and an emergency telephone number. The parent must bring the medication to school in its original container appropriately labeled by the pharmacy or physician. The medication will be stored in a locked cabinet. School personnel shall administer the medication and keep a written record of the date and time the medication was administered. No medication, including aspirin, ointments, cold tablets, etc. will be administered to students without the written permission of a parent, guardian, or physician. School personnel administering medication will participate in appropriate training to clearly understand how to dispense medication. No child is to bring his or her own medication to school. **EXCEPTION:** Inhalers for asthmatics must be communicated to office staff in advance.

ILLNESS AND INJURIES AT SCHOOL

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

Students must be fever free without medication for 24 hours before returning to school.

CONCUSSION AWARENESS

Effective June 30, 2013, Public Acts 342 and 343 require schools to provide awareness on the impacts of concussions sustained in physical activity and youth sports or athletic activities. Public Act 342 defines athletic activity as any program or event, including practice and competition, during which youth athletes participate or practice to participate in an organized athletic game or competition against another team, club, entity, or individual. Athletic activity includes participation in physical education classes that are part of a school curriculum. The law goes on to define a concussion as a type of traumatic brain injury, as recognized by the

Centers for Disease Control and Prevention. A concussion may cause a change in a person's mental status at the time of the injury, including, but not limited to, feeling dazed, disoriented, or confused, and may or may not involve a loss of consciousness. More information on youth concussion training and awareness may be obtained by visiting the school's website, or by accessing the Michigan Department of Community Health's website at: <http://www.michigan.gov/mdch>. As a result of this legislation, parents and/or guardians will be required to sign a waiver each year in order for their children to participate in physical education classes at Holton Elementary School.

URGENT/EMERGENCY SITUATIONS

Includes, but is not limited to: any life threatening condition, difficulty breathing, loss of consciousness, serious head injury, spinal injury, choking, burns, poisoning, seizures, suspected broken major bone (arm or leg), uncontrollable bleeding. We will not leave the injured person alone, even if they are transported! Someone from the school will remain with the child until the parent/guardian/emergency contact arrives. Seek medical assistance: We will call 911 and the parent or guardian of the child as listed on the emergency contact form. We will seek building staff trained in first aid to assist the child, if needed, prior to the medical professional team arrival. All numbers will be called until the school is able to reach someone. Messages may be left, but we will continue to make phone calls until we talk to a person.

MAJOR MEDICAL SITUATIONS

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

MINOR MEDICAL SITUATIONS

Includes, but is not limited to: falls, bumps, bruises, fever, upset stomach, diarrhea, rash, discharge from or redness of eye. Emergency contact will be obtained from the child's file. Parent/guardian/emergency contact will be contacted. All listed numbers will be tried until we are able to reach someone. A message may be left, but we will continue to make phone calls until we talk to a person. The child's teacher will be contacted for additional information.

PROTECTIVE EYEWEAR

Protective eyewear is available for students and teachers at Holton Public Schools. The protective gear is to be worn when danger to the eyes exists. The protection extends to the use of protective eyewear when staff and students are on a study trip where danger to the eyes exists. If the study trip site does not provide protective eyewear, the staff member will provide it for students. This notice meets the requirements for compliance with Act 54 of the Michigan Public Act of 1972.

FOOD SERVICE PROGRAM

Holton Public Schools operates a breakfast and lunch program for all students. Free/reduced priced lunch forms are included in the packet sent home to all students and their families prior to the first day of school. These forms are also available from the office or the food service supervisor. Forms may also be accessed by visiting the following webpage: <http://www.lunchapp.com>. Because funding for some of our programs is based on free/reduced priced lunch counts, parents are encouraged to fill out and return the forms to the school even if they do not plan on taking advantage of the program. A universal breakfast and lunch program is free for ALL students.

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.

Tuancy 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 (5th) 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 Muskegon County 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

If a student misses all or part of any school day, a parent/guardian must call or write a note to the office. It is the responsibility of the student to obtain makeup work assignments and to turn them in on the due date. 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.

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

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.

