

# **Student & Family Handbook**

**2022 - 2023**



## **Wilcox Elementary School**

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Holt, MI 48842

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**FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your family may have during the school year and to provide specific information about certain Board policies and procedures. 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 does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school's rules as of **June 30, 2022**. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2022 the language in the most current policy or administrative guideline prevails.

**MISSION OF THE SCHOOL DISTRICT**

Innovate. Educate. Inspire. Empowering all students to make a positive impact in their communities.

## **EQUAL EDUCATION OPPORTUNITY**

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

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Matt Morales, Director of Diversity, Equity and Inclusion **517-699-7613**  
Dr. Erin Quinlan, Director of Human Resources **517-694-6392**

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**

We strive to develop and grow every child's social, emotional, physical, and cognitive skills to allow him/her to become a lifelong learner. We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities.

We encourage and urge your participation in your child's education at home, or through volunteering your time here at school. We feel the results of your involvement will be well worth the effort!

Conferences offer opportunities for families and teachers to share information and strategies, which ensures that each child is growing and learning to the best of his/her ability. Conference schedules appear in our district calendar typically in September and March. Information will be sent home prior to conferences to inform families of the process of securing an appointment with their child's teacher. Please feel free to contact your child's teacher should any questions or concerns arise before or after scheduled conference dates.

Sharing information between families and school is very important for ensuring student success. Teachers have daily planning time. Families may make contact by phone or by appointment during that time. To meet with the Principal or Dean of Students, please call the school office to arrange a meeting time. It may not be possible to meet with them without arranging a meeting ahead of time. **Please allow school staff 24-hours to respond to emails and voice messages.**

Each Title I school plan will include the development of a written school-parent compact jointly with parents for all children participating in Title I, part A activities, services, and programs. The compact will outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Evaluation findings will be used in the annual review of the Parent and Family Engagement policy and to improve the effectiveness of the District plan. This policy will be updated periodically to meet the changing needs of parents, families, and schools.

## **SCHOOL DAY**

The school office hours are 8:00 a.m. - 4:30 p.m. The first bell will ring at 8:30 a.m. and students will need to be in their classroom by 8:35 a.m. Afternoon dismissal is at 3:35 p.m., every day except on certain Wednesdays. Students are dismissed at 1:35 p.m. on early release Wednesdays. Students must go directly home after dismissal unless they are involved in a special after-school activity. If you require supervision for your child before or after school, please contact Community Education for Child Care information at 517-699-3411.

## **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 as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Consequences are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided with 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, mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must 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 the Dean of Students

## **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, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed. Emergency information is completed in Powerschool by the parent/guardian. 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.

**We must have up-to-date accurate information regarding who can be contacted in case of an emergency.** If there is an emergency requiring us to call 911, we will make every effort to obtain authorization from you or someone on your child's information card first. Please notify our office whenever this information changes.

## **INJURY AND ILLNESS**

Please list your family doctor on each of your child's emergency and enrollment forms, indicating how you or another responsible person may be reached in the case of an emergency.

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. If a student feels ill during the day, he or she may lie down in the office and then return to class. If the condition persists, the student will call a family member or guardian for further guidance. A family member is expected to transport or provide transportation home for ill students. The office will confirm fevers with a thermometer and will notify parents to pick students up from school immediately.

### **HOMEBOUND INSTRUCTION**

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

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

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A Physician (M.D. or D.O.) or a licensed Physician's Assistant (PA) 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**

### **STUDENT PICK-UP PROTOCOL**

When a student is not picked up at dismissal time, the following steps occur:

1. 3:40- Phone calls are made to ALL approved contacts within PowerSchool
2. If office staff are unable to contact an adult, they will leave a voicemail that there will be no one available after 4:00 to monitor their child and the Ingham County School Resource Officer will be contacted.
3. 3:50- Repeat phone calls are made to ALL approved contacts within PowerSchool
4. 3:55- (5 minutes prior to when secretary is scheduled to leave) Ingham County Police dispatch is called.
5. Repeated instances of students left unattended at school may result in further action through the district Curriculum Office and School Resource Officer.

