

Holt Middle Schools Student and Family Handbook 2024-2025



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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, 2024. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2024, 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 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 listed below

Erin Quinlan
Human Resources Director, 517-694-6392
5780 W. Holt Rd, Holt, MI 48842
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

We strive to develop and grow every child's social, emotional, physical, and cognitive skills to allow them to become a lifelong learner. We are looking forward to a productive partnership with you to ensure our students can achieve their highest potential. We recognize that in order to be successful in school, our students need support from both home and school. We know a strong partnership with you will make a great difference in your student's education. As partners, we share the responsibility for our students' 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 student'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! If you are interested in volunteering in the school district and/or may attend a field trip or visit a classroom, please fill out the district [volunteer form](#).

Conferences offer opportunities for families and teachers to share information and strategies, which ensures that each student is growing and learning to the best of their 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 student's teacher. Please feel free to contact your student's teacher should any questions or concerns arise before or after scheduled conference dates.

Sharing information between families and school is extremely important for ensuring student success. Each teacher has 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 one business day to respond.

SCHOOL DAY

The school office hours are 8:00 a.m.- 4:00 p.m. The first bell will ring at 8:30 a.m. and students will need to be in their home base class 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 an activity.

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 will be 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 and families should do their best to 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 the Dean of Students or building principal.

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 [Okay 2 Say](#).

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 feels ill during the day may lie down in the office for 15 minutes 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/guardians 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. 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; and 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 parent 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 must be enrolled by their parent 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, parents will be notified about documentation required to establish permanent enrollment.

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 written request signed by the person(s) whose signature is on file 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

Families must notify the Principal about plans to transfer their student to another school. If a student plans to transfer from Holt Public Schools, the family must notify the Principal. A district Exit Form will need to be completed by the family with the withdrawal information. Students must return all school materials and pay any outstanding fees or fines that are due. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records are released once there is a request from the new enrolling school. Records may not be released if the transfer is not properly completed. Families 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.

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.

STUDENT PICK-UP PROTOCOL

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

- 3:40 - Phone calls are made to ALL approved contacts within PowerSchool
- If office staff is unable to contact 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.
- 3:50 - Repeat phone calls are made to ALL approved contacts within PowerSchool

- 3:55 - (5 minutes prior to when secretary is scheduled to leave) Ingham County Police dispatch are called.
- Repeated instances of students left unattended at school may result in further action through the district Curriculum office and Ingham County Sheriff's Department.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by their guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletics 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 who have a prescription to carry EpiPens, inhalers, insulin, 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 respective 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 or transported by transportation personnel (bus driver and/or bus aide) at parent/guardian request. This should be arranged in advance. 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 needed to be administered or at the end of a school year.
 - Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for emergency medications for allergies and/or reactions.
 - The parents/guardians shall be responsible for instructing their child to take the medication at the scheduled time, and the child is responsible for presenting themselves on time and 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's/guardian's written permission

release.

ASTHMA, INHALERS, AND EPI-PENS

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (EpiPen) is administered only in accordance with a written medication administration plan developed by the school Principal and updated annually.

NON-PRESCRIBED (OVER THE COUNTER) MEDICATIONS

Parents/guardians may authorize the school to administer a non-prescribed medication (including cough drops, Tylenol, etc.) using a form 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 the label must include 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. The student may be authorized on the request form by their parent/guardian to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

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 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 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. Noncasual-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-), 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 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

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 building administrator.

BICYCLES AND SKATEBOARDS

Bikes should be locked and placed in the racks at the school during school hours. Skateboards and inline skates are to be locked in lockers and not used during school hours. The school is not responsible for damaged or lost personal property. Helmets must be worn on school property.

PHYSICAL EDUCATION

Each student is to provide their own gym shoes and socks and must dress appropriately for PE. Kinetics teachers will provide specific guidelines regarding appropriate clothes for each grade level.

All students taking physical education are expected to participate in class activities unless there is a health or medical problem. A note from a parent/guardian is needed to excuse students from physical education for religious reasons or health problems. If the condition or circumstance extends beyond one week, a doctor's excuse is required.

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.