TARDY POLICY

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

DISCIPLINE PHILOSOPHY

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

SCHOOLWIDE EXPECTATIONS: Students at Holton Elementary will be expected to learn, understand, and follow the expectations defined in each area of the school under the characteristics of:

Respect
Effort
Dependability

DISCIPLINARY CODE

The staff of Holton Elementary believes in individual student rights but when a student's actions begin to infringe upon the rights of others, the inappropriate behavior must be changed. When violations do occur, an attempt will be made to resolve the problem with the student using restorative practices. Examples of restorative practices include: circles, restitution, loss of privileges, student/teacher conferences, reflection zone, etc. If a student is not willing to work through the restorative practice, then the following discipline code will be used. (Except in the incidences of discipline mandated by law.)

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

1st offense: Police referral - Suspension 10 days - Possible recommendation for expulsion

2nd offense: Police referral – Suspension and recommendation for expulsion

Please Note: If this incident violates the state weapons law, the student will be suspended immediately until a board hearing to determine expulsion.

ASSAULT/BATTERY OF EMPLOYEES OF HOLTON DISTRICT SCHOOLS INCLUDING ADULT VOLUNTEERS: Assault/Battery is, but is not limited to: an act of violence directed towards staff members through either physical or verbal abuse, threats, either upon school property, on the way to and from school, or at a school sponsored event.

1st offense: Suspension of 10 days - Possible police referral, possible recommendation for expulsion.

2nd offense: Police referral and suspension until board hearing for recommendation for expulsion.

CONTROLLED SUBSTANCES / POSSESSION: Possession is, but is not limited to: the possession or use alcohol; the drinking of any substance from an alcoholic container; the possession or use illegal drugs, narcotics, hallucinogens, barbiturates, inhalants (including aerosol cans/baggies), marijuana, controlled substances, designer drugs, mood or behavior altering chemicals, substances or drugs, substances purported to have the effect of illegal drugs (look-a-like), or the misuse of prescription drugs. Students shall not possess or use any related paraphernalia on school premises, at a school-sponsored event, or within 1000 feet of school premises.

1st offense: Suspension of 10 days - Police referral if appropriate

2nd offense: Suspension of 10 days - Police referral if appropriate, possible recommendation for expulsion.

SALE, FURNISHING or INTENT TO SELL: Illegal drugs included under sale, furnishing or intent to sell include, but are not limited to: narcotics, hallucinogens amphetamines, barbiturates, marijuana, controlled substances, designer drugs, mood or behavior altering chemicals, substances or drugs or substances purported to have the effects of illegal drugs (look-a-like), or illegally possessed prescription drugs at school, school sponsored events, or within 1000 feet of school premises.

1st offense: Immediate suspension from school until board hearing for expulsion. Police will be notified.

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

Students who violate this policy shall be subject to disciplinary action as follows:

1st offense: Parent notification procedure and 3 days out of school suspension.

2nd offense: Parent notification procedure, meeting between the building principal and parents, and 5 days out-of-school suspension.

3rd offense: Parent notification procedure, meeting between the building principal, superintendent, and parents, and 10 days out of school suspension.

In addition to the disciplinary action above the following steps will be taken in accordance with policies of the Board.

1st offense 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.

2nd offense 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 evidence-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.

3rd offense 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 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.

*Tobacco products includes all tobacco, marijuana, and vaping products.

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

Aggression is any look, gesture, word, or action that hurts a person's body, feelings, reputation, or property.

All incidents involving any form of aggression will be handled with the TK/K-1 or the 2- 5 Aggression Rubrics. The Rubrics can be found in the Appendix of this handbook.

Please Note: At the discretion of administration, a more severe suspension may be given depending upon the number and seriousness of the offense.

ASSAULT: a violent attack on another person that causes bodily harm.

1st offense: Parent notification procedure, 3 days out of school suspension and possible police referral.

2nd offense: Parent notification procedure, 10 days out of school suspension, police referral, and possible recommendation for expulsion.

Please Note: At the discretion of the principal, a more severe suspension may be given depending upon the number and seriousness of the offense.

