

# Holt High School Student and Family Handbook 2024-2025



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## **INTRODUCTORY INFORMATION**

### **Message from the Principal**

Dear Students and Families,

Welcome to another school year at Holt High School. I look forward to getting to know each of you and in supporting your efforts to pursue excellence. The faculty and staff have been working extremely hard to prepare for this school year. We invite the students and families to be partners with us in helping make this year highly successful. The students and community of Holt have a reputation for success, and we want to continue to build on that tradition.

The Student Handbook has been prepared as a source of important information for students and parents about the school. The contents of the Student Handbook include information about our mission, processes, school calendar, contact information, clubs and activities.

Every student should read over this information with their families. It is important that all students and families understand all the content within the Student Handbook as it will help to make this year a success.

If you have questions or need my assistance, please do not hesitate to contact me or any other faculty member. Information about Holt High School can be found on the [High School](#) page on the District Website.

Sincerely,

*Michael Willard*, Principal  
[michael.willard@hpsk12.net](mailto:michael.willard@hpsk12.net)

## **Administration and Office Staff List**

### **Michael Willard, Principal**

**517-694-1336**

Responsible for operations of the high school building, planning, coordinating, and implementing the curriculum, teaching schedules, budget, teacher evaluations, interpretation/implementation of Board of Education and school policies, in-service plans, school calendar, field trip and conference approval and student care.

### **Molly Sylvestro, Assistant Principal, Attendance & Discipline (Graduating Class of 2028)**

**517-699-1115**

Responsible for students in the graduating class of 2028; including attendance, activities and discipline, teacher-student relationships, restorative practices and building culture, manages the attendance office as well as 504 Student Plans, and prepares teacher evaluations as needed.

### **Rob Bobeda, Assistant Principal, Attendance & Discipline (Graduating Class of 2027)**

**517-699-5919**

Responsible for students in the graduating class of 2027; including attendance, activities and discipline, teacher-student relationships, restorative practices and building culture manages the attendance office as well as the Safety Team, College Advising supports, and prepares teacher evaluations as needed.

### **Shant'L Olovson, Assistant Principal, Attendance & Discipline (Graduating Class of 2026)**

**517-699-7935**

Responsible for students in the graduating class of 2026; including attendance, activities and discipline, teacher-student relationships, restorative practices and building culture, manages the attendance office as well as student testing (including PSAT/SAT and test out), prepares teacher evaluations as needed.

### **Lucas Schrauben, Director of Secondary Programs**

**517-699-7935**

Responsible for Holt Early College programs, college and career opportunities, dual enrollment, career planning, and high school Portfolios.

### **Chris Bishop, Athletic Director**

### **Brittany Zandstra, Assistant Athletic Director**

**517-699-7933**

Manages athletic programs at Holt High School, administers the athletic budget, coordinates athletic scheduling and supervision, coaching evaluations, hires officials and game workers, monitors eligibility of student athletes, and works with community/booster clubs to improve programs.

**Melissa Blackmer, Administrative Assistant & Attendance Officer**  
**517-699-7864**

The attendance officer responsible for student attendance, recording and reporting for grades 9-12, provides student supports as needed, verifies district residency, and attendance.

**Bill Bartilson, Theater & Events Manager & Facilities Manager**  
**517-699-7862**

The District's liaison for theater use (schedule performances, make arrangements for lighting, etc.), is in charge of bringing professional production performances to Holt. He oversees after school and weekend building and grounds use throughout the District.

**Student Support Staff**

The Counseling Office is in the east office complex, left side of the main entrance at the Main Campus. The North Campus houses the senior counselor. To see their counselor, students should go to the counseling center to make an appointment through the secretary. Families and students can also email or call counselors with questions or to set up an appointment. Appointments should be made, if possible, before school, during lunch period, or after school. The counseling center will send a pass to the classroom teacher requesting that the student be excused for their appointment.

*In case of an emergency, a student should go directly to the counseling center and advise the secretary of the immediate need to see a counselor. If the counselor is not available, an administrator will be notified. In addition to helping students plan their high school program, counselors can provide information on the Career Center, colleges, vocational schools, military opportunities, decision-making, personal issues and a host of other areas.*

**Kim Reichard, Counselor (student last names A-G)**  
**517-699-3406**

Coordinates all student guidance services including career and educational planning and is the contact counselor for Wilson Talent Center (WTC) students and coordination of WTC matters for HHS, as well as scheduling classes for her group of students. Supports 504s.

**John Conner, Counselor (student last names H-O)**  
**517-699-6940**

Arranges foreign exchange programs and is responsible for communicating college admissions and scholarship information to students, Early College student scheduling, as well as scheduling classes for his group of students. Supports 504s.

**Nicole Lown, Counselor (student last names P-Z)**  
**517-699-6939**

Coordinates testing processes for the PSAT, SAT, and MME, as well as scheduling classes for her group of students. Supports 504s. Advises the Holt Ram Crew (9<sup>th</sup> grade transition).

**Lindsay Fox, 12<sup>th</sup> Grade Counselor (North Campus)**  
**517-699-1218**

Advises seniors on classes, graduation status, assists with college admissions, applications, transcripts and scholarship information to students, College Board Advanced Placement Coordinator and post high school transition information. Supports 12<sup>th</sup> grade 504s.

**Krista Lewicki, Student Success Coordinator**  
**517-699-3399**

Coordinates personalized student success plans for 9-12 students.

**ADMINISTRATIVE SUPPORT STAFF**

**Laura Brandt, Secretary to the Principal**  
**517-699-6929**

Provides administrative support to the Principal for correspondence and high school human resource records; designs/publishes the student and teacher handbooks, programs for award events, and Commencement; maintains bell schedules, door locks, and marquee; coordinates the back-to-school orientation for all students, organizes orders for class rings, graduation apparel, and diplomas; coordinates Academic Awards, and Commencement; assists with Parent-Teacher Conferences; distributes mail; issues keys; and coordinates daytime use of the high school building.

**Christina Wright, Bookkeeper**  
**517-699-7866**

Maintains the internal system of school accounts including the handling of all monies; provides administrative support to the Principal by monitoring the individual high school budget line items; completes all activities commensurate with the operations of the school purchasing procedures; receives deliveries and their subsequent distribution; assists with athletic activity deposits; maintains book inventories and fines as needed; processes purchase orders and stocks classroom supplies; assists with back-to-school orientation.

**Tammy Ziegler, Secretary to Counseling Office**  
**517-699-6923**

Provides administrative support; handles correspondence, reports, newsletters and forms; assists with student services, grade reporting (report cards and transcripts) and student records; and handles aspects of MME testing; operates the counseling office in the summer; assists with class scheduling for the upcoming year; expedites requests for transcripts; assists with Parent-Teacher Conferences; issues student work permits and assists with back-to-school orientation.

**Denise Kruger, Secretary for the North Campus Building**  
**517-699-7075**

Provides administrative support to the building administrators; manages all aspects of teacher substitute assignments; processes college applications and 12<sup>th</sup> grade transcripts; assists with new student registration; maintains accurate student schedules; processes all grade reporting; maintains current students' permanent records and transcripts; coordinates the Top Ten Dinner and 3.5 Dinner, Award's Night; assists with back-to-school orientation, and assists with Parent-Teacher Conferences.



**Stephanie Gonzales, Secretary to the Counselors**

**517-699-6925**

Provides administrative support to the three counselors; manages all aspects of teacher substitute assignments; assists with new student registration; maintains accurate student schedules; processes all grade reporting; maintains current students' permanent records and transcripts; coordinates student pictures; maintains calendar for Main Campus college visitors and military visitors and assists with Parent-Teacher Conferences.

**Anna Ford, Secretary to Asst. Principals, Attendance Office**

**517-699-6928**

Provides administrative support to assistant principals; supervises attendance procedures, including hourly and daily attendance, special attendance, call lists and excessive absence reports; administers student medications according to district procedures; helps with Count Day, school membership, enrollment reports.

**Kathy Brown, Facilities Scheduling/Theater & Events Offices Secretary**

**517-699-7641**

Provides administrative support in the Athletic Office; works with internal and external individuals/groups on theater and events managing and scheduling.

**Collette Boomershine, Library/Media Center Secretary**

**517-699-7470**

Provides administrative support to the library teacher and helps facilitate a well -organized, smooth functioning Library/Media Center so students and staff receive the utmost in service.

**Heather Hanton, Secretary for Athletics**

**517-694-2383**

Answers community questions on the various athletic events, physicals, game dates and times, for the organization of the athletic office, issuing athletic passes, scheduling events, officials and facilities and scheduling transportation of teams. Maintains the district after-school and weekend calendar, scheduling all events that happen throughout the district in the buildings.

**TEACHING STAFF LIST**

Contact information for all staff members can be found on our [HHS website](#).

**CALENDAR**

The District calendar can be found on the [Calendars](#) page of the District website. For a calendar of events for Holt High School please visit the [High School](#) page of the District website. Athletic event schedules are posted on the [Holt Rams Athletics Calendar](#) page.

**FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your families 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 families. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

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 supersede. 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 July 2024. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Detailed information regarding Holt Public Schools Board of Education policies and procedures can be obtained from the Administration Building at 5780 W. Holt Road (across the road from the high school).

### **MISSION OF THE SCHOOL**

Innovate. Educate. Inspire.

Empowering all Students to Make a Positive Impact in Their Communities.

### **EQUAL EDUCATION OPPORTUNITY**

The policy of this District is to provide an equal education opportunity for all students.

Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer.

Erin Quinlan  
Human Resource Director  
694-6392  
[Erin.quinlan@hpsk12.net](mailto:Erin.quinlan@hpsk12.net)

Complaints will be investigated in accordance with the procedures as described in Board [Policy 2260](#). Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

### **FAMILY 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. See [NEOLA Policy 2112](#) for the complete language of family involvement.

If you are interested in volunteering in the school district and/or may attend a field trip or classroom, please fill out the District volunteer form that is sent out each school year, if you would like access to this document contact Laura Brandt, Secretary to the Principal.