SUPPLIES & TEXTBOOKS

Textbooks are supplied by Holt Public Schools. Students are responsible for their texts and families must pay for lost or damaged books. It is recommended to hear from teachers for specific recommendations before making final purchases, but the following supply suggestions will support developing organizational skills

- one folder per class
- pencils
- paper

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 student, your pet must remain in the car. Many students are allergic to pet dander. In addition, 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 are suggested to wear a jacket and/or sweatshirt for outdoor play when temperatures become cool. During winter months or when snow is on the ground, please be sure your student brings appropriate clothing for outdoor activities, such as winter boots, hats, mittens, snow pants, jackets, etc. If your student does not have snow pants and boots, contact the school in advance, so we can support your needs. Students will go outside if the wind-chill is at zero degrees or above.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Students should NOT bring the following items, including 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/guardian. Students who choose to bring these items 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.

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 the program can be found on the District's [Food Service](#) web page.

Breakfast

- Offered to students on school days
- Served in the classroom from 8:30 am-8:45 am.

Lunch

- Hot lunch is provided 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. Lunch prices will be announced, and monthly menus will be sent home to families. In addition to hot lunch, students may have access to a snack bar. Free and reduced lunches are available for those who qualify. 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 District's [Food Service](#) page, in addition to other helpful meal program information.

Adding money to your child's food service account

- Online payments through [MealMagic](#)
- Send with your student in a labeled envelope

- Student(s) name(s)
- Students' PIN

A fee will be charged for returned checks. Money remaining in your family account at the end of the school year will automatically transfer to the next school year. A negative balance account at the end of the school year will be forwarded to the next school year.

Families may deliver meals to their child. Caffeinated energy drinks are not permitted in school.

After getting their lunches, students are to find a seat and remain seated at a table, clean up after themselves, keep their voices down, and keep their hands to themselves. An adult supervises lunch periods and students must follow their directions. Students who misbehave during lunch may have discipline consequences, including lunch detention.

EVACUATION, 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. Information regarding each drill can be found on the District's [Safety & Security](#) webpage.

- Fire Drills: Five (5) fire drills are scheduled during the school year.
- Tornado Drills: Two (2) tornado drills are scheduled during the school year.
- Safety Drills: Two (2) safety drills are scheduled during the school year.

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). Families and students are responsible for knowing about emergency closings and delays.

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

Visitors, particularly parents and guardians, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time. All doors will be locked during school hours. The process below should be followed for all visitors including volunteers, substitutes, workmen, parents visiting classrooms, etc.

- Use the front door, Door 1, and ring the buzzer
- Once in the building, proceed directly to the office.
- All guests are required to
- Sign in on the appropriate clipboard

- Designate the reason for being in the building
- Designate the intended location in the building
- Obtain and wear a name badge
- Upon leaving sign out

USE OF TELEPHONES

Students may use the telephone in the office for emergency calls only. The telephone is available before or after school or at lunchtime. During class time students need a pass from their teacher.

USE OF PERSONAL COMMUNICATION DEVICES

Use of Personal Communication Devices is governed by the language found in [Board Policy 5136](#). Students who bring cell phones to school must keep them turned off and put away during the entire school day *including lunchtime and recess*.

CELL PHONE POLICY: OFF AND AWAY

- First "OFF & AWAY" offense
- A staff member will instruct the student to put the device in their locker.
- Second "OFF & AWAY" offense
 - The device will be collected by a staff member.
 - The student may pick up the device at the end of the school day (by 4pm).
 - Cell Phone violation to be logged into PowerSchool
- Third "OFF & AWAY" offense
 - The device will be collected by a staff member.
 - A parent/guardian will be notified by administration that they will need to pick up the device at the end of the school day.
 - Cell Phone violation to be logged into PowerSchool
 - A lunch detention or after-school reflection is assigned by administration. Parents/guardians have to be contacted in order to do so
- Fourth "OFF & AWAY" offense
 - The device will be collected by a staff member. A parent/guardian will be notified by administration that they will need to pick up the device at the end of the school day.
 - A phone contract will be written, which will require the student to either turn the phone into the office everyday, or keep the phone at home for the remainder of the semester.
- Two lunch detentions or an after-school reflection (parents/guardians have to be contacted in order to do so) is assigned by administration.
- Continued violations could result in out of school suspension(s) assigned by administration.

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.

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.**

LOST AND FOUND

Each building has a designated lost and found area. Students who have lost items should check there and may retrieve their items. Unclaimed items will be given to charity before school breaks.