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

1st offense: Parent notification procedure and 3 days out of school suspension.

2nd offense: Parent notification procedure, and 5 days out of school suspension.

3rd offense: Parent notification procedure, meeting between the building principal and parents, and 10 days out of school suspension.

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

1st offense: Restitution, parent notification procedure.

2nd offense: Restitution, parent notification procedure, and 3 days out of school suspension.

3rd offense: Restitution, parent notification procedure, meeting between the building principal and parents, 5 days out of school suspension and possible police referral.

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

1st offense: Payment of damages, parent notification procedure and 3 days out of school suspension, possible police referral.

2nd offense: Payment of damages, parent notification procedure, 5 days out of school suspension, and possible recommendation for expulsion, police referral.

WEAPONS:

DANGEROUS WEAPONS:

SHALL INCLUDE, BUT ARE NOT LIMITED TO: a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, sling shot, iron bar or wooden club, brass knuckles, or objects that can cause bodily harm. A firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by action of an explosive or any destructive device, which includes any explosive, incendiary, or poison or noxious gas. Examples of firearms include but are not limited to: bomb, grenade, rocket having a propellant charge, missile having an explosive or incendiary charge, or mine. No “toy” weapons of any kind may be brought to school; if they are they will be confiscated.

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.

Students in possession of a dangerous weapon and/or firearm or students who commit rape on school district grounds, in school district buildings or vehicles or at district or school sponsored events, **shall be expelled from school** and **referred to the criminal justice or juvenile delinquency system** and the appropriate county department of social service or community mental health agency. The parent or legal guardian and student shall be notified of the referral.

Each Offense: Ten (10) days O.S.S. (with consideration of Michigan's seven suspension factors; minimum suspension of two (2) days) and 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.

ANTI-HARASSMENT POLICIES BULLYING: Bullying behavior is detrimental to the education environment and will not be tolerated. Bullying behavior is defined as repeated and systematic harassment or attacks on others. Examples of bullying behavior are, but are not limited to (please refer to Board Policy 8260 for District Bullying Policy):

- Verbal: threats of physical violence, pushing, punching, kicking, name-calling, or taunting.
- Electronic: defaming, humiliating, harassing or intimidating other students or staff via computer or any other electronic device.
- Emotional: shunning, isolating, rejecting, terrorizing, defaming, humiliating or ostracizing on the basis of personal characteristics such as race, ethnicity, disability or perceived sexual orientation; manipulating friendships, initiating rumors and/or exerting coercive peer pressure.
- Physical: any sort of aggressive physical contact, including (but not limited to): punching, shoving, poking, choking, pulling hair, beating, biting, kicking, throwing of objects, or spitting.
- Sexual: (see below)
- Ethnic: (see below)

SEXUAL HARASSMENT: Sexual harassment is defined as actions that have a negative impact upon an individual's academic performance or creates an intimidating educational environment. Actions may include, but are not limited to: Verbal or written harassment or abuse, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, or making suggestions that are demeaning or include sexual involvement.

ETHNIC HARASSMENT: Ethnic harassment is defined as actions that intimidate individuals or groups based on race, ethnic background, religion or national origin. Actions may include, but are not limited to: Verbal or written harassment, remarks to a person with demeaning implications, physical contact, involves an expressed or implied threat to personal safety. No student shall sexually or ethnically harass another student, school personnel or volunteers. If a student feels he/she has been sexually or ethnically harassed, she/he should bring the matter to the attention of the building principal. Violations of any harassment policy will result in the following disciplinary action:

1st offense: Parent notification procedure and 1 day out of school suspension.

2nd offense: Parent notification procedure and 3 days out of school suspension.

3rd offense: Parent notification procedure, meeting between the building principal and parents, and 5 days out of school suspension.

4th offense: Parent notification procedure, meeting between the building principal and parents, and 10 days out of school suspension.

Please Note: At the discretion of the principal, a more severe suspension may be given depending upon the number and seriousness of the offense.

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 Public Schools' Threat Procedure 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/Behavior Supervisor, or in their absence, to the Acting Principal 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/Behavior Supervisor.