### **SCHOOL DAY**

[Bell schedules](#) are available on the High School page of the District website. The safety and welfare of our students is a high priority. To ensure all of our students are safe and well-supervised, the following time schedules for building supervision have been implemented.

- The Main and North Campuses are open from 6:45 a.m. to 2:50 p.m, students staying after 2:50 must be with an approved program/teacher. Monday through Friday. On Early Release Wednesdays, students must exit the building by 12:50 pm.
- The After School Help Room is offered Mondays, Tuesdays, and Thursdays after school in the library from 2:45-4pm. Teachers are available to support academic needs. There are late buses available to students who live within the district and sign up. Check with teacher in charge for access to bussing.
- Students are not to be on school property before or after the times listed unless participating in a supervised activity.
- Students must be with the advisor, teacher, or coach of the activity. Students cannot be unsupervised after school hours. If students are not being supervised by a school employee, they must leave the building.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. **Students can expect their rights to freedom of expression and association and to fair treatment and are expected to respect those rights of their fellow students and the staff.** Students are expected to follow teachers' directions and to follow all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of their behavior.

Families have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Families are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals. Students should arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from their counselor or building administrator.

Eighteen (18) year old students are legally recognized as adults and may take ownership of their educational programs. See the building secretary for a form regarding Legal Status and Guardianship.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, they must notify any staff person immediately. If a student would like to notify someone of an unsafe situation, they can alert a staff member or contact [Ok2Say](#)

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

## **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 the student should remain in school or go home. No student will be released from school without proper permission from a legal guardian, or approved contact in PowerSchool.

## **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. Families should contact the school administration regarding procedures for such instruction.

Applications must be approved by the Curriculum Office. 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.

# **SECTION I - GENERAL INFORMATION**

## **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their family or legal guardian resides unless enrolling under the District's School of Choice policy. See the [District website](#) for details on the enrollment process.

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

- Birth certificate or similar document
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- Proof of residency
- Proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, families 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. Counselors will assist in obtaining the transcript if not presented at the time of enrollment. New students eighteen (18) years of age or older are not required to be accompanied by a family member/legal guardian when enrolling. When residing with a family member, these students are encouraged to include the family in the enrollment process, if possible. When conducting themselves in school, adult students have the responsibilities of both student and family/legal guardian.

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 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 for disciplinary purposes 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.

### **TRANSFER STUDENTS**

Holt High School has Board adopted standards for our curriculum, faculty, and facilities. Ensuring the integrity of a diploma granted by Holt Public Schools is the intent of the following terms regarding transfer credit.

- Transfer students shall be granted the credits successfully earned at U.S. Department of Education recognized accredited schools previously attended. G.P.A.s from such accredited schools will be included for Holt awards and cumulative G.P.A.s. Transfers after first semester of senior year are excluded from awards consideration.
- Transfers from schools that are not accredited by a U.S. Department of Education recognized institution will have credits transferred without the corresponding grades. Only grades earned at Holt High School will be reflected on the Holt High School transcript and considered for awards, scholarships, etc.
- Transfers from nontraditional educational settings (e.g., home schools) fall into two categories:
  1. First, transcripts issued by an accredited body not recognized by the U.S. Department of Education will be accepted with a maximum of ten credits transferable and no G.P.A.

Additionally, Holt High School course placement may be based on pre-testing (e.g. district assessments).

2. Second, grades and credits reported without an accredited transcript will not be accepted. A student in this condition will have zero credits and building placement will be based on age and other factors.

Holt will require the transfer student to meet Holt's requirements in total credits in the areas of English, Social Science, Mathematics, Science, Physical Education, Fine Arts, Computers, and Electives.

### **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 counseling department, families and/or students should contact their counselor for potential course changes. 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. Any variation should be approved with a pass or schedule change. Students from other countries are eligible for admission on the same basis as other non-resident students.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a PowerSchool contact communicating with the Attendance Office staff. . No student will be released to a person other than those indicated on file in PowerSchool without permission (verbal or written) by the custodial parents/guardians.

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

Families must notify the Counseling Office Secretary about plans to transfer their child to another school. 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. Students will be given a check out sheet to complete. Teachers will record earned grades with the counselors. School records may not be released if the transfer is not properly completed. Families are encouraged to contact the counseling office for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

### **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of their legal guardians. See the above section for withdrawal procedures.

### **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by their family member 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.

### **USE OF MEDICATIONS**

Students who need to take medication during school hours must have a parent/guardian submit a completed medication form to the building office. Medicines must be brought in by parent/guardian, not the student, and will be kept in the office and administered by office personnel. Medication shall not be carried with the student or kept in a hall locker, even over-the-counter medicines. Students that have a prescription to carry EpiPens, inhalers, etc., may do so after completing the proper documentation.

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

- Parents/guardians should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the building Principal before the student will be allowed to begin taking any medication during school hours.
- All medications must be registered with the Principal's Office.
- Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent/guardian. A two to four (2-4) week supply of medication is recommended.
- Any unused medication unclaimed by the parent/guardian will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents/guardians 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 themselves on time and for taking the prescribed medication.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent/guardian's written permission release.

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 and updated annually.

Parents/guardians 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 self-administer the medication.

If a student is found using or possessing a nonprescribed medication without authorization from a parent/guardian, they will be brought to the school office and the parents/guardians will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

### **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 but are not limited to; 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 noncausal-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 their 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.

Non-casual-contact communicable diseases include but are not limited to sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human Immunodeficiency Virus), 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/guardians will be requested to have their student's blood checked for HIV, HBV, and other blood-borne pathogens when the student has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **INDIVIDUALS WITH DISABILITIES**

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent/guardian who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact their student's counselor.



### **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. Caretakers/legal guardians should contact the Counseling Office, Principal, or the student's Counselor to inquire about evaluation procedures and programs offered by the District.

### **ACCESSING STUDENT ACADEMIC PROGRESS DATA**

Families can access PowerSchool for student information. Directions on how to access PowerSchool can be found on the District's [PowerSchool Support](#) webpage. Once logged into PowerSchool, families can view a student's academic progress, school lunch balance, and attendance. Families may want to also sign up for the School Messenger app to receive communication from school and the District. Information on the app can be found on the District's [Technology Support](#) webpage. If you have trouble logging in, please contact the building's secretary.

### **STUDENT FEES, FINES, AND SUPPLIES**

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or their family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. ([See Policy 6152](#)).

The school charges specific fees for some noncurricular activities and programs. The school and staff do not make a profit. Pay-to-participate information for athletics as well as non-athletics can be found on the District's [Athletics](#) page.

Fees may be waived or adjusted in situations where there is financial hardship. Failure to pay fines, fees, or charges may result in the withholding of a student's diploma.

### **STUDENT FUND RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

- Crowdfunding activities are governed by [Policy and Administrative Guideline 6605](#).
- Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in fundraising activities off school property (including house to house canvassing) without proper supervision by approved staff or other adults.

- Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from overextending themselves to the point of potential harm.
- Students may not participate in a fundraising activity conducted by a parent group, student group, or community organization on school property without the approval of the Principal.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, for example, 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.

### **MEAL SERVICE**

The Board believes in the development of healthy behaviors and habits with regard to eating. The school participates in the National School Lunch Program. Specific information regarding can be found on the District's [Food Service](#) page. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period. Food deliveries (take-out) are not allowed during the school day.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that they are eligible, applications are available on the District's [Food Service](#) page.

Food and drink can be consumed within the commons and concession areas of the building only. Water is allowed in classrooms. All students are expected to aid in the maintenance of the environment, including taking care of their litter and debris. Should a teacher allow food for a special circumstance, it is expected that the class would meet in the commons during that time or speak with administration regarding approval.

### **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. Holt Public Schools uses the [ILoveUGuys](#) program for emergency protocols.

### ***EMERGENCY PROCEDURES***

- Fire Drills: Five (5) fire drills are scheduled during the school year. In the case of a fire alarm please exit quickly and efficiently out the nearest door to the classroom, hall, or office you are in at the time. Check signs in the hallways and classrooms for specific directions for fire and tornado information. Please stand at least 100 feet away from the building during a fire drill.
- Tornado Drills: Two (2) tornado drills are scheduled during the school year. In the case of a tornado alarm, please move to the designated areas of shelter listed on the signs in each classroom area and follow the tornado procedure protocol.

- Lockdown Drills: Three (3) Lockdown drills are scheduled during the school year. An administrator will indicate a Lockdown drill via public address. Visit the [Safety & Security](#) page on the District website to for more information about [ILoveYouGuys](#) protocols for details on lockdown drills.

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notification of the closing via School Messenger (phone call, email, text message). If school is closed after students have reported, students will be dismissed to go home per their normal means of transportation to and from school. Students who indicate problems with proceeding home will be assisted, and school phones will be made available to contact parents/guardians as the situation or demand allows.

### **VISITORS**

In order to properly monitor the safety of students and staff, families must fill out a short background check. The link for this form will be shared in the fall. Each visitor must report to the Safety Team Desk upon entering the school to obtain a name tag. Any visitor found in the building without a name tag shall be reported to the principal. If a person wishes to confer with a member of the staff, they should call/email to arrange for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

Students may not bring visitors to school or non-public school events (ie dances, assemblies, etc.) without permission from the principal.

### **USE OF THE LIBRARY**

Passes may be obtained from a student's teacher or from the library staff to use the library during the school day. Books on the shelves may be checked out for a period of four weeks. To check out any other materials, contact the library teacher.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

### **LOST AND FOUND**

The lost and found area is in the southwest hallway. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year. Smaller items (example: electronics, car keys, etc.) will be taken to the Attendance Office.

### **USE OF PERSONAL COMMUNICATION DEVICES**

Use of Personal Communication Devices is governed by the language found in [Board Policy 5136](#). The term "device" includes cell phones, personal computers, tablets, and/or any web-enabled device of any type.