STUDENT ABUSE & NEGLECT

The Board of Education is concerned with the physical and mental well-being of the students of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law, see [Board Policy 8462](#).

Each professional staff member employed by the District and all other persons employed by this District who are mandatory reporters under the law who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting every case immediately, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means.

Any support staff member who has reasonable cause to suspect child abuse or neglect shall immediately report any such case to the principal and immediately notify the Central Registry of the Michigan Department of Health and Human Services (MDHHS) by telephone, or, if available, through the online reporting system, of the suspected child abuse or child neglect. If an oral report is made by telephone, the reporting person shall file a written report within seventy-two (72) hours of making the oral report as required by the Child Protection Law.

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 programs. No student may participate in any school-sponsored trip without parent/guardian consent. Students attending field trips must have a permission slip signed by parent or guardian in order to participate. Walking field trip permission is part of the back-to-school paperwork that parents complete in August and must be signed for students to participate.

ACCESSING STUDENT ACADEMIC PROGRESS DATA

Families can access the [Student and Parent PowerSchool](#) portal to access academic progress, attendance and school lunch balance information. Support for accessing and navigating PowerSchool can be found on the District's [PowerSchool Info & Support](#) webpage.

We recommend that families sign up for the SchoolMessenger app to receive communication from school and the district. Support and information for SchoolMessenger can be found on the District's [Technology Support](#) webpage. If you have trouble logging in, please contact your building's secretary.

GRADES

The Holt Public School report cards are structured to reflect student growth toward and beyond each learning target (standards). As students' progress in their learning, they will likely be at a "beginning" (level 1) or "developing" (level 2) on the report card. 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 report card. Please communicate with your child's teacher about when proficiency is expected for each standard on the report card.

PROMOTION, ACCELERATION, 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.

Acceleration

Holt Public Schools utilizes an instructional model which acknowledges that students become proficient on learning targets at different times. At the K-6 level, report cards now have a level "4" for advanced, which indicates that in classrooms, teachers are intentionally making available enrichment experiences within their day-to-day teaching. In addition to supporting a flexible learning environment, this model acknowledges that students may reach the advanced level in some areas, but not in all, which supports our philosophy regarding unique pathways for students.

Through the use of performance scales and formative assessment, our teachers are able to increase the substantive knowledge students have, and we value this concept of "depth over breadth." Not only should students learn skills and concepts as a general understanding, but they should also have the opportunity to dig deeply into concepts they find interesting, compelling, or connected to. Based on this thinking, we are confident that the vast majority of our students are suitably served through the careful development of instruction by our classroom teachers. However, we know there are times when a student may wish to pursue an area of interest or passion in addition to the classroom experience.

In the acceleration document, opportunities for enrichment are categorized by grade level. Please note that some experiences extend through multiple grade levels. Finally, there are times when we may need to think creatively regarding student's academic needs. In order to allow for these exceptions, an application is available on the District's [Curriculum](#) website for students who may want to omit a curricular experience from their educational journey. Please contact your classroom teacher or building Principal with questions regarding this document. Again, we are so glad we can partner with you to ensure the best possible educational experience for your student.

Retention

The established research on retention indicates that additional and ongoing intervention is more successful than full-grade repetition in skills gaps and the social well-being of students. A team, including staff and parents/guardians will review evidence regarding retention. Final decisions with promotion, acceleration, or retention rest with the building Principal.

HOMEWORK

Homework is assigned as a way for students to practice their learning and engage in their learning outside of the school day. If it appears that an illness will keep your child out of school for several days, we will attempt to honor your request for homework with a 24-hour notice. Please contact your child's teacher directly.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the School's computer network and the Internet, they and their parents/guardians 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 computer account and possible disciplinary action or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use and Safety Policy* and the requisite student and parent/guardian agreement must be completed within PowerSchool during the student annual update at the beginning of each school year.

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 Network and Internet Acceptable Use and Safety, before being permitted to access the Network and/or being assigned an email address. These lessons are taught in Michigan Model.

Students shall use District Technology Resources (see definition [Bylaw 0100](#)) for educational purposes only. District Technology Resources shall not be used for personal, non-school related purposes. 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. This guideline also governs students' use of their personal communication devices (see definition Bylaw 0100) when they are connected to District Technology Resources, or when used while the student is on Board-owned property or at a Board-sponsored activity.