Step 2b: The Principal/Behavior Supervisor talks to the student who threatened others and asks preliminary questions about the threat.

Step 2c: The Principal/Behavior Supervisor notifies the Superintendent of the situation immediately.

Step 3: The Principal/Behavior Supervisor 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/Behavior Supervisor 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.

FACTORS CONSIDERED:

For an offense constituting persistent disobedience or gross misconduct, 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

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.

DUE PROCESS

When disciplinary action is taken against a student by a teacher or administrator, students have the following rights: (1) to be informed of the reason for the action, (2) to present any facts that will support their defense, and (3) to have a hearing to discuss both sides of the issue and/or the appropriateness of the action.

APPEAL PROCESS FOR ATTENDANCE AND DISCIPLINE PURPOSES

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

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

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

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

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

GRIEVANCE PROCEDURE

When a parent has a grievance with a staff member, the following procedure should be used: First, attempt to resolve the problem with the staff member. Second, attempt to resolve the problem with the building principal. Third, attempt to resolve the problem with the superintendent.

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

RECOMMENDATION FOR EXPULSION

A student who accumulates 15 days of suspension during the school year may be required to appear before the Board of Education for review and possible expulsion from school may result for 180 school days.

DRESS CODE

Students are free to wear appropriate clothing to school as long as it does not interfere with the educational process. Dress that disrupts the learning environment or educational process, or that is detrimental to the health, safety, and well-being of students at Holton Elementary School is not tolerated.

The following may not be worn to school at Holton Elementary School, which is not limited to:

- Clothing that contains statements of a sexual nature, innuendoes or tobacco/alcohol advertising, inappropriate words/phrases
- Shorts or skirts which are shorter than mid-thigh in length & shirts must cover the stomach
- Students must wear shoes at all times
- Clothing deemed inappropriate due to placement of rips or tears
- Hats are not to be worn inside the building
- Please ensure your child is dressed appropriately for the weather because, except in cases of rain or extreme cold, recesses will be held outside. The use of snowsuits/snow pants, hat, boots and mittens/gloves are especially encouraged. Students should dress in layers so clothing may be removed or added as the weather dictates.

DISTRICT EQUIPMENT

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

COMMUNICABLE DISEASES

The following guidelines have been prepared to assist you when deciding how long to keep your child home from school if he/she has contracted a communicable disease. The following are guidelines and are not meant to substitute the place of medical orders from a child's attending physician. Students should be excluded from school according to the following guidelines:

- German Measles - Until rash disappears (Rubella, 3-day Measles) and temperature is normal
- Measles - For seven days after (Hard, seven-day) appearance of rash
- Mumps - Until swelling is gone or other symptoms have disappeared
- Whooping Cough - Four weeks from on-set of cough or until cough has stopped
- Chicken Pox - Until lesions are healed
- Scarlet Fever - Until clinical recovery
- Infectious Hepatitis - During first two weeks of illness and at least two weeks after disappearance of jaundice
- Infectious mononucleosis - Until no symptoms or until medical authorization is given to return
- Head Lice - May return when bugs and nits are no longer present
- Pink Eye - Until completely healed or medical authorization is given to return
- Ringworm - Until area is non-infectious and completely healed or medical authorization is given to return
- Impetigo - Until completely healed or medical authorization is given to return

HEADLICE POLICY

If a teacher suspects lice in a child's hair, the student will be sent to the office where school personnel will complete a head check. If bugs are found, the student will be removed from the general student population until parents can pick the student up. Once home the child should be treated and all nits removed. Once a student is bug and nit-free, a parent must accompany the child to school to have his/her head rechecked by school personnel. If the student is found to be bug- and nit-free, he/she will be allowed to re-enter class. If

he/she is found to have bugs or nits, the student will continue to be excluded from school. It is the parent's responsibility to pick up the child from school when lice are found.

HOMEWORK POLICY

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

REQUEST(S) FOR HOMEWORK

Requests for homework should be made 1 week prior to the student being absent from school, when advanced notice of a student's absence is known. Please make arrangements with your child's classroom teacher for any homework requests.