In general, Holt Public Schools observes an "Off and Away" practice. Before and after school, at lunch, and between classes students are allowed to use personal communication devices. Students must put devices "OFF & AWAY" after the first bell of the day and keep their devices "OFF & AWAY" during class time. Each classroom will have a cell phone caddy, and all students will be required to place their cell phone in the caddy for the duration of each instructional period. "OFF & AWAY" means that devices must be turned off (silent and not vibrating) and stored in students' hallway locker or kept in the teacher's cell phone caddy during instructional time.

Devices capable of taking photographs or video may not be used for such purposes during the school day and/or at school related activities without the expressed permission of a staff member. Headphones/earbuds may not be used and must be out of sight during the instructional school day, unless the student is given permission during instructional time by their teacher. Students may use headphones before and after school and at lunch. Students may not attempt to bypass the school's network filters.

"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, creation, or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the electronic device.

The District reserves the right to collect and examine any device suspected of being the source of attack/virus. The District may ask a student to examine their device if suspected recording or misuse. Students may not use a device in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. Students are prohibited from using devices to transmit material that is threatening, obscene, disruptive, or sexually explicit, or that can be construed as harassment or disparagement of others based upon race, color, appearance, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs.

All students possessing electronic devices assume full responsibility and risk for lost, damaged, or stolen equipment. **When a student is requested by a staff member to turn over an electronic device, they must comply. Failure to do so may result in consequences including but not limited to suspension from school for insubordination.**

### **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt. The school has a central bulletin board located in the upper hallways next to the library and in the commons which may be used for posting notices after receiving permission from the Principal.

## **SECTION II - ACADEMICS**

We want to ensure students find academic success at Holt High School. We recommend considering the following as academic habits and dispositions that we find help our students be successful.

- Actively participate in class by answering questions and completing in-class projects/assignments.
- Complete all homework assignments and turn them in when due.
- Study for all assessments and be prepared to do your best in all classes.
- Come prepared to class with assignments, books, paper, writing utensil, etc.
- Seek teacher support when not understanding the material that is being taught; ask for help.
- Embrace challenges with a positive growth mindset and believe you can get better with practice.
- Request homework from your teacher when you are absent.

### **COURSE OFFERINGS**

The primary function of required subjects is to assure essential levels of competency for all graduates. General education opportunities must be balanced with specialized learning opportunities geared to the individual's interests, talents and occupational goals. All required courses need to be attended at Holt High School. All special programs would need high school principal and counselor approval. Please see the High School Course Guide located on the [High School Counseling](#) page of the District Website.

#### ***Wilson Talent Center***

Wilson Talent Center (WTC) is a vocational school that trains students from Ingham County for career skill development. Our students attend the home school for half of the school day and the WTC the other half. There is no charge for attending WTC. Work with your counselor in your sophomore year to begin the decision-making process; application is made through the high school counseling office. All students attending the WTC are responsible for the scheduled days of attendance at both Holt High School and the WTC. A calendar for both facilities will be available at the beginning of the school year. Failing to attend on required days could result in the loss of credit from either or both schools. Normally, on half days when students are scheduled for both Holt High School and the WTC, the first responsibility for the attendance of classes is Holt High School, unless there is prior approval through Holt High School for Career Center attendance. Holt High School will not excuse any day of absence from the WTC unless there is a mandatory Holt High School sponsored activity on the same day. In these cases, students need to have prior approval at least one (1) day before the scheduled activity. Holt students are always expected to follow the Holt High School schedule; you will be notified of any exceptions.

### **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 program. No student may participate in any school-sponsored trip without consent of a parent/guardian. Student handbook guidelines apply at all school events, even those not on school grounds, such as field trips.

## GRADES

Grades are meant to show student progress toward learning the Board-adopted content standards. To review what standards students are learning in each course, please visit our [Curriculum Map website](#). In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how their grade will be determined, they should ask the teacher. At the end of each semester, students will take a final summative assessment that will be worth 20% of their final grade. In general, grades will be posted in PowerSchool within two weeks of the collection of the assignment or assessment. Families can access the PowerSchool parent portal to view their student's progress in their classes throughout the semester.

### *Grade Point Average*

Eight semesters of attendance in grades 9-12 are generally required to graduate. The required load for students is six (6) subjects during each semester of the school year. When approved by the principal, the required load or program format may be changed to assist students with special needs.

Holt High School allows credit to be earned through accredited colleges or universities, and summer school. These credits may not be used in lieu of regular courses offered by the school but may be used to assist in making up deficiencies or enriching the pupil's program. All fees will be the student's responsibility. Limitations have been set on the number of credits from external sources accepted toward graduation. Students must see their counselor for specific details. All special programs must have principal/counselor approval prior to enrollment.

The term GPA is the calculation average of grades for a single semester. The cumulative GPA is the calculation total of all grades for all semesters from 9 through 12 grade. The cumulative GPA will be reported at the end of each semester on a student's report card and transcript. The term GPA will be used for determining the Academic "H" Award in the spring (see the Award description earlier in this handbook). The table below shows how to convert the letter grade into grading points.

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00

### *Grading Periods*

Students can access their current grades through the PowerSchool parent and student portals most of the time. The grade portion of the portal is disabled during exams to allow time for grading and posting. Formal report cards are not printed. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

### **REPLACE RETAKE POLICY**

Students who achieve a grade of "C+" or lower may repeat a course and can receive credit for the course only once. The repetition of the course must take place at Holt High School in the same structure as the original course and as part of the student's regular schedule. The transcript will reflect historically the grade that was awarded each time the class was taken at Holt High School. A student's GPA will reflect only the higher grade. An exception will exist in the case of an elective course in which performance and skill practice are the goals. In this case, a student may choose to repeat the course more than once and all grades must appear on the transcript. With regard to class size, preference will be given to students who have not yet taken the course.

Credits and a letter grade earned through dual enrollment, summer school, e-learning, (i.e., credits earned internal and external to Holt High School) for the purpose of repeating a Holt High School course in which the student received a grade of "C+" or lower, will have the most recent letter grade designation entered on the transcript but it will not replace the previous course grade. When a course is repeated externally for the purpose of repeating a Holt High School course in which the student received a "C+" or lower, the grade and GPA originally awarded by Holt High School will remain on the transcript.

Students must submit a course retake/replace request to the counseling office with their intention to replace the course grade for this to take effect on their transcript. The form should be turned in at the completion of the course. These forms can be found in the office at either campus.

For the purpose of calculating the Top Ten, all grades for all courses taken will be averaged to identify the Top Ten students for the senior class.

### **PROMOTION, PLACEMENT, AND RETENTION**

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

Students' grade placements are based on their total credits earned; students will not automatically be promoted from freshmen to sophomore status or sophomore to junior



status or from junior to senior status if they do not have the required number of credits. The following credits are required to be promoted to the next class status

- Sophomore – 4 credits
- Junior – 10 credits
- Senior – 16 credits

### **PERSONAL CURRICULUM**

The intent of the Personal Curriculum is to increase the rigor and relevance of the educational experience. The use of a personal curriculum (PC) modification is allowed by state statute for only these reasons:

- Go beyond the academic credit requirements by adding more math, science, English language arts, or world languages credits; or by completing a department-approved formal career and technical education program
- Modify the State Content Standards for Mathematics
- Modify, when necessary, the credit requirements of a student with an Individualized Education Program (IEP)
- Modify credit requirements for a student who transfers from out of state or from a nonpublic school and is unable to meet the MMC requirements

Any parent/legal guardian requiring more information about the Personal Curriculum should contact the high school counseling office and can also visit the [Personal Curriculum](#) page on the State of Michigan's Department of Education website.

### **POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAM**

Any student in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade may enroll in a postsecondary (dual) enrollment program providing s/he meets the requirements established by law and by the District. Any interested student should contact their counselor to obtain the necessary information.

### **TESTING OUT**

[Michigan Merit Curriculum Law, Section 380.1278\(a\)\(4\)\(c\)](#) require the school to grant a student credit if the student earns 1) a qualifying score, see below, *or* 2) a qualifying score on one or more assessments developed or selected by the district that measures a student's understanding of the subject area content expectations or guidelines that apply to the credit. The student must attain a grade of not less than C+ on a written assessment, or by exhibiting mastery through the basic assessment used in the course, which may consist of a portfolio, performance, paper, project, or presentation. The grade will not be included in the computation of the G.P.A. Once credit is granted by testing out a student may not receive credit for a lower course in that course sequence. The law also allows students to test-out of any of the credit areas required for graduation and does not limit this to specific credit areas. The testing times will be at the end of May each year. One may register for testing out any time before May 15. For information, please inquire in the Counseling Office.

Students may not test out of a class that they have previously failed.

### **GRADUATION REQUIREMENTS**

Commencement is the final ceremony and activity for seniors. It is a dignified academic ceremony to honor the senior class. The program is as much for family, the school district,

and the community as for the students. The event is highlighted by speeches given by members of the senior class, faculty, alumni, and Superintendent of Schools. Wearing the cap and gown singles out seniors, but participation in commencement exercises is not mandatory for receipt of a diploma. Seniors are named individually as they walk across the stage; they receive their actual diploma immediately following the commencement ceremony.

Graduation requirements must be fulfilled in order to receive a diploma from Holt High School and to participate in the Commencement ceremony, including credit and testing requirements. Colleges and universities have their own admissions policies. Students and parents should review college and university application and admission policies before senior year. It is highly recommended that students take a full year of all core subjects their senior year and have completed two years of a foreign language if planning to attend a college or university. Holt Public Schools' students must also complete all components of the SAT/WorkKeys/M-STEP. See the "Student Assessment" section for details.

Herff Jones is the high school's official provider for graduation attire and announcements to seniors. Orders are taken in November for senior announcements, caps and gowns (a deposit will be required at that time with final payment due when merchandise is delivered). Items are delivered in April or May. Information will be emailed home to allow families/students to order online.

### ***Regular Diploma***

In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work and earn the total number of minimum credits. A student enrolled in Special Education may be exempted from the State mandated-test. Such an exemption is made by the IEPC Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum.