Please see Board Policy 7540.03 for details regarding acceptable use of district technology. The following hierarchy will prevail in governing access to District Technology Resources:

- Classwork, assigned and supervised by a staff member.
- Classwork specifically assigned but independently conducted.
- Personal correspondence (email checking, composing, and sending).
- Training (use of such programs as typing tutors, etc.).
- Personal discovery ("surfing the Internet").
- Other uses access to resources for "other uses" may be further limited during the school day at the discretion of the building principal.

- Game playing is not permitted unless under the supervision of a teacher.

ABUSE OF NETWORK RESOURCES

Peer-to-peer file sharing, mass mailings, downloading of unauthorized games, videos, and music are wasteful of limited network resources and are forbidden. In addition, the acquisition and sharing of copyrighted materials is illegal and unethical.

UNAUTHORIZED PRINTING

District printers may only be used to print school-related documents and assignments. Printers, like other school resources, are to be used in a responsible manner. Ink cartridges and paper, along with printer repairs and replacement are very expensive. The District monitors printing by user. Print jobs deemed excessive and abusive of this privilege may result in charges being assessed to the student. Users are prohibited from replacing ink cartridges and performing any other service or repairs to printers. Users should ask, as appropriate, for assistance to clear paper that is jamming a printer.

SOCIAL MEDIA

Holt Public Schools models 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 SERVICES

We have a Dean of Students, a part-time School Social Worker, and a part-time School Psychologist 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.

Hints for Success

The following is a list of helpful hints to think about with your family. They will make your school experiences smoother.

Locker - Each student has their own combination locker. Only use your assigned locker. Do not share the combination with anyone.

Friendship - Some students fall into the trap of spreading gossip or rumors. Always ask yourself, "Is this what I want someone to say about me?" If the answer is, "No," then don't say it about someone else. Students are discovering close friendships. We encourage forming multiple types of friendships but remind you that the public display of affection (hugging/kissing) is not appropriate in the school environment.

Physical Aggression - You will be learning to resolve conflicts appropriately while in school. If there is an exchange of physical violence, all who are involved will have consequences regardless of who started it. If you can remember to treat others like you want to be treated, you should have a successful experience at school.

Schoolwork/Homework – You will be most ready to learn if you keep up with your school

work, ask questions, and engage in learning. We are all here to help you be successful!

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/guardians should contact the school Principal to inquire about evaluation procedures and programs offered by the District.

STUDENT ASSESSMENT

All students are required to take the MSTEP state assessment in the spring. It is required by the Michigan Department of Education that all students in school on the days of their MSTEP testing, take the assessment.

Parents/guardians 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 proficiency 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 provides 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 which are subject to the Student Code of Conduct or other agreements between the district and the student.

NON SCHOOL-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 Superintendent's office per Board policies [2430](#) and [7510](#). 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

A correlative relationship exists between school and 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. It is recognized that the impact of pre-planned or excused absences will vary from situation to situation and will have an impact on a student's grade and academic standing. 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 both school and their scheduled classes regularly. To encourage regular school attendance, learning and academic performance, the District will record attendance. The District will notify parents/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.

Please see [Board policy 5200](#) for language regarding attendance.

REPORTING AN ABSENCE

Absences can be reported and excused by parents/guardians using one of the following methods
Leave a message on the attendance hotline

- Hope 699-3434
- Woods 699-6748
- Write a note and have student bring it to the office
- Provide documentation of appointment/court date/illness, etc. to the attendance office within 48 hours
- Parents guardians must verify absences within 48 hours.

Please note – Parents/guardians are expected to notify the school promptly of extenuating circumstances regarding illness or personal family problems, which may affect attendance. Every effort should be made to schedule routine appointments after school hours, and family vacations should be planned during the breaks on the school calendar. Parents should stress the importance of good attendance with their student and avoid supporting any abuse of the Attendance Policy.

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-EXTENDED ILLNESSES

If a student is out on an extended illness, the parent/guardian 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.

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 excusal by a parent/guardian shall be considered truant and the student and their parents/guardians shall be subject to the truancy laws of the State.

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. 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 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 homebase teacher. Excessive tardiness will result in truancy and administrative action.