### **CHILDCARE**

Community Education-sponsored childcare is available at each of our Elementary Schools for reasonable rates. Care is available before (7:00 am) and after school (6:00 pm), during in-service days (including early dismissal Wednesdays), and during vacation times. For specific information about the childcare program, contact the Community Education Office at 517.694.3411.

### **STUDENT SERVICES**

We have a Dean of Students and School Social Worker available to meet the needs of individual students during the school day. We may also contact the family if other services may be beneficial outside of school. The Dean of Students will also be a contact person to help support the development of academic and behavioral learning plans that provide support for the child.

## **BICYCLES**

Students in grades 2-4 who reside in the walking area of the school may ride their bikes to school. For safety reasons, no other students may ride bikes to school unless accompanied by an adult. Also, to ensure the safety of walkers, no roller blades, skateboards or scooters may be ridden on school property. All bikes must be walked while on school property and have locking devices.

## **DRUG-FREE SCHOOLS**

The use, distribution, dispensation, and/or manufacturing of controlled substances, as defined by state and federal law, by students on District grounds, in District buildings, or other attendance areas, at bus stops, at any school sponsored activity off school grounds or going to or from any school sponsored activity is prohibited.

Any student who violates the above policy will be subject to disciplinary action, up to and including expulsion. In addition, the student may be required to satisfactorily participate in a drug assistance or rehabilitation program. Students who request assistance for drug counseling and/or rehabilitation shall direct their request to the School Social Worker and/or Dean of Students.

## **PERSONAL PETS & ANIMALS**

Dogs, cats, and other animals are not allowed on school grounds. If you bring your pet while dropping off or picking up your child, your pet must remain in the car. Even the most docile, loving pet can become agitated when confronted with children. Thank you for leaving your pet safely at home or in your vehicle!

## **RECESS**

All students should plan to go outside for recess each day. Students will need and are suggested to wear a jacket and/or sweatshirt for outdoor play when temperatures become cool (most schools prescribe to 50-60 degrees for asking children to wear a jacket or sweatshirt outside). During winter months or when snow is on the ground, please be sure your child brings appropriate clothing for outdoor activities, such as winter boots, hats, mittens, snow pants, jackets, etc. If your child does not have snow pants and boots, they will be restricted to the blacktop area. Children will go outside if the temperature or wind-chill is at zero degrees or above as indicated on [WILX weather app](#).

## **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

- ( ) unless enrolling under the district's open enrollment policy.
- ( ) unless enrolling and paying tuition.

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

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

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

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

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

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent. The student must still provide the needed enrollment documents, unless the student is living in a McKinney-Vento (homeless) situation.

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.

### **SCHEDULING AND ASSIGNMENT**

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a verbal or written request signed by the parent, an authorized person listed in Powerschool, or the parent coming to the school office to request the release. No student will be released to a person other than an emergency contact listed in Powerschool.

Whenever students must leave for an appointment (doctor, dentist, etc.) they must check out and back in at the main office when they return to school. Students may not leave the school office unless accompanied by a parent or guardian. Please respect the learning time of students by making arrangements for appointments, and plan vacations outside of school hours.

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

Parents must notify the school office about plans to transfer their child to another school. If a student plans to transfer from **Holt Public Schools**, the parent must notify the office secretary in writing. Students must return all school materials and pay any outstanding fees or fines that are due. School records are released once there is a request from the new enrolling school. Parents are encouraged to contact the school secretary for specific details.



School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student. Any victim information in the suspension or expulsion documentation must be redacted.

## **IMMUNIZATIONS**

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 in accordance with State law. All immunizations must be complete for the appropriate age according to current guidelines issued by the Ingham County Health Department. Any questions about immunizations or waivers should be directed to the school secretary.

## **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have a Student Annual Update (SAU) completed within PowerSchool (Forms link) by their parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. Failure to complete the SAU in PowerSchool will jeopardize a student's educational program. Please make the school aware of any health needs concerning your child. We will cooperate with you in arriving at the best methods for assisting your child.

## **USE OF MEDICATIONS**

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the school office secretary before the student will be allowed to begin taking any medication during school hours.
- C. All medication must be in its original container, clearly indicating the type of medication, dosage, and time to be administered. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.
  - [ ] Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
  - [ ] Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

- F. 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's written permission release.