Specific course requirements are (see the [High School Course Guide](#) for more information)

- 3.5 English credits (English 9, English 10, English 11, Senior elective)
- 0.5 Health credit
- 0.5 Physical Education credit
- 3.5 Math credits (Geometry, Algebra A/B, Algebra C/D, Math elective)
- 3.0 Science credits (Earth Science, Biology, Chemistry/Physics/Physical Science)
- 3.0 Social Studies credits (US History, World History, Government, Economics)
- 0.5 Fine Arts credit
- 0.5 Applied Technology credit
- 2.0 Language Other Than English (World Language) credits
  - A pupil may partially or fully fulfill 1.0 credit of this requirement by completing a department-approved formal career and technical education program or curriculum or by completing visual or performing arts instruction that is in addition to the fine arts requirement.
- 5.0 Electives credits

22 Total Credits

## SENIOR PICTURES

It is the family's/student's responsibility to inform your senior photographer of the following yearbook requirements. Please adhere to the following specifications. Most area studios are familiar with these requirements and can help with the selection of an appropriate portrait. If a student's photo does not meet the following requirements, his/her photo will not be placed in the senior section of the yearbook.

- One wallet-size copy of your picture
- 300 jpeg dpi resolution
- Plain, single color, non-white background. No outdoor shots or bright patterns will be accepted; no background that includes trees or water.
- Must be a traditional straight on, head and shoulder shot. No over-the-shoulder poses; no hands in photo; no soft-focus; no cameo finish; no special props, scenes, or outdoor poses.
- Must be turned in by the deadline to be in the senior section of the yearbook.
- Must be received **NO LATER THAN the last Friday in October at 2:30 p.m.** in one of the following methods
  - a. An email attachment to [mfulton@hpsk12.net](mailto:mfulton@hpsk12.net)
  - b. Deliver to room E218 or E221 on school days before 3:00 p.m.
    - i. A disk (CD)
    - ii. A high-quality hard copy

Most large studios will send photos for all students directly to the school. Be aware that photos taken with digital cameras and printed on photo paper using an at-home printer are not of sufficient quality for the yearbook. Photos taken on digital cameras should be placed on a disk and submitted digitally. The deadline is based on the school's contract for color printing with the publisher. The yearbook staff will not accept any photos turned in after 2:30 p.m. on the last Friday in October.

The yearbook advisor reserves the right to reject publication of any photo not meeting these requirements or HHS dress code requirements. Questions should be directed to Michelle Fulton, Yearbook Advisor, at [mfulton@hpsk12.net](mailto:mfulton@hpsk12.net).

## ONLINE/BLENDED LEARNING PROGRAM

Online learning opportunities exist for Holt High School students for both initial as well as credit recovery. Access to online credit recovery courses is a collective decision between the student, family/guardian, and school, based on the best educational plan for the student. Class size limits can also restrict access to credit recovery courses. This opportunity will be offered to those with the most need first. Our Edgenuity courses, while online, do require a student to physically attend school. The following students are eligible to take Edgenuity courses

- Any student who was previously enrolled but did not earn credit in a course required for graduation.
- Any student who has a credit deficiency for graduation.
- Any student lacking credit in a course required for graduation who is unable to include that course in his or her remaining schedule; requires administrative approval.
- Any student with an active Individualized Education Plan (I.E.P) whom the I.E.P. committee determines will benefit from enrollment online as part of the student's schedule or resource services.

- Other circumstances as identified by the counselor and approved by administration.

Each online class is worth ½ credit and the grade that a student earns in an online class will be listed on the transcript but will not replace the grade of a previously taken class. Students who earn a passing grade for a course in their regular schedule are not allowed to repeat the course online for the purpose of raising a grade.

Applications are available in the counseling office of both campuses. [Edgenuity's website](#) provides more information about classes and includes the syllabus for them.

### *MICHIGAN VIRTUAL OR EDGENUITY – INSTRUCTIONAL SERVICES*

Section 21F of Michigan's School Aid Act provides parents with the right to request that their student(s), in grades 6-12, be enrolled in two or more online courses during an academic term. Holt Public Schools supports online learning and the creative use of technology both inside and outside of the classroom. However, we encourage parents to consider carefully if a 100% online course is ideal for their student given the fact that they will be forfeiting face-to-face classroom instruction and support. When considering if an online course is right for your student, please consider the following

- Is your student self-motivated and organized?
- Can your student self-advocate to seek help within a virtual setting?
- Does your student have the prerequisite English, math, science, and computer skills?
- Does your student have access to internet access and a reliable computer?
- Students must adhere to the same semester timelines for course completion as if they were taking a traditional course.

Requests for enrollment in the Section 21f online experience may be denied for one or more of the following reasons

- The student already earned credits for the course (essentially repeating a course).
- The student does not have the prerequisite knowledge or skills for the course.
- The student has failed a previous online course in the same subject.
- The course enrollment request does not occur within the same timelines established by the district for enrollment and schedule changes for regular course. Unless the student is newly enrolled in the district, Section 21f enrollment requests must be made prior to the academic term in which the student would be taking the online course.

Parents wishing to enroll their student in this online option must adhere to the high school's schedule change policy as listed in the student/parent handbook and complete a schedule change request form. Applications are available in the counseling office of both campuses. The [21f Online Course Catalog](#) is available on Michigan's Online Course Catalog page.

### **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 administrative team.

### *Specific Academic Awards Events*

*3.5 Senior Dinner:* A recognition event for senior students who have maintained a cumulative GPA of 3.5 or above throughout their senior high school career beginning with the first semester in 9th grade through the first semester of their senior year. The dinner is sponsored by the Holt Public Schools Board of Education for those seniors and their family, is by invitation only, and is held in the spring. Exchange students are not eligible.

*Academic "H" Awards:* Students in grades 9-12 who meet established criteria for academic excellence in the regular education curriculum will be awarded with an academic "H" letter. The first eligibility will occur at the conclusion of the 1<sup>st</sup> semester of the freshman year. Students who earn subsequent year awards will receive academic pins to be placed on their chenille academic "H" letter jacket. To earn an academic "H" award a student must meet one of the following

- Earn a 3.75 or higher GPA for a single semester marking period. This award is based on the total GPA of the six (6) grades on the report card at the end of a semester, not on the cumulative GPA.
- Compete in good standing on the high school Quiz Bowl Team, Varsity Debate Team, or Science Olympiad Team through an entire season and receive a coach's recommendation
- Any band/choir student earning a 1<sup>st</sup> division rating in a solo or ensemble performance at the State Festival
- Compete at the State level in an academic club or class competition

*Awards Night* – awards in the form of pins, certificates, letters and plaques are presented to students nominated by teachers, coaches, and clubs, as well as recognition for citizenship and service to the school. Award recipients and parents are notified by invitation.

### *TOP TEN ACADEMIC SELECTION*

The top ten academic senior students honored annually will be selected according to the following criteria:

- The Academic Top Ten selections are based on 7 semesters of full participation beginning the 1st semester in grade nine through the 1st semester of grade twelve
- Students will have accumulated at least ***six (6) points*** from the listed classes (below) during the prescribed 7 semesters.
- Foreign exchange students who qualify will be offered honorary status, but will not be considered as part of the top ten final list.
- Transfer students must be enrolled by no later than the start of the school year their senior year to be considered.
- Points may be accumulated through successful completion of the following courses with a minimum grade of 2.67. After successful completion, each of these courses are worth ½ point per semester

Honors English 9  
Honors English 10  
Honors English 11  
AP English Literature  
Honors Geometry

AP Chemistry  
College Prep Physics  
AP CPS  
AP Drawing  
AP 2d Design

AP 3d design	AP Biology
Honors Algebra A/B	AP Economics
Honors Algebra C/D	AP Government
Advanced Algebra Topics	AP World History
AP Calculus	Spanish III, IV and V
AP Calculus II	French III, IV and V
Data Analysis	German III, IV, and V
AP Statistics	Computer Programming II/III

### *Honor Roll*

An honor roll is established at the end of each semester. Students must have a 3.0 grade point average or better for the semester, have a letter grade in at least three regular education classes, have no grade below a C-, and have no incompletes.

### *Athletic Awards*

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

## **HOMEWORK**

Students are responsible for all work assigned by their teachers. Make up work to be done during illness may be sent home by arrangement with the school office. Teachers have 24 hours to process a make-up homework request. A request for make-up work can be made by calling the attendance office. In cases of excused absence or suspension, it is the student's responsibility to request assignments missed. Students may make up work for a day of suspension. Generally students receive as many days to make up assignments as they were out of the classroom.

## **COMPUTER TECHNOLOGY AND NETWORKS**

The language regarding appropriate computer technology and network use can be found in its entirety in [Administrative Guideline 7540](#).

In general, students shall use District Technology Resources (see definition Bylaw 0100) for educational purposes only.

Use of District Technology Resources is a privilege, not a right.

When using District Technology Resources, students must conduct themselves in a responsible, efficient, ethical, and legal manner.

Students found to have engaged in unauthorized or inappropriate use of District Technology Resources, including any violation of these guidelines, may have their privilege limited or revoked, and may face further disciplinary action consistent with the Student Handbook, and/or civil or criminal liability.

Prior to accessing or using District Technology Resources, students and parents/guardians of minor students must sign the **Student Technology Acceptable Use and Safety Agreement**, which is a part of the fall forms signed in PowerSchool.

This guideline also governs students' use of their personal communication devices.

## **STUDENT ASSESSMENT**

The Michigan Merit Examination is the state assessment administered to all students enrolled in grade 11 in April and May of each year. The MME consists of three major components: the SAT college entrance examination, the WorkKeys job skills assessments in reading and mathematics, and Michigan assessments in Science and Social Studies. The combined MME assessment measures student learning in the Michigan high school standards, benchmarks, and core content expectations. Holt Public Schools High School students must complete all components of SAT/WorkKeys/M-STEP during their 11<sup>th</sup> grade year. In the event that a student does not take the State required test or took the exam and did not receive valid scores, the student is required to retake all required State tests in their 12<sup>th</sup> grade year, unless excused by the High School Administration.