In order to ensure students do not miss any learning opportunities, please students should arrive to class on time. If students are unable to get to class on time, they can talk with their teacher or building administrator for support. If students arrive to class after the expected start time, a teacher may record them as tardy. Students will be allowed to be tardy to class a couple of times without consequence, but students that continue to be tardy and do not make adjustments to be punctual will be assigned consequences. A tardy procedure that outlines the specific details will be provided.

SUSPENSION FROM SCHOOL

Absence from school due to suspension shall be considered an authorized absence, neither excused or 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 their return from school. Assignments may be obtained from the office beginning with the first day of a suspension at the parent's/guardian'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/guardian support is welcome.

CODE OF CONDUCT

We believe that students thrive when there's a solid structure to guide their school life and that every child should be afforded the best learning environment possible. It is our belief that we can provide that type of learning environment when we shape what we do around our knowledge of how children learn best; an understanding of our children developmentally, individually, and culturally; an emphasis on social and academic learning; and a fundamental belief that all children want to learn and can learn. We believe that it is our professional responsibility to work collaboratively and collectively as the adult community to establish an environment and culture that reflects and supports our core beliefs. In order to establish our desired community, we use a restorative approach to student including to student conduct.

Every school district is required by law to adopt a code, as set forth specifically in [Board Policy 5500](#). "Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District. The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed periodically."
([M.C.L. 380.1311](#), [380.1312](#))

The information in the following pages explains the code of conduct of acceptable student behaviors and subsequent discipline policies and procedures of Holt Public Schools that will be used to ensure fair and equitable treatment for all members of our student population.

EXPECTED SCHOOL BEHAVIORS

Each student shall be expected 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, ethnic background, or other identifying traits, 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.

ACADEMIC CULTURE

Academic Culture is the explicit teaching of active engagement 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 are 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. The Responsible Thinking Process and Conscious Discipline provide students and adults an opportunity to change their behaviors by reflecting on where their emotions are and how their behavior affects other people.

FREQUENTLY ADDRESSED SCHOOL RULES

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.

Care of Property

Students are responsible for the care of their personal property. The school will not be responsible for personal property. Valuables or irreplaceable items should not be brought to school. The school may confiscate 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 their parents/guardians will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

Classroom Expectations

For a productive learning environment, students are expected to engage in learning in a productive manner while at school. If their behavior is not productive, they are asked to think about what they are doing and compare their action(s) to the norms of the classroom/building. If the disruption continues, the student will be asked a series of Responsible Thinking questions:

- What are you doing?
- What should you have been doing?
- How will you be successful next time?

If the student does not change their behavior, a private phone call to the parents/guardians may be made from the classroom. Any further disruptions will result in an office referral. The student will meet with the Principal, Dean, or Interventionist and, in most cases, the parent/guardian will be notified.

Persistent Disobedience

School staff is acting "in loco parentis," and are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. For the safety of students, if given a reasonable direction by a staff member, the student is expected to comply. See [Board Policy 5610 for more information.](#)

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.

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.

As described in [Board Policy 5511](#), 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.

Clothing must meet the following requirements

- Clothing must cover undergarments
- Head/face coverings (examples: hats, bandanas, visors, hood, sunglasses, etc.) will serve a function or be removed. Hats and other headwear must allow the face and ears to be visible and not interfere with the line of sight to any student or staff.
- Clothing will not contain references to drugs/tobacco/alcohol, violence, obscenities, sexually suggestive, or derogatory language
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist.
- Slippers/costumes are not permitted, unless it is a planned school event.

- No dangerous jewelry.

If a student has selected a manner of appearance that is beyond freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

Students who do not follow these guidelines may be asked to change or may be sent home. The building Principal has the authority to make the final decision regarding appropriateness or inappropriateness of a student's clothing or grooming and on action to be taken.

Failure to Serve Study Hall

A student will not fail to serve an assigned detention of which students and/or parents/guardians have been notified. Additional consequences will be issued.

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. Avoid all physical interactions, from fighting to horseplay, to displays of affection. These interactions can turn unsafe unexpectedly and are not allowed.

Language

Students shall use language that promotes a safe and inclusive environment.

Leaving School Grounds

A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel

Loitering

A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.

Lying

A student will not use another person's identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property. A student will not, with malicious intent, deceive a member of our school community.

Plagiarism/Cheating

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials.

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.