### **Non-Prescribed (Over the Counter) Medications**

Parents may authorize the school to administer a non-prescribed medication (including cough drops, Tylenol, etc.) using a form which is available at the school office. It must be brought to the office and will only be dispensed with your written permission and according to the written directions. All medication must be identified and labeled with your child's name and prescribed dosage. A physician does not have to authorize such medication, but all of the other conditions described above under prescribed medications will also apply to non-prescribed medications.

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

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

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

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

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

In the case of noncasual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Humanimmunodeficiency-), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **INDIVIDUALS WITH DISABILITIES**

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

Holt Public Schools provides a full continuum of programming for special education students ages 3 through 26. We also provide services for children ages 0 through 3 through the Early On program provided at the Ingham Intermediate School District. We service over 700 students each year in our various special education programs. All programs operate under state and federal guidelines for special education.

A student can access special services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal and State law. If you have a question regarding Section 504, special education or suspect your child may have a disability, please contact your child's building administrator or the special education office at 517-694-2442.

### **LIMITED ENGLISH PROFICIENCY**

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

### **STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information. Student records are available to parents in accordance with the Rights of Privacy Act as outlined in the Federal Register of March 2, 1976. Parents may arrange to view students' CA-60 by calling 24 hours in advance so that an administrator can be present. Upon request, documents from the student's CA-60 can be copied for a parent/guardian. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

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

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

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

### **STUDENT VALUABLES**

**Students are encouraged not to bring items of value to school.** Students should NOT bring baseball cards, game cards, candy, rubber bands, squirt guns, yo-yos, sports equipment, etc. to school. Use of the above items may result in their forfeiture for the school year or return to a parent. **Students who choose to bring items from home are responsible for their security. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.** Students are advised not to carry large amounts of money with them. Students who choose to bring money are responsible for its security. Students may not sell items while at school.

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

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 with 24-hour notice prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits. Curriculum guides will be available in the Fall and posted on the district's web site.

## **MEAL SERVICE**

The Board believes that the development of healthy behaviors and habits with regard to eating cannot be accomplished by the district alone.

Breakfast is offered to students at school daily. Breakfast is served in the classroom, and at times between 8:30 am-8:50 am.

We provide a hot lunch program for all students who wish to participate. The meal is planned to meet the requirements of nutrition and quality established by the Federal Government. Students who choose to bring sack lunches from home may purchase milk. Highly-caffeinated energy drinks are not permitted in school. The price of the full hot lunch will be announced, and monthly menus will be sent home to parents. Free and reduced lunches are available.

**Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. All families are encouraged to fill out an application.**

Visit <https://www.hpsk12.net/our-district/departments/food-service/> for lunch menus and other Food Service information. Our office contact information: 517-699-1111 e-mail [mjenks@hpsk12.net](mailto:mjenks@hpsk12.net)

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

Holt Public Schools will comply with the State of Michigan requirement that is set forth each year. The completion of drills will be posted to the school's website. We will conduct at least six fire drills, two tornado drills, and three lock-down drills each year.

### **Perimeter Lockdown (Hold)**

There is a potential danger in the general vicinity of the school. It does not involve staff members or students. There is no immediate danger. Exterior and interior doors are locked, and no one is allowed to enter the building, including families unless school personnel have been permitted by law enforcement.

### **Full Lockdown**

There is an imminent danger for students or other adults in the school. All exterior and interior doors are locked. Students and adults in the building are moved to secure areas. No one will be allowed to enter or leave the building for any reason.

### **Run, Hide, or Fight**

There is a danger for students or adults within the school. Students and staff are trained to evacuate the building as fast as possible and exit to a safer location in coordination with community partners and law enforcement/first responder personnel.

If we must have an emergency evacuation of the building and send students home early, the following procedure will be followed:

1. Students will be dismissed to go home for the emergency as per their normal means of transportation to and from school.
2. Students who indicate problems with proceeding home will be assisted with making calls and contacting a parent or guardian listed on their student information card.

Parents are responsible for developing emergency plans with their children to establish procedures for a student arriving home with no adults present.