### *FINAL EXAMS*

Exams are given at the end of each semester. Permission to complete final semester exams prior to the testing date will need to be approved by the teacher and administration. Exam dates will be indicated on the district calendar as linked earlier in this handbook. Please plan personal/family events accordingly to the best of your ability. All students are expected to take their final exams on the posted dates. Students who need exam make up days may do so after the final exam week by making prior arrangements with the high school Principal. Final exams are held at each semester's end. Students are guaranteed only two tests per day with afternoons free to study for the following day's exams. Semester exam grades will not exceed 20% of the total semester grade.

All seniors are expected to take final exams. The Senior Exam Exemption Incentive is a reward for good attendance and showing proficiency in a particular subject area. Senior students who have accumulated four or fewer absences with none unexcused, two or fewer tardies, or a cumulative grade of a B- in a class during the second semester of their senior year may be excused from the final exam in that class. Qualifying students must request exemption from the exam and verify their qualification with the teacher in charge of the class. Students who are excused from final exams will be excused for the scheduled exam times.

The final date of attendance necessary to qualify under the four or fewer excused absence rule will occur on the day before final exams are scheduled. The final date of proficiency necessary to qualify under the B- rule will occur 6 school days before final exams are scheduled. Second semester exams will always be scheduled on the last day of school for seniors, which is the Tuesday after Memorial Day. If needed, students will be scheduled for exams the Wednesday after Memorial Day. Students must check in with their teachers to request this. Any suspension is considered unexcused and requires the student to take the final exam in the affected class(es).



## **SECTION III - STUDENT ACTIVITIES**

### **CLUBS, ACTIVITIES, AND ORGANIZATIONS**

Holt High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. 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, etc. A student's participation in a club or organization is subject to the student Code of Conduct or other agreements between the District and the student. A student's conduct may be subject to any action, but not limited to, the loss of a club trip or other privileges. Participants in clubs and organizations may not be allowed to participate for the season if they have not passed four out of six courses from the previous semester. Clubs, activities, and organizations are listed below. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Student clubs and activities may have a Pay-to-Participate fee, please see the Pay-to-Participate information for athletics as well as non-athletics on the District's [Athletics](#) page.

#### **BAND, Michael Emerson, Director**

While the band is considered a credit course in the curriculum, it also is a performing organization and makes public appearances throughout the year. The band marches at football games and in parades, performs in concerts, as well as at State Band and Solo Ensemble festivals during the school year. Members of the band also provide the school with a pep band for pep assemblies and for basketball games. The group is divided into a symphonic band and a concert band after marching season.

#### **CHOIR, Seth Burk, Director**

The Choir performs several annual concerts each year and enjoys the reputation of being an outstanding musical organization. It is a credit course which a student may elect.

#### **COLORGUARD**

A performing unit of the marching band that involves marching, dance, and equipment work. Open to all students, if chosen; must take band class first semester; auditions held in the spring.

#### **GRADE-LEVEL ADVISORIES – High School Administrative Team**

Each grade level will have a leadership group that will meet with their grade-level administrator to provide feedback and help to provide student voice to better HHS practices.

- Class of 2028 Advisor – Molly Sylvestro (Assistant Principal)
- Class of 2027 Advisor – Rob Bobeda (Assistant Principal)
- Class of 2026 Advisor – Shant'L Olovson (Assistant Principal)
- Class of 2025 Advisor – Mike Willard (Building Principal)

**DEBATE, Brandon Currin, Advisor**

The Holt debate squad is open to 9-12 grade students. The league schedule begins in November and ends with the State tournament in December at the University of Michigan in Ann Arbor. The debate schedule also includes three to four weekend tournaments during the fall season. Students participating in debate will develop expertise in the topic area and will dramatically improve speaking skills, poise and self-confidence.

**DIVERSITY CLUB, Kim Evans, Advisor**

The Holt High School Student Diversity Club is a safe space for students to identify problems and discuss issues facing students of color at Holt High School. All students are welcome to join, as long as they can be respectful.

**FORENSICS, Lauren Hallett, Advisor**

The purpose of forensics is to create a forum for students interested in various types of public speaking. Forensics provides an opportunity for students to compete with students from other schools in areas such as: sales speaking, dramatic interpretation, poetry interpretation, broadcasting, impromptu and extempore speech, to name a few. Interested students will meet in the fall to form a team and to prepare for spring competition.

**FRENCH CLUB, French Teachers**

The purpose of the French Club is to learn more about French people, their culture and language. The club plans a French dinner, a crepes-making party, and other activities as decided on by the members. Members should be taking French.

**INTERNATIONAL CLUB, Elizabeth Graf, Advisor****NEWSPAPER, Sarah Ashman, advisor**

Newspaper is considered a credit course in the curriculum but also serves as a publishing group who creates and distributes the school newspaper.

**PRISM, Dave Runyon and Erin Umpstead, Advisors**

The Holt High School Gay-Straight Alliance is an open and inclusive student club meeting after school most Fridays. The faculty advisors are Dave Runyon and Erin Umpstead; however, the meetings quite often have other faculty members in attendance who are eager to ensure the safety of all their students and give them a safe place to socialize.

**NATIONAL HONOR SOCIETY, Brandon Currin and Lindsay Fox, Advisors**

The purpose of the National Honor Society is to create an enthusiasm for scholarship, stimulate a desire to render service, promote worthy leadership and encourage the development of character in students. Main projects of the Society are Food Drives, Give-a-Kid-a-Coat-Day, Blood Drive, tutoring, acting as hosts for visiting groups and at Parent Teacher Conferences. Freshmen, sophomores, juniors and seniors are eligible for membership. Honor Society meetings are held at the school during activity hours at the direction of the N.H.S. cabinet.

Members are chosen by the faculty on the basis of scholarship, leadership, service and character. All sophomores, juniors and seniors who have achieved the 3.25 GPA eligibility requirement will be notified by mail by the end of first semester. The informational letter

will include details on the selection process. Members are then selected on the basis of faculty recommendation, completion of the community service requirement and application essay. To qualify for consideration as a member, you must carry a 3.25 GPA and complete 20 hours of community service before March 1 of the year you desire to be inducted. To continue membership, the member must maintain a 3.25 GPA and complete 20 hours of community service each year.

- The procedure for dismissal shall be determined by the faculty council in compliance with the rules and regulations of the National Honor Society. A written description of the dismissal procedure shall be available to interested parties.
- Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or civil laws a member does not necessarily have to be warned.
- The faculty council shall determine when an individual has exceeded a reasonable number of warnings.
- In all cases of impending dismissal, a member shall have a right to a hearing before the faculty council.
- A member who has been dismissed may appeal the decision of the faculty council under the same rules for disciplinary appeals in the school district.
- The National Council and the NASSP shall hear no appeals in dismissal cases.

#### **PEER ASSISTANCE LISTENERS (PALS), Ms. Nicole Lown, Advisor**

Trained high school students assist other teenagers to meet and resolve common adolescent problems. The program is designed to give teenagers knowledge and skills to solve problems with peer help. By working with peers and adults they learn to reach out skillfully in order to be of assistance to those in need.

#### **PEER RESISTANCE PROGRAM, Elizabeth Graf, Advisor**

Trained high school students in Peer Resistance Program become role models to the peers and teachers to elementary students in order to convey the dangers of alcoholic and drug use. These students will teach a unit to 5th grade students on how to detect peer pressure and how to resist doing anything you do not feel comfortable doing.

#### **QUIZ BOWL, Dave Hildebrandt, Advisor**

Students interested in a fast-paced, challenging game of trivia compete against students from other schools. Practices begin in September with practice and competitions continuing through spring. Competition may include WKAR's *Quiz Busters*, CAC league competition, Tri-County League competition and the Capital Area Invitational Tournament.

#### **RAM Crew, Jassen Dowling, Gretchen Gibbs, Laura Brandt, Greg Miller, Advisors**

Upperclassmen support and mentor freshmen in this leadership organization.

#### **ROBOTICS, Bryan Tasior and Stephen Potter, Advisors**

Students build and compete using engineering technology.

**S.A.D.D., Kellie Sweitzer, Advisor**

Students provide and encourage alternatives to driving while under the influence of alcohol. Officers are appointed and meetings and social activities are held. S.A.D.D. provides parent/student contacts and hot-line cards for students who need transportation while under the influence.

**SCIENCE OLYMPIAD, \_\_\_\_\_, Advisor**

The Holt High School Science Olympiad Team has impressive statistics. In past years the team has placed well at Regional and State competitions. A new team is formed early in the school year. Ask a science teacher about joining.

**SPANISH CLUB, Spanish Teachers**

Spanish Club focuses on learning more about Spanish people, their culture and language.  
\*Should be enrolled in a Spanish class

**STUDENT COUNCIL, Kellie Sweitzer, Advisor**

The primary objective behind the creation of the HHS Student Council is to establish a "student government" that is both efficient and workable. The intent of the Student Council is to further the improvement of the student state of affairs at Holt. The constitution is available in the library and main office. If you have concerns or issues you wish brought to the general student body or the administration, please make your request known to a student council officer.

**THEATER, Spencer Sullivan, Director**

Holt High School puts on one play and one musical yearly, which require both performers as well as a tech crew to support the development and mechanics of the shows.

**WINTERGUARD**

A competitive Color Guard that competes during the winter months. Auditions are held in early fall.

**YEARBOOK, Michelle Fulton, Advisor**

The yearbook staff meets daily. Photographs are selected, pages laid out and copy written. If you are ambitious, responsible, a good writer or good interviewer enroll in the Publications class.

**ATHLETICS**

Holt High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. The following is a list of activities currently being offered. For further information, contact Chris Bishop our high school athletic director.

*Enrollment*

Under a six (6) hour day, student athletes must be enrolled in four (4) classes. Seniors who have been approved for reduced schedules must be enrolled in a minimum of four (4) classes.