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.

Search and Seizure [Board Policy 5771](#)

Search of a student and their possessions 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, Board Policy 5771.

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. Backpacks, purses, 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.

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, pervasive 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 school Principal twenty-four (24) hours prior to display.

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 a 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.

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.

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. [Board Policy 5600](#)

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.

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

Discipline for student behavior will often be accompanied by a restorative approach to repair relationships and ensure learning from the event. Restorative approaches include restorative 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.

Authority Defiance, Board Policy [5500](#), [5600](#)

A student will not ignore or refuse to comply with or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity not listed herein, refusing to leave a hallway or any other location when instructed by a school staff member, or running away from school staff when told to stop constitutes unruly conduct.

Bullying and Other Aggressive Behavior, [Board Policy 5517.01](#)

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

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

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

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. All new hires will be required to review and sign off on this policy and the related complaint procedure.

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

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

Implementation

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

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

Procedure

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

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and their parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

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

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents/guardians, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance officers so that it may be investigated in accordance with the procedures set forth in [Policy 5517](#) - Anti-Harassment.

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

Non-Retaliation/False Reports

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

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

Definitions

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

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

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under

the control of the District.

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts i.e. Internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following

- Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students
- Adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress
- Having an actual and substantial detrimental effect on a student's physical or mental health
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school
- Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are
 - Physical hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact
 - Verbal taunting, malicious teasing, insulting, name calling, making threats
 - Psychological spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in several different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as

- Harassment, see [Policy 5517](#)

- Hazing, see [Policy 5516](#)

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011) Policies on Bullying, Michigan State Board of Education Model Anti-Bullying Policy, Michigan State Board of Education

Fighting, Board Policy [5600](#), [5517](#)

A student will not physically fight with another person. Self- defense or defense of others may be taken into account in determining whether this provision has been violated and the ensuing consequences.

Harassment Including Title IX Sexual Harassment, [Board Policy 5517](#)

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.

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 dean of students, 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 employees, exclusion for parents/guardians, 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, they should report it and allow the administration to determine the appropriate course of action.

Harassment

- Submission to such unwelcome 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.

Intimidation/Personal Threat, [Board Policy 5517](#)

A student will not threaten another with bodily harm. A student will not coerce another to act or refrain from acting.

Larceny/Theft, Board Policy [5500](#), [5600](#)

A student will not, without permission of the owner or custodian of the property, take property or have in their possession property valued at 100.00 or less which does not belong to the student.

Physical Violence (assault) With or Without Injury, Board Policy [5600](#), [5517](#)

Students engage in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.). Avoid all physical interactions, from fighting to horseplay, to displays of affection. These interactions can turn unsafe unexpectedly and are not allowed.

Possession of a Firearm, Arson, and Criminal Sexual Conduct , [Board Policy 5610](#)

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.

Profanity/Obscenity, [Board Policy 5500](#)

A student will not verbally, in writing, electronically, or with photographs or drawings direct profanity or insulting, obscene gestures toward any student, staff, or school volunteer, or contract worker.

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.

Sexual Misconduct, Non-Title IX, [Board Policy 5600](#)

Students will not engage in inappropriate displays of affection. Sex-based or gender-based conduct not sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

Tardy 3 or More, [Board Policy 5200](#)

A student will not fail to be in their place of instruction at the assigned time without a valid excuse.

Technology [Board Policy 7540](#)

Students' use of District' Technology Resources (see definitions in Bylaw 0100) is a privilege, not a right. Students and their parents must sign and submit a Student Technology Acceptable Use and Safety form annually. (See also, Policy 7540.03)

Students not using their district issued Chromebook appropriately may be subject to a 5 day removal of their Chromebook priveledges. They would need to complete all assignments paper and pencil.

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. Students taking unauthorized pictures and/or videos may be subject to suspension.

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.**

Use of Tobacco or Vaping/Non-Drugs, [Board Policy 5512](#)

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 products 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 e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), 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/guardians to the appropriate programs.

Weapons Including Look-Alikes, [Board Policy 5772](#)

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, 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 may 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.

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.

RESTORATIVE JUSTICE

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. During the Restorative Justice (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. Sometimes, situations may require an administrator to intervene, either after an 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.

Informal Discipline

Informal discipline takes place within the school. It can include, reflection/