ANIMALS

Animals and/or pets may not be brought to school without the prior approval of the classroom teacher or building principal. Under no circumstances will animals be transported on the bus. Please alert the school if your child has any pet allergies and should not be exposed to visiting animals.

COMPUTER USE

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

MEDIA CENTER

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

CONFERENCES

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

RETENTION

Students normally progress from grade to grade. Exceptions may be made when, in the judgment of the professional staff, retention would be in the best interest of the student involved. Early efforts will be made to communicate concerns with parents and involve them in the decision-making process.

STUDENTS LEAVING DURING THE DAY AND AFTER SCHOOL

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

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

RECESS

Students have a supervised recess break and are expected to dress appropriately for the weather. We also expect all students to obey school playground rules. If a child is too ill to go outside for recess, it is recommended that he/she should not be in school. Students will stay inside if weather is inclement (raining) or the wind chill is 10° or below. It is expected that all children will go to recess with their class unless schoolwork needs to be completed or for disciplinary reasons. If a child must remain inside for health reasons, a written note from a parent or doctor is necessary.

LOST AND FOUND

A lost and found will be maintained in the building. Please help us teach your child to respect the property of others and do not allow them to keep articles of clothing that do not belong to him/her. Urge your child to check the lost and found when an item is missing and have him/her report missing items immediately to the office. Items in the lost and found will be cleaned out and donated to charity periodically.

TITLE ONE PROGRAM AND PARENT COMPACT

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

CLOSING OF SCHOOL

School closing information will be announced over local radio and television stations. The school will also use a telephone notification system to alert families of emergencies and school closings. For this reason, it is important that families provide accurate information regarding a parent’s contact information in a timely manner. Emergencies can occur which cause the early dismissal of school. Please inform your child where he/she should go if school dismisses early and note this information on the Student Information Card.

TORNADO PROCEDURES

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

FIELD TRIP GUIDELINES

Students must have a signed permission slip or a note from a parent to go on a field trip. All school and bus rules are in effect during a field trip. Unless a parent gives permission, students should ride the bus to and from the field trip site. Students are not allowed to leave the field trip areas without parental permission and not until the parent has signed the student out with the teacher. Chaperones are required to have completed background checks prior to serving as a chaperone. Failure to comply may result in disciplinary action, up to and including suspension from school by the building principal. In case of an emergency, school personnel or a chaperone will contact the office. All school rules are in full effect during the field trip, as well as during transportation to and from the field trip.

TRANSPORTATION

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

TRANSPORTATION RIDING LIMITS

Students will be provided transportation as follows: Students in K-5 living more than one mile from the school will be provided transportation. Distance will be measured along the shortest feasible route. Students may be required to walk a reasonable distance to their bus stop. K-5 students may be required to walk up to one mile to an assigned bus stop. Students may be refused transportation for justifiable reasons.

BUS CODE OF CONDUCT - PUPIL RESPONSIBILITIES AND PERSONAL SAFETY

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

MAJOR AND MINOR OFFENSES

The following major and minor offenses will require disciplinary action. Disciplinary action will depend on the circumstances and severity of the offense. The list below provides example and includes, but are not limited to the following major and minor offenses:

MINOR OFFENSES:

Throwing Objects, consuming food or drink, disrespect towards others, pushing, standing, walking or being in the aisle while the bus is moving, yelling in the bus or out of the window, chemical exposure (ex. hairspray, perfumes/cologne, nail polish)

MAJOR OFFENSES:

Pathogen exposure (ex. spitting, blood), fighting, destruction of school or personal property, abusive language toward an adult or other students, improper use of emergency door, throwing any object inside or out the windows of the bus, use or possession of controlled substance, lighting matches or lighters, possession of any type of weapon.