### *Academics*

- Students must meet MHSAA rules regarding previous semester and current semester academic requirements
  - Previous Semester – No student shall compete in any athletic contest of scrimmage who does not have to his or her credit in the official records of the school to be represented, at least 66% of full credit load potential for a full-time student for the last semester during which he or she shall have been enrolled in grades 9-12 inclusive.
  - Current Semester – A student must be passing 66% of full credit load when checked during the current semester (checks will be made a minimum of once every 10 weeks) in order to participate in a game or scrimmage. Students who do not meet this requirement will be required to turn in weekly progress reports and will be ineligible until they are passing at least 66% of a full credit load potential.
- Credit Status – Students must be on track to graduate with their class. Students must have earned 4 credits by the start of their sophomore year, 10 credits by the start of their junior year, and 16 credits by the start of their senior year.
- Students must have a cumulative 1.67 GPA or higher as of the most recent semester grades. If a student meets requirements 1 and 2 but does not have a 1.67 GPA they must be participating in team organized, monitored and documented academic interventions in order to participate.

For details on which sports are offered which seasons as well as access to the athletics handbook and forms, please visit the [Athletics](#) page on the District's website. All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

### **STUDENT EMPLOYMENT**

Work Permits are available in the student forms rack located on the wall in the counseling office or North Campus office. A minor must have a work permit on file with his/her employer and the high school. A minor is any student 14 to 17 years old who is not specifically exempted from the Youth Employment Standards Act (P.A. 90 of 1978). The form must be filled out by the employer and the student and is finished by the representative at the school. Proof of age (via birth certificate or driver's license) will be required at that time. The minor returns the completed original form to the employer before beginning work. People who are 17 years old and have graduated from high school are exempt from the Child Labor Law and need only present the employer with their diploma and/or birth certificate. A student minor shall not be employed more than a combined school/work week of 48 hours.

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

A correlative relationship exists between class attendance and student learning and academic performance. Learning results not only from reading assignments and

performing homework but also from participating in classroom discussions and receiving classroom instruction. Part of the learning process consists of regular school attendance and attendance in class. Students should be responsible for understanding the effect excused absences will have upon their academic standing in each class.

All students are expected to attend their scheduled classes regularly. To encourage regular school attendance, learning and academic performance, the District will record attendance. The District will notify families/guardians when unexcused absences or tardiness occur via the PowerSchool automated system. Students agree to regularly attend and be punctual for classes and school functions. All absences will count toward the allowable limit with the exception of school or religious related absences. Parents/guardians can review their student's attendance through the PowerSchool parent portal.

### *Unexcused Absences and Truancy*

A student shall be considered truant each day or part of the day they are absent (if unexcused) from their assigned location. After 10% days of truancy in any grading period, a student will be considered a "habitual truant" which can result in referral to a Truancy Officer. Truancy demonstrates a deliberate disregard for the educational program and is considered as a serious matter. Administrative action taken may be as follows

- No credit will be recorded for work missed as a result of truancy.
- A record of the truancy will be entered in the student's record file.
- A parent conference may be held.
- May be reported to the County Family Independence Agency

The disciplining of truant students shall be in accord with Board policies and due process, as defined in Policy 5611 and this Student Code of Conduct. Students who are excusably absent for more than 10% of days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for illness, the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness." During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in noncurricular school activities and events and a notation made on their student records concerning their frequent absence from school.

### *Excused Absences*

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests. A written excuse for absence from school may be approved for one (1) or more of the following reasons or conditions.

- Personal Illness: the principal may require a doctor's confirmation if s/he deems it advisable.
- Illness in the Family
- Quarantine of the Home: This is limited to the length of the quarantine as fixed by the proper health officials.

- Death of a Relative
- Work at Home Due to Absence of Parents: Any absence arising because of this condition shall not extend for a period longer than that for which the parents were absent from the home nor to any student younger than eleven (11).
- Observance of Religious Holidays: Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.
- Absence During the School Day for Professional Appointments: Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:
  - the student shall have a statement to that effect from his/her parents;
  - the student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that s/he reported promptly for the appointment;
  - the student shall report back to school immediately after his/her appointment if school is still in session.

### *School-Related Absences*

Absences that do not accumulate against this guideline include field trips and college visits. Students are allowed three (3) college visits per school year. Prior to visiting the college, students must get a College Visit Form from the Attendance Office. The form is signed and dated by a college representative on the day of your college visit and must be returned to the Attendance Office upon the student's return. A parent/guardian must call the Attendance Office and verify the student's absence prior to the college visit. All college visits must be completed before May 1 unless approval is obtained from the Attendance Office.

### *Extended Absence*

If a student is out on an extended illness, the parent needs to provide a doctor's note giving the diagnosis and stating that the student is unable to attend school for a specified period of time. The student may become eligible for homebound service under certain circumstances. If a student plans to be absent for parent/guardian-verified reason for more than two days, please obtain an Extended Absence form from the attendance office and complete it at least 2 days prior to the start of the absences. The student will need to take the form to the teachers to get signatures and collect assignments.

### *Notifying of Absence*

Parents/guardians are expected to notify the school promptly of extenuating circumstances regarding illness or personal family problems, which may have an effect on attendance. Every effort should be made to schedule routine appointments after school hours, and family vacations should be planned during the holidays outlined on the school calendar. Parents should stress the importance of good attendance with their student. When a student must be absent, parents or guardians must call the attendance office to verify the absence. This notice must be made on the day of the absence or by 3:30p.m. of the following day using one of the following methods.

- Leave a message on the HHS attendance hotline
  - 517-694-3446 Main Campus
  - 517-699-7076 North Campus

- Email the Attendance Office [HHSattendance@hpsk12.net](mailto:HHSattendance@hpsk12.net)
- Write a note and have student bring it to the Attendance Office
- Provide documentation of appointment/court date/illness, etc. to the attendance office within 48 hours
- Personally sign student out and notify staff of student pick-up

Parents/guardians are notified of unexcused absences nightly via automated phone message. Parents/guardians must verify absences within 48 hours. To view student attendance, parents/guardians should utilize the PowerSchool Parent Portal. In the PowerSchool Parent Portal one of the following will be entered for each period on a student's schedule.

- P = Present
- T = Late to class by 1-10 minutes
- TA = Late to class by more than 10 minutes
- E = Excused (This must come from parent/guardian contact to the Attendance Office)
- SA = School Absence (This does not count against the student)

### *Signing in and out*

If a student arrives late or must leave early, they must sign in/sign out of school at the Attendance Office. If a student leaves school early the student must provide documentation of their appointment or parental permission to the Attendance Office upon their return to school. Parent/guardian documentation must include a telephone number where parents/guardians can be contacted during the school day. We encourage parents/guardians to come inside the building to sign out their students when leaving early. Students who become ill during the day must report immediately to the Attendance Office for appropriate attention after receiving permission from the teacher. If a student should need to go home, a parent/guardian will be contacted and arrangements will be made. Students may only check out of school through the office. Loitering in an unsupervised location in the school, such as a locker room or bathroom, will be viewed as an unexcused absence or tardy.

### *Making Up Missed Assignments*

If a student's absence is excused and verified, they will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as they were absent to turn in the make-up work. The student is responsible for obtaining assignments from their teachers. Students who are unexcused from school will not be allowed to make up missed work.

- For ALL planned absences, students should obtain their assignments in advance of the absence.
- For unplanned absences
  - a. If the absence is less than three (3) days, students are advised to contact the teacher and/or another student in the same class for assignments or class information.
  - b. Any time a student is absent short term, three (3) days or more, and desires homework assignments, they must give teachers 24-hour notice. Contact the attendance office to request work.



For long-term medical absences, please contact the student's guidance counselor to arrange for assignments. In cases of long term illness, homebound instruction may apply and can be initiated by contacting the student's counselor with a doctor's note after five (5) consecutive days absent.

### *Tardiness*

The school district considers being on time a critical skill for future employment and continuity of the class lessons. When students arrive to class after the expected start time, a teacher will record them as tardy. Students arriving to class more than 10 minutes after the bell will be counted as absent unless excused. Progressive discipline will also be related to tardiness, as it is to attendance. After three tardies, a student will be issued a detention by the classroom teacher. If a student is late in arriving at school, they are to report to the school office before proceeding to their first assigned location.

### *Suspension from School*

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the office. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests.

### *Vacations During the School Year*

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork 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.

**Students may be denied entrance into after school games and events for outstanding detentions.**

*DANCES & PROM*

- General dances: Holt students only
- Prom: guests must be pre-approved and 19 years of age or under
- All students must have a pre-approved prom application prior to purchasing a ticket.
- All school rules apply
- Must have a school I.D. for entrance.
- School appropriate dancing only
- Students who have been suspended prior to the date of the dance, will not be able to attend the upcoming dance. Example: Student is suspended in September and would not be eligible to attend the Homecoming dance. This student would be eligible to attend the next dance if they do not have any further suspensions.

We have attempted to minimize and check the ever-increasing cost to students. We also stress that it is a semi-formal dance with tuxedos and long formals as optional dress choice. Juniors and Seniors are allowed to bring one outside guest/date per student. This guest/date must be pre-approved by the building principal and must be 19 years old or younger. Pre-approval can be achieved by picking up a Guest Request form from the Attendance Office or Counseling Office. The entire guest request form must be completed and returned to the attendance office one week prior to the Prom date. Unfortunately, some guests may not be approved.

**CODE OF CONDUCT**

Each student shall be expected to abide by national, State, and local laws as well as the rules of the school, respect the civil rights of others, act courteously to adults and fellow students, be prompt to school and attentive in class, work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background, complete assigned tasks on time and as directed, help maintain a school environment that is safe, friendly, and productive, and act at all times in a manner that reflects pride in self, family, and in the school. To help students, below are described specific school expectations.

*Frequently Addressed School Rules*

- Cell Phones are addressed in Section I of this handbook. They are to be off and put into the classroom caddy during instructional time.
- Dress Code: As described in Board Policy 5511, students are expected to wear appropriate clothing while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a *substantial* disruption in the school environment.
- Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Appropriate footwear must be worn at all times.