### **EMERGENCY CLOSINGS AND DELAYS**

In case of school closing due to emergency conditions, school authorities will announce school closings by 6:30 a.m. Closings will be announced on district social media sites, PowerSchool Messenger, and local TV stations. If school needs to be closed during the day due to an emergency, every attempt to reach parents will be made. Information in PowerSchool must be accurate. Families are requested not to call the school and tie up the phone lines. Please develop procedures with your children regarding early school closures, including where they should go and whom they should contact.

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

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

### **GUESTS**

We welcome families and guests to enter the building. With heightened awareness of security issues across the state and nation, Holt has implemented security procedures across the district. The front door is equipped with a camera and buzzer and all guests are identified visually before being allowed into the building. For the purpose of maintaining a safe school, please check in at the front office when you enter the building.

#### **Entering the Building**

All adults are to enter the building by Door #1.

#### **Sign-in, Sign-out**

Any non-employee entering the building should proceed directly to the office. All guests are required to sign in on the appropriate clipboard, designate the reason for being in the building, and the intended location in the building. Upon leaving, all guests are required to sign out. (This includes volunteers, substitutes, workmen, parents visiting classrooms, and all others.)

#### **Name Badges**

All adults entering a school building will be asked to wear a name badge designating their purpose for being in the building. All district employees will have a picture badge.

### **USE OF TELEPHONES**

Students may use the telephone in the office for **emergency calls only.**

## **USE OF PERSONAL COMMUNICATION DEVICES**

Violations of Board Policy [5136](#) may result in disciplinary action and/or confiscation of the Personal Communication Device (PCD). Students who bring cellphones to school must keep them turned off and put away during the entire school day including lunchtime. If an adult sees a student with a cell phone, the adult will provide a verbal reminder. If the phone is out again, the adult will confiscate the cell phone and place it in the office for the student to pick up after school. For repeated incidents, a family member must pick up the phone from school. **Cell phones are strongly discouraged at the elementary level.** Portable audio/video and other personal electronic devices should not be brought to school unless authorized by the administration. They are not to be played/used during the school day unless directed by the classroom teacher.

## **SECTION II - ACADEMICS**

### **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 parental consent. Students attending field trips must have a permission slip signed by their parent or guardian in order to participate. Walking field trip permission is on the Pupil Registration /Information form and must be signed for students to participate. Attendance procedures apply to all field trips.

### **GRADES**

The Holt Public School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. 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.

The school uses the following grading system:

As students progress in their learning, they will likely be at a "beginning" (level 1) or "developing" (level 2) on the progress report. When a student reaches proficiency, they will receive a "proficient" score (level 3). Some students may advance beyond proficiency, receiving an "advanced" (level 4) score on the progress report. Please communicate with your child's teacher regarding when proficiency is expected for each standard on the progress report and how you can support development at home.

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

#### **Promotion**

Promotion to the next grade (or level) is based on the following criteria: current level of achievement based on instructional objectives and mandated requirements for the current grade; potential for success at the next level; emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade.

#### **Placement**

Holt Public School recognizes that the personal, social, physical and educational growth of children will vary and that they should be placed in an educational setting most appropriate to their needs at the various stages of their growth.

## **Acceleration**

Acceleration at this level usually takes one of three forms:

- Early entrance to kindergarten (a type of whole-grade acceleration): students enter kindergarten prior to the minimum age requirement for the state policy. Beginning with the 2015-2016 school year, the State of Michigan's revised school code required students to be at least 5 years of age on September 1 of the school year of enrollment. Students with a fifth birthday later than September 1 could sign an age waiver to begin kindergarten earlier. Beginning in school year 2017-2018, HPS offers a transitional kindergarten option.
- Whole-grade acceleration after kindergarten: a student is moved to a grade-level placement ahead of chronological-age peers. This typically happens prior to the start of a school year.
- Single-subject acceleration: students are in classes with older peers for part of the day or stay with their peers but receive materials for content from higher-grade placements. This can happen in one or more content areas.

## **Referral process**

Students who might be candidates for acceleration can be referred to a school administrator by any source, including but not limited to: the student, teachers, administrators, school psychologists, school counselors, and parents. The person doing the referring would need to complete an application, which can be found at the Curriculum Office's website.