Holton Elementary School Aggression Rubric Grades TK-1

Behavior (to include but not limited to)	1 st Incident	2 nd Incident	3 rd Incident	4 th Incident
LEVEL 1 Horseplay: “Goofing around” or “playing” that may include pushing, shoving, grabbing, jumping on and similar behaviors where it is possible that someone could get hurt. Teasing/Intimidation: Behaviors that <i>could</i> hurt the feelings of others including but not limited to: name calling, insulting remarks, gossiping, spreading rumors, mean tricks, mean notes, taunting, verbal horseplay (no offense but, etc.) Including via electronic/cyber i.e. Facebook, etc.	* 15 second intervention * Restate definition of hurtful behavior *Discuss alternative action *Make it right (restorative conversation with all involved parties)	* 15 second intervention * Restate definition of hurtful behavior *Discuss alternative action *Make it right (restorative conversation with all involved parties) *Behavior referral *Reflection Zone	* 15 second intervention * Restate definition of hurtful behavior *Discuss alternative action *Make it right (restorative conversation with all involved parties) *Behavior referral *Reflection Zone PLUS * Student calls home * Talk with administrator	* 15 second intervention * Restate definition of hurtful behavior *Discuss alternative action *Make it right (restorative conversation with all involved parties) *Behavior referral *Reflection Zone PLUS * 1 Silent Lunch
LEVEL 2 Moderate Physical Contact: Pushing, shoving, grabbing, tripping, pinching, shouldering, throwing objects at others and similar behaviors seemingly perceived to harm. Teasing/Intimidation: Behaviors seemingly perceived to hurt the feelings of others including but not limited to: name calling, insulting remarks or gestures, gossiping, spreading rumors, mean tricks, mean notes, taunting, verbal horseplay (no offense but, etc.) Including via electronic/cyber i.e. Facebook, etc.	* 15 second intervention * Restate definition of hurtful behavior *Discuss alternative action *Make it right (restorative conversation with all involved parties) * Behavior Referral *Reflection Zone	* 15 second intervention * Restate definition of hurtful behavior *Discuss alternative action *Make it right (restorative conversation with all involved parties) * Behavior Referral *Reflection Zone PLUS * Student calls home * Talk with administrator	* 15 second intervention * Restate definition of hurtful behavior *Discuss alternative action *Make it right (restorative conversation with all involved parties) * Behavior Referral PLUS * Meet with office to call home * 1-2 silent lunches	* 15 second intervention * Restate definition of hurtful behavior *Discuss alternative action *Make it right (restorative conversation with all involved parties) * Behavior Referral PLUS * 2-3 silent lunches *Meet with office *Possible parent meeting

<p>LEVEL 3</p> <p>Severe Physical Contact: Punching, kicking, fighting, biting, spitting and similar behaviors used to injure others.</p> <p>Severe Intimidation: Directed profanity, planned exclusion, social alienation, mean prank (causing humiliation), false reports, retaliating for reporting, shunning, threatening to ruin friendships/reputation. Including via electronic/cyber i.e. Facebook, etc</p> <p>Severe Harassment/Intimidation: Threats of emotional or physical violence. Racial, ethnic, sexual, religious or other forms of severe harassment or intimidation (including via electronic/cyber i.e. Facebook, etc.)</p>	<p>* 15 second intervention * Parent contact * Behavior referral *Make it right (restorative conversation with all involved parties)</p> <p>PLUS</p> <p>* 1 silent lunches</p>	<p>* 15 second intervention * Parent contact * Behavior referral *Make it right (restorative conversation with all involved parties)</p> <p>PLUS</p> <p>* 2-3 silent lunches</p>	<p>* 15 second intervention * Parent contact * Behavior referral *Make it right (restorative conversation with all involved parties)</p> <p>PLUS</p> <p>* Administration calls home. Parent meeting held. Plan made for joining peers safely & respectfully *3-5 silent lunches *Possible ISS</p>	<p>* 15 second intervention * Parent contact * Behavior referral *Make it right (restorative conversation with all involved parties)</p> <p>PLUS</p> <p>* Possible ISS *Possible OSS ***In event of severe harassment/intimidation, parent meeting may include superintendent/principal</p>
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*Consequences assigned may be more severe in any above category based on the seriousness of the action at the discretion of the school administrators.