- Language: Students shall use language that promotes a safe and inclusive environment.
- Interaction with others: Bullying and harassment of any kind will not be tolerated, even if considered "playing." This includes name calling, insults, written or electronic communications, or any form of communication that makes another person feel threatened or unsafe at school. Please see the Technology Acceptable Use Policy in Section I for more details on the use of school technology and networks.
- Avoid all physical interactions, from fighting to horseplay, to displays of affection. These interactions can turn unsafe unexpectedly and are not allowed.
- School property: If you damage or break something at school, you will be expected to be a part of the process to fix or replace it.

### **TITLE IX SEXUAL HARASSMENT**

The Board of Education of the Holt Public School District (hereinafter referred to as "the Board" or "the District") does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

Please review [Board Policy 2266](#) for details on the prohibition of Sexual Harassment as well as investigative procedures.

### **STUDENT DISCIPLINE CODE**

The Board of Education has adopted a Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

Holt Public employs security staff who are on duty on school grounds and in the school each day to assist students and staff. They carry the same authority as faculty and staff. If approached by one, please cooperate. They are enforcing policies and making Holt Junior High a safer environment for learning.

For your safety, there are digital recording surveillance cameras throughout the building and grounds.

Discipline for student behavior will often be accompanied by a restorative approach to repair relationships and ensure learning from the event. Restorative approaches include dialogue circles with those involved, community service, and reflection activities. Discipline may be issued in a progressive manner and exists as a continuum, with options from detention through suspension and expulsion.

## *EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE*

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

### **Use of drugs**

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation. The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation. The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

### **Use of Breath-Test Instruments**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

The district can provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs.

### **Use of tobacco**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco product by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing

tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or nicotine vapes and other electronic smoking devices, but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

The district can provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs.

### **Student disorder/demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, they are encouraged to contact the principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

### **Possession of a weapon**

Per [Board policy 5772](#), The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, including athletic events, or in a District vehicle without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C 921.

This policy shall also encompass such actions as look-alike items (Orbeez guns, water guns, Nerf guns, etc.), false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent is authorized to establish instructional programs on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include

- Weapons under the control of law enforcement personnel
- Items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved. Working firearms and any ammunition will never be approved as part of a presentation.
- Theatrical props that do not meet the definition of "weapons" above, used in appropriate settings.

Please note, Holt Public Schools would like to underscore the importance of secure storage of firearms. Evidence strongly suggests that secure firearm storage is an essential component to any effective strategy to keep schools and students safe. An estimated 4.6 million American children live in households with at least one loaded, unlocked firearm. The best practice for secure gun storage is to keep all guns unloaded, locked up, and separate from ammunition.

### **Knowledge of Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

### **Purposely setting a fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and may subject the student to expulsion.

### **Physically assaulting a staff member/student/person associated with the District**

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

### **Verbally threatening a staff member/student/person associated with the District**

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 will 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.

### **Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

### **Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

### **Falsification of school work, identification, forgery**

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion. This includes the use of AI technology to complete school work unless specified as acceptable by the teacher.

### **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 could result in suspension or expulsion.

### **Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

### **Trespassing**

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

### **Entering/Exiting the Building**

All students and visitors should enter and exit the building through the Main Entrance during school hours. Any students found to be violating this policy will be subject to progressive discipline.

### **Theft**

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

**Disobedience**

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can create an unsafe environment and result in discipline.

**Damaging property**

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

**Persistent absence or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to a truancy referral and progressive discipline.

**Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

**Leaving School Grounds**

Students must appropriately sign in/out of the building when leaving campus. HHS maintains a closed campus for student safety, students who are found leaving the building without following the appropriate steps will be subject to progressive discipline.

**Refusing to accept discipline**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

**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.

**Displays of affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

**Possession of Personal Communication Devices (PCDs)**

See Section I of this handbook for a full description of device use guidelines.



Use of Personal Communication Devices is governed by the language found in [Board Policy 5136](#). The term “device” includes cell phones, personal computers, tablets, and/or any web-enabled device of any type.

### **Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

### **Violation of bus rules**

Please refer to Section V on transportation for bus rules.

### **Disruption of the educational process**

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

### **Bullying, Harassment, and Intimidation**

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 all school sponsored activities whether on or off school property. See [Board Policy 5517](#) for the entire Anti-Harassment policy.

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 they have been or are the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the Title IX Coordinator at **517-694-6392**. Complaints will be investigated in accordance with AG 5517.

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 employee, 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. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also 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, s/he should report it and allow the administration to determine the appropriate course of action.

#### *Harassment*

- 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
- 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
- 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.

See [Board Policy 5517](#) for more information regarding Sexual Harassment.

#### **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:

- Illegal activity, such as drinking or drugs
- Physical punishment or infliction of pain
- Intentional humiliation or embarrassment
- Dangerous activity
- Activity likely to cause mental or psychological stress

- Forced detention or kidnapping
- Undressing or otherwise exposing initiates

### **Possession of a Firearm, Arson, and Criminal Sexual Conduct**

In compliance with State and Federal law, and unless a different determination is made after consideration of the factors identified above, the District shall expel any student who possesses a dangerous weapon, other than a firearm, in the District's weapon-free school zone (except as noted below), commits either arson or criminal sexual conduct in a school building or on school property, including school buses and other District transportation, or pleads to, is convicted of or is adjudicated of criminal sexual conduct against another student enrolled in the District. In compliance with State and Federal law, the District shall expel any student who possesses a firearm in the District's weapon-free school zone in violation of State law, unless the student can establish the mitigating factors relating to possession of a dangerous weapon set out below, by clear and convincing evidence. See Board policy 5610 for the entire policy.

### **Security/Safety Concerns**

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Students should only enter and exit out of the main doors during school hours. Students should also not prop or open doors in the school to allow others in or to re-enter the building. These create safety issues for our school and can result in disciplinary actions.

### **Restorative Practices**

Students often have conflicts with others that may benefit from mediation to help prevent the problem from escalating to a heated argument or even a physical confrontation. Holt High School is fortunate to have Restorative Justice (RJ) facilitators that are trained to help with such situations. During the RJ process, students sit in a "circle" to communicate their feelings and emotions calmly with others involved. Students take turns sharing their views and propose solutions. The facilitator guides students to get to the root of the conflict and then reach an agreement that will restore the relationship to one of peace and tolerance. This process can be initiated by students or staff members. Although not mandatory to participate, students usually find the process very positive, productive, and lasting. At the conclusion of the circle, the RJ facilitator will communicate with parents/guardians about the results. Sometimes, situations may require an administrator to intervene, either after a RJ circle has been attempted but unresolved, or when the circumstances are beyond the scope of the RJ process.

### **Discipline**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Two types of discipline are possible, informal and formal.

### *Informal Discipline*

Informal discipline takes place within the school. A common informal discipline is a detention. A student may be detained after school, asked to go to an alternate location at lunch for a reflection, or asked to come to school early by a teacher, after giving the student and his/her parents a one (1) day notice. The student or parents are responsible for transportation. If a staff member assigns a student detention for misbehavior, parents will be informed of why the detention is warranted and be given notice to arrange transportation. Usually, detention is assigned to occur after school (2:40-3:30). However, lunch detentions may be assigned (approximately 20 minutes). Students will eat their lunch in detention. When in detention, students will state in writing what they believe caused the detention to be assigned and reflect on how they can improve their behavior in the future to avoid another detention. Once detention work is complete, students are expected to work on their classwork. Missing a detention will be considered a "no show" and additional disciplinary action will be taken unless advance parent communication is made with HJH staff.

### *Formal Discipline*

Formal discipline removes the student from school, such as a suspension or expulsion. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed. See [Board policy 5611](#) for more information. Suspension and expulsion also require due process. For information regarding due process, see [Board policy 5610](#).

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the school rules.

If a student commits a crime while at school or a school-related event, they may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

### *Discipline of Students with Disabilities*

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

## **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed. For information regarding due process, see [Board policy 5610](#).

### *Discipline of Students with Disabilities*

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

## **SEARCH AND SEIZURE**

Search of a student and their 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 in which to store materials, students should not share lockers or provide their locker combination to other students. 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. Backpacks, purses, cross-body bags, and coats are to be stored in your locker during the instructional day.

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.

Report problems with theft, breakage, or if you can't get your locker open to the attendance office. Students are allowed to decorate the inside of lockers with the use of magnets only to hold up their selected decor. PLEASE don't use tape or adhesives of any type. Please use good judgment about the appropriateness of pictures and/or language displayed on your locker doors. Teachers and/or other adult school employees will remove material deemed inappropriate. All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

### **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, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A material cannot be displayed if it

- Is obscene to minors, libelous, indecent and pervasively or vulgar
- Advertises any product or service not permitted to minors by law
- Intends to be insulting or harassing
- Intends to incite fighting or presents a likelihood of disrupting school or a school event.
- Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

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 the principal twenty-four (24) hours prior to display.

## **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

### **Sexual Harassment and Sexual Assault Information Guide**

This resource was developed in response to Public Act 57 of 2023 by the Michigan Department of Education in partnership with the Michigan Domestic and Sexual Violence Prevention and Treatment Board and the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV).

#### **What is Sexual Harassment?**

Unwanted sexual remarks or behaviors. It can be verbal, physical, or visual.

#### *A few examples of Sexual Harassment*

##### *Verbal*

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
- Making sexual jokes or comments about students' bodies or how they look or act
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love

##### *Physical*

- Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way
- Brushing up against someone's body on purpose

##### *Visual*

- Posting or sharing sexual comments, pictures, or videos
- Pressuring someone to take or send sexual pictures or videos ("nudes")

#### *Sexual Harassment can make someone feel many emotions.*

- You may feel scared, uncomfortable, upset, embarrassed or angry.
- When it comes to sexual harassment, what matters is how the action makes a person think or feel--not the intention of the person who did it.
- Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never OK.
- It is wrong, and it is against the law.