## **HOMEWORK**

The elementary teaching staff promotes home study at all grade levels. It is our hope that you will set aside a special time and place each evening for your child to study at home. We recommend 20-30 minutes each night. At the lower levels, you can help your child cultivate study time by reviewing and discussing papers brought home, reading journals aloud or keeping journals at home, working with vocabulary words or math facts, and/or reading aloud to/with your child. In upper grades, your child may be receiving regular homework. These might include specific assignments or reports, unfinished work, or skills requiring extra practice. Please take a few minutes each week to review your child's work and help him/her to correct any errors that may have been made. If homework is not assigned, we recommend that your child read for at least 20 minutes each night.

## **COMPUTER TECHNOLOGY AND NETWORKS**

Before a student may take advantage of the district's technology resources, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by the terms of the agreement may lead to termination of the student's access to District technology-related resources and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's [Student Technology Acceptable Use And Safety Policy](#) and the requisite student and parent agreement are available online.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – [Student Technology Acceptable Use And Safety Policy](#) before being permitted to access District Technology-related resources. Administrative Guideline 7540.03 outlines details and guidelines.

## **SOCIAL MEDIA**

Holt Public Schools will model appropriate social media use to highlight the positive things going on at our schools and district, or to communicate important information quickly. There are often times when highlights of student projects, accomplishments, or other activities worthy of promotion in the media are warranted. These might be in a television news report, newspaper article, district brochure, school newsletter, yearbook, Twitter, Facebook, Instagram, or other media. Your child's photograph or name might be listed, but both will never be listed together. No other information is ever released from the school. If you object to having your child be a part of such media releases, please notify the school office in writing.

## **STUDENT ASSESSMENT**

Parents and students should watch school newsletters and the local press for announced state testing dates and times. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

# **SECTION III - STUDENT ACTIVITIES**

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

Holt Public Schools provide students the opportunity to broaden their learning through curricular-related activities. The Board authorizes many student groups that are sponsored by a staff member or adult.

Extra-curricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

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

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

# **SECTION IV - STUDENT CONDUCT**

## **ATTENDANCE**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other school activities which cannot be replaced by individual study.

## **Absences-Illness**

Absences are "excused" for personal illness, death in the family, medical appointments, religious holidays, court appearances, or family business. If your student is absent and excused, please notify us by calling the school office prior to 8:30 a.m. You may also send a signed note prior to



the absence to pre-excuse an absence. If you do not notify the school office of your student's absence, it will be recorded as unexcused.

### **Absences-Vacation**

For a vacation absence of two or more days, a note needs to be sent to the office well in advance, stating the reason and the dates of the absence. It is the student's responsibility to turn in all homework missed and to meet all deadlines. We discourage vacations during regularly scheduled school days.

### **Absences-Medical**

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

### **Absences-Make-Up Work**

Students are expected to make up all work missed due to an absence or suspension in a timely manner. If it appears your child will be out of school for more than one school day, please contact your teacher to arrange to have the schoolwork collected. Schoolwork collected will be placed in the office for you to pick up, so the child can complete work at home.

### **Absences-Unexcused**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. No credit shall be given for any schoolwork not completed as a result of truancy.

### **Absenteeism Action**

- At 5 days absent, the classroom teacher makes contact with parent/guardian (s).
- At 7 days, a letter is sent by the Dean of Students. The letter will include language about offering to help with resources, support, etc.
- At 10 days, a letter is sent by the principal/office. The district will connect with Principal/Teacher and follow up with family
- At 15 days absent, a referral will be made to the ISD.

### **Tardy Policy**

Students arriving at school after school begins should bring a note explaining their tardiness and report to the office to sign in before going to class. Students arriving to class after class begins are considered tardy. Being tardy repeatedly will result in a contact home by the teacher. Excessive tardiness will result in truancy and administrative action.

### **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 schoolwork 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 beginning with the first day of suspension at the parent's request. 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.

### **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. All activities are for students enrolled at this school of record. They are usually 3:30-4:30 p.m. and students may not leave the activity once it starts. Parent support is welcome.