*5 or more offenses will have consequences issued at discretion of school administration.

*Offenses not listed on this rubric will be dealt with according to handbook policies and administration discretion.

Holton Elementary School Aggression Rubric Grades 2-5

Behavior (to include but not limited to)	1 st Incident	2 nd Incident	3 rd Incident	4 th Incident
LEVEL 1 Horseplay: “Goofing around” or “playing” that may include pushing, shoving, grabbing, jumping on and similar behaviors where it is possible that someone could get hurt. Teasing/Intimidation: Behaviors that <i>could</i> hurt the feelings of others including but not limited to: name calling, insulting remarks, gossiping, spreading rumors, mean tricks, mean notes, taunting, verbal horseplay (no offense but, etc.) Including via electronic/cyber i.e. Facebook, etc.	* 15 second intervention * Make it right (restorative conversation with all involved parties)	* 15 second intervention * Make it right (restorative conversation with all involved parties) * SWIS referral * Reflection Zone	* 15 second intervention * Make it right (restorative conversation with all involved parties) * PowerSchool Referral * SWIS referral PLUS * 1 silent lunch* * Student calls home * Talk with administrator * Restorative conversation with all involved parties	* 15 second intervention * Make it right (restorative conversation with all involved parties) * SWIS referral * Reflection Zone PLUS * 2 - 3 silent lunches * Call home * Parent meeting with Administration, Student, and Parents * Restorative conversation with all involved parties
LEVEL 2 Moderate Physical Contact: Pushing, shoving, grabbing, tripping, pinching, shouldering, throwing objects at others and similar behaviors seemingly perceived to harm. Teasing/Intimidation: Behaviors seemingly perceived to hurt the feelings of others including but not limited to: name calling, insulting remarks or gestures, gossiping, spreading rumors, mean tricks, mean notes, taunting, verbal horseplay (no offense but, etc.) Including via electronic/cyber i.e. Facebook, etc.	* 15 second intervention * Make it right (restorative conversation with all involved parties) * SWIS referral	* 15 second intervention * SWIS referral * Make it right- Restorative conversation with all involved parties PLUS * 1 silent lunch* * Student calls home * Talk with administrator	* 15 second intervention * SWIS referral * Make it right- Restorative conversation with all involved parties PLUS * 2 - 3 silent lunches * Parent meeting with Administration, Student, and Parents	* 15 second intervention * SWIS referral * Make it right- Restorative conversation with all involved parties PLUS * 1 - 2 days In-School Suspension

<p>LEVEL 3</p> <p>Severe Physical Contact: Punching, kicking, fighting, biting, spitting and similar behaviors used to injure others.</p> <p>Severe Intimidation: Directed profanity, planned exclusion, social alienation, mean prank (causing humiliation), false reports, retaliating for reporting, shunning, threatening to ruin friendships/reputation. Including via electronic/cyber i.e. Facebook, etc</p> <p>Severe Harassment/Intimidation: Threats of emotional or physical violence. Racial, ethnic, sexual, religious or other forms of severe harassment or intimidation (including via electronic/cyber i.e. Facebook, etc.)</p>	<ul style="list-style-type: none"> * 15 second intervention * Make it right * SWIS referral * Talk with Administrator * Student calls home * Restorative practices * 3 silent lunches 	<ul style="list-style-type: none"> * 15 second intervention * Make it right * SWIS referral * Administrator calls home, initiates parent meeting * Restorative practices * Parents meet with administration <p style="text-align: center;">PLUS</p> <ul style="list-style-type: none"> * 1 - 2 days In-School Suspension 	<ul style="list-style-type: none"> * 15 second intervention * Make it right * SWIS referral * Tate calls home <p style="text-align: center;">PLUS</p> <ul style="list-style-type: none"> * 1-3 days OSS * Administrator calls home. Parent meeting held. Plan made for joining peers safely & respectfully ***In the event of severe harassment/intimidation, parent meetings may include superintendent/principal 	<ul style="list-style-type: none"> * Student removed from school grounds. * Superintendent calls home * Student under discretion of school board.
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*Consequences assigned may be more severe in any above category based on the seriousness of the action at the discretion of the school administrators.