## **What is Sexual Assault?**

Any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional)

### *A few examples of Sexual Assault*

- Touching someone's genitals, breast, or butt without their permission (consent)
- Unwanted behavior or touch over or under clothes
- Unwanted kissing
- Physically forcing someone to perform a sexual act
- Threatening or pressuring a person to do any sexual act
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

**Sexually assaulting another person is wrong and it is against the law.  
In Michigan statute, this is called "Criminal Sexual Conduct."**

### **About Consent**

- Consent means that each person agrees or gives permission.
- Anyone can change their mind at any time.
- Consent means each person understands what is going on and agrees to all of it.
- Someone needs to get consent every single time.
- Just because someone said, "Yes," before, does not mean, "Yes," now.
- It is not OK to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

**If someone doesn't consent to sexual acts, it is sexual assault.**

### **What if This is Happening to Me?**

It's not your fault. You are not alone.

- No one has the right to sexually harass or assault anyone else.
- You have the right to feel safe and respected.
- If you feel like you won't be harmed, tell them this is not okay and to stop.
- Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you're not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you ("I have a friend who...").
- If the first person isn't helpful, keep trying until you find someone who is.
- Speaking up is a brave thing to do. Don't be afraid to seek help from someone you trust.

Scientific research tells us that people who experience traumatic events like sexual harassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. How YOU respond to trauma is OK and is normal.

## What if This is Happening to Someone I know?

### **Believe. Listen. Support.**

- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them.
- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.
- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.

### **Resources**

#### **There is Help**

You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. You don't have to tell them your name. They can connect you with people and organizations nearby who can help you with questions or needs.

- Michigan's Sexual Assault Hotline (VOICES4)
  - Text: 866-238-1454
  - Call: 855-864-2374
  - Chat: <https://mcedsv.org/sexual-violence-hotline-chat/>
- [Youth Resources Web Page](#)



#### **School Title IX Coordinator**

If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See page 5 for your school's Title IX information and other related policies.



## HOLT PUBLIC SCHOOLS



### District Title IX Coordinator

Erin Quinlan  
5780 Holt Road  
517-694-6392  
[erin.quinlan@hpsk12.net](mailto:erin.quinlan@hpsk12.net)

### District Policies Related to Sexual Harassment and Sexual Assault: 2264, 2266

The Board of Education of the Holt Public School District (hereinafter referred to as “the Board” or “the District”) does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

For the complete policies, please click on the Board Policy links below.

[Board Policy 2264](#) – This policy pertains to sex discrimination, including sex-based harassment, which occurs on or after August 1, 2024.

[Board Policy 2266](#) – outlines the Title IX grievance process pertaining to Reports or Formal Complaints of Sexual Harassment that are based on conduct alleged to have occurred on or before July 31, 2024.

More information on the [District’s Non-Discrimination Policies](#) can be found on the [District Website](#) or scan the QR code below.



*The policies prohibit adverse action against a person for reporting sexual harassment and sexual assault.*

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL AND BUS CONDUCT**

All Transportation information, including Bus Stop, Bus Number, and Bus Times, can be found on PowerSchool under the School Information tab. Generally that is finalized just before the first day of school. All other information regarding transportation, including the bus code of conduct as well as transportation request forms, can be found on the [Transportation](#) page of the District's website.

CATA's Redi-Ride service is available Monday through Friday between the hours of 6:30 a.m. - 5:00 p.m. The route runs from the high school to the student's curb at home. Students can schedule a pick-up time by calling 517-394-CATA (2282) at least 4-hours in advance. The High School does not provide tokens or change for rides.

### **VIDEORECORDINGS ON SCHOOL BUSES**

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

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

A high percentage of Holt Junior High students use the bus service offered by the district. Discipline problems on the buses are considered especially severe due to the obvious safety hazards. The lives of a large number of people are at stake when any individual fails in his/her responsibilities on the bus. For the safety of all students, there are digital recording cameras placed on each bus.

### **PENALTIES FOR INFRACTIONS**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

### **SELF-TRANSPORTATION TO SCHOOL**

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school. All vehicles driven and parked at school by student drivers must be registered by the end of the first week of each school year and display their parking permit as required. Applications are available in the attendance office at both buildings. Parking permits cost \$5.00 and must be signed by a parent/guardian and the student. The driver of any vehicle (registered or unregistered with the school) in which contraband/controlled substances/paraphernalia is found will lose his/her parking privileges for the remainder of the school year. Violation of any terms of the student parking contract may result in a search of the registered vehicle (or unregistered vehicle),

vehicle towing at the owner's/student's expense, disciplinary action and/or revocation of the parking privileges.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

### **USE OF MOTORIZED UTILITY VEHICLES**

Students may be called upon by teachers, activity sponsors and/or coaches to operate Board-owned motorized utility vehicles (e.g., golf carts or similar low-speed vehicles) in association with approved school activities. Before assigning students to operate motorized utility vehicles, teachers/activity sponsors/coaches shall communicate with the building principal to verify that (1) the Board's insurance carrier has approved the students' use of the motorized utility vehicle; (2) the students being asked to operate the motorized utility vehicle are at least sixteen(16) years old and licensed to drive a motor vehicle in the State of Michigan, and have adequate liability insurance; and (3) the parents of student drivers have signed the requisite authorization. The training, in addition to general instruction for basic vehicle operation, must include the following

- Carts may not be operated in a manner that endangers passengers or other individuals.
- Pedestrians and cyclists have the right of way at all times.
- Motorized utility vehicles shall not be operated in a manner that damages or is likely to damage Board property.
- Drivers must observe the vehicle's requisite passenger limit (only two (2) people allowed in two (2) person utility vehicles, and four (4) people allowed in four (4) person utility vehicles).
- All motorized utility vehicles must have seat belts for the operator and each passenger, which must be used at all times. Occupants are required to remain seated and keep hands, arms, feet and legs inside the vehicle at all times.
- Passengers are prohibited from standing on the rear of the utility vehicle.
- The maximum speed of the motorized utility vehicle depends upon the terrain over which it is being driven; the weather conditions; and the total weight of the vehicle, passengers, and any equipment being carried. The vehicle should be operated at a speed equivalent to a quick walking pace. Operators must use extra care on hills, wet turf, loose surfaces, or rough terrain.
- To avoid tipping, operators are required to drive slowly through turns and drive straight (and slowly) up and down slopes; they should not drive on the diagonal.
- Motorized utility vehicles do not provide protection from lightning. Operators and passengers are cautioned to seek appropriate shelter if lightning occurs.
- When the motorized utility vehicle is not in use, the operator must place it in "neutral" and remove the key.
- Cell phone use (talking, reading, texting, etc.) by the operator is prohibited while a motorized utility vehicle is in motion.
- Joyriding and/or horseplay while operating the utility vehicle is strictly prohibited and may result in discipline under the Student Code of Conduct.

## **SECTION VI – ANNUAL NOTIFICATIONS**

## **PESTICIDES**

It is the practice of Holt Public School District to use a "No Spray" guideline for the use of pesticides in any areas where children or staff are present. In certain emergencies, pesticides may have to be used. We use two methods of notification. The first method is a posting in a common area located by the main office of the school. The second method is via email. If you need prior notification by email, please request a notification form from your child's school main office. The Michigan Department of Agriculture requires the following notice: *Parents & guardians of children attending school are to be notified by school administrators of the right to be informed prior to any application of a pesticide at their school.* If you need a prior notification form, please contact the Facilities Office at the Administration Building, 5780 W. Holt Road, Holt MI 48842, 517-694-3602.

## **ASBESTOS**

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. The Holt Public School District has conducted an extensive asbestos survey of all buildings and continues to monitor all remaining asbestos containing materials. This is accomplished through periodic surveillance and a re-inspection every three years. Based on the findings of these inspections a management plan was drafted and is available for public review at each school building office during normal business hours.

## **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

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.

## **WELLNESS POLICY**

As required by law, the Board of Education establishes the following wellness policy for the Holt Public School District. The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

## **PARENTAL REVIEW OF INSTRUCTIONAL MATERIALS**

Parents have the right to review any instructional materials being used in the school. They also may 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.

## **INSTRUCTION IN REPRODUCTIVE HEALTH AND SEX EDUCATION**

The District shall notify the parents, in advance of the instruction and about the content of the instruction, give the parents an opportunity, prior to instruction, to review the materials to be used (other than tests), as well as the opportunity to observe the instruction, and advise the parents of their right to have their child excused from the instruction.

## **IMMUNIZATIONS AND IMMUNIZATION WAIVER**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the building secretary.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) AND SURVEY PARTICIPATION**

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/guardians, 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/guardians 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 that 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 an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning

- Political affiliations or beliefs of the student or his/her parents
- Mental or psychological problems of the student or his/her family
- Sex behavior or attitudes
- Illegal, anti-social, self-incriminating or demeaning behavior
- Critical appraisals of other individuals with whom respondents have close family relationships
- Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers
- Religious practices, affiliations, or beliefs of the student or his/her parents
- 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

- 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
- Administration of any survey by a third party that contains one or more of the items described above.

Each student's parent or legal guardian will be provided with the opt-out form within the first thirty (30) days of the school year. The form shall also be provided to a parent or legal guardian at other times upon request.

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.

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

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

For complete Board policy language regarding FERPA, please see [Board policy 8330](#).

#### *Armed Forces Recruiting*

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses, District-assigned email addresses (if available) (except for students participating in the address confidentiality program act), and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students. "Armed forces of the United States" 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 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, then the officials of the school 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 notice shall be given regarding the right to refuse disclosure of any or all "directory information" including to the armed forces of the United States and the service academies of the armed forces of the United States.

A fee, not to exceed the actual costs incurred by the high school, for copying and mailing student directory information under this section, may be charged an official recruiting representative.

Directory information received under armed services authorization request shall be used only to provide information to students concerning educational and career opportunities available in the armed forces of the United States or the service academies of the armed forces of the United States. An official recruiting representative who receives student directory information under this section shall not release that information to a person who is not involved in recruiting students for the armed forces of the United States or 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.

Requests to the District records officer shall be presented on a standardized form developed by the armed forces of the United States requesting access to a high school campus and a time for the access. Requests should bear the signature of the ranking recruiting officer of the armed service making the request.

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This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in July 2024. If you have questions or would like more information about a specific issue or document, contact your school principal.