## **CODE OF CONDUCT**

A major component of the educational program at **Holt Public Schools** is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### **Academic Culture**

Academic Culture is the explicit teaching of active engagement, grit, and perseverance strategies to encourage student ownership of learning in order to be more successful in the future. We encourage every student to become a self-regulated learner who takes control of and evaluates one's own learning and behavior. Students who are self-regulated learners believe that opportunities to take on challenging tasks, practice their learning, develop an understanding of subject matter, and exert effort, are more likely to achieve academic success. Self-regulated learners are successful because they control their learning environment positively and take personal responsibility of their own learning. Academic Culture also values diversity while promoting an equitable education for all students. Recognizing each student is different and has different needs, our goal is to help all students develop the knowledge and skills they need to be engaged and become productive members of society.

### **Positive Behavior Support & Conscious Discipline**

Our school-wide systems of support include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments for learning. Students may be recognized for appropriate behavior with incentive tickets that lead to rewards, intended to promote positive behavioral habits. In addition to rewarding good behavior, being conscious of the brain science and understanding what behavior is communicating, is something staff focus on actively monitoring.

### **Our Discipline Philosophy**

Discipline is something that we teach, not something that is done to a person. We understand that all students are responsible for their own actions and that they must be responsible for respecting the rights of others. We encourage students to think of alternative ways to communicate their needs while, at the same time, respecting the rights of others in the school. All students have the right to learn in a safe environment and teachers want to provide the best learning environment possible for all students. Continuous disruptive behavior in the classroom or on school grounds will be dealt with in a prompt and fair manner, especially if it is preventing other students from learning or threatening the safety and rights of others.

### **Classroom Expectations**

For a productive learning environment, students are not allowed to be disruptive at school. When this occurs, they are asked to think about what they are doing and compare their action(s) to the norms of the classroom/building.

If the student does not change his/her behavior, a phone call to the parents may be made by the classroom teacher. Any further disruptions will result in an office referral. The student will meet with the Principal or Dean, and in most cases, a parent will be notified.

## **Dress and Grooming**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Holt Public Schools respects dress and grooming as a responsibility of the home and family. As the definition of socially acceptable clothing constantly evolves, personal appearance should not disrupt the educational process, call undue attention to the individual, or affect the safety or welfare of any student. The building Principal has the authority to make the final decision regarding the appropriateness or inappropriateness of a student's clothing or grooming and on action to be taken.

## **Care of Property**

Students are responsible for the care of their own personal property. All major items of clothing such as coats, sweaters, snow pants, boots, hats, etc. should be labeled to indicate the name of the owner. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to disciplinary action.

## **SEARCH AND SEIZURE**

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

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

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

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, nonsponsored, 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. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent and pervasively or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
5. 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.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the school principal twenty-four (24) hours prior to display.

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

Questions regarding a bus problem should be directed to the Transportation Department at 517-699-1113. They will be able to assist you with any concerns you may have. The following are some specific guidelines and expectations for families and students: Parents are responsible for student behavior until the school bus arrives at the stop and after the bus leaves. Students may not ride a bus other than the one to which they are assigned unless there is a medical or childcare emergency and parents must call the transportation department in these instances. All TK and kindergarten students must have a responsible adult or designated person to meet the bus for student pick up and this person must be visible to the bus driver. If there is no one present the bus driver will bring the student back to the Transportation department located at 2125 Delhi St. NE at the end of their route and the family will need to pick the student up from that location.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. Students are expected to remain seated and maintain a moderate to low voice while on the bus. Drivers may assign seats and may change seating assignments throughout the year at their discretion. No eating or drinking is allowed on the bus.

Students need to arrive at their designated bus stop 5 minutes prior to pick up time, the bus will not be able to wait for students who are not on time. This applies to students whose bus stops are at their home as well, the student is expected to be outside and ready for the bus. It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

### **VIDEO RECORDING 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 tape recording will be submitted to the principal and may be used as evidence of the misbehavior. Since these tape recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

### **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.

## **PART VI – ADDENDUM**

### **HPS POLICIES**

Holt Public Schools has adopted NEOLA School Board policies which can be found on [www.hpsk12.net](http://www.hpsk12.net) under the link for Board of Education. Specifically, important are the following:

- Bullying & Other Aggressive Behavior Toward Students, Policy 5517.01
- Student Abuse & Neglect, Policy 8462
- Student Technology Acceptable Use & Safety, Policy 7540.3
- Attendance, Policy 5200
- Search & Seizure, Policy 5771
- Medication, Policy 5330
- Control of Casual-Contact Communicable Diseases, Policy 8450