*5 or more offenses will have consequences issued at discretion of school administration.

*Offenses not listed on this rubric will be dealt with according to handbook policies and administration discretion.

Holton Elementary School Expectations

Area	Respect	Effort	Dependability	SEL
Hallways Voice Level-2	-Keep it clean -Be mindful of others' learning	-Keep your hands, feet, body and objects in control -Walk	-Stay on your mission -Keep appropriate space between people	- Use calm body language - Notice how your actions affect others
Bathroom Voice Level-2	-Privacy is important	-Go -Flush -Wash -Leave	-Use sink, soap and paper towels properly -Use, then cruise	- Practice self-control - Manage your time well
Cafeteria Voice Level- 3	-Follow cafeteria procedures -Eat your own food -Clean up after you eat -Follow adult directions -Use manners	-Keep your hands, feet, body and objects in control -Raise hand for help -Walk	-Sit on your pockets until dismissed	- Include others when possible - Say "please" and "thank you" - Handle conflicts with kind words
Playground	-Use equipment properly -Be friendly -Follow adult directions	-Keep your hands, feet, body and objects in control -Problem solve with calm words	-Line up when you hear the signal -Take turns -Return equipment to its place	- Show kindness and take turns - Solve problems peacefully - Be a good sport - Include students who are alone.
Special Event	-Use active listening skills -Follow adult directions	-Keep your hands, feet, body and objects in control -Learn something new	-Stay in your personal space -Sit on your pockets -Represent Holton Elementary and show your RED Devil pride	- Show self-control in exciting settings - Be flexible if things change

Field Trip	<ul style="list-style-type: none"> -Know and follow location's rules -Use active listening skills -Follow adult directions 	<ul style="list-style-type: none"> -Keep your hands, feet, body and objects in control -Learn something new 	<ul style="list-style-type: none"> -Be aware of your surroundings <p>Show your RED Devil pride</p>	<ul style="list-style-type: none"> - Be respectful guests - Stay with your group - Be curious and open to new experiences
Classroom	<ul style="list-style-type: none"> -Follow adult directions -Use active listening skills <p>Be kind</p>	<ul style="list-style-type: none"> -Keep your hands, feet, body and objects in control -Do your personal best 	<ul style="list-style-type: none"> -Be prepared -Stay on task -Use materials and equipment appropriately 	<ul style="list-style-type: none"> - Work well with others - Ask for help when needed - Stay calm & think before you act or speak - Admit when you make a mistake & make it right
Office Voice Level-2	<p>Follow adult directions</p> <p>Be Kind</p>	<ul style="list-style-type: none"> -Keep your hands, feet, body and objects in control -Show integrity 	<p>Stay on your mission.</p> <p>Wait your turn.</p>	<ul style="list-style-type: none"> - Stay calm and respectful - Use appropriate words - Think before you act
Bus Voice Level 3	<p>Follow adult directions.</p> <p>Use kind words and actions.</p>	<p>Make sure area is clean before leaving.</p> <p>Keep hands, feet and objects to self.</p>	<p>Be on time</p> <p>Stay seated.</p>	<ul style="list-style-type: none"> - Use self-control in a moving vehicle - Be aware of how your behavior affects others' safety

Coping Skills for all school settings	<ul style="list-style-type: none"> - Calmly ask for a break or movement to calm down if you are upset - Display positive, helpful talk with peers and adults - Use respectful talk when working through a disagreement - Recognize and understand others' point of view - Invite others to participate if they are feeling left out - Avoid physical touch that may be unwelcome by others 	<ul style="list-style-type: none"> - Use positive self-talk - When frustrated or stressed, choose an appropriate calming strategy - Listen to your signals - Respond to adult requests within a reasonable time 	<ul style="list-style-type: none"> - If you see an unsafe situation, walk away and find a trusted adult for help - Accept praise and consequences - Ask for help - Participate and contribute to the classroom, school, and community 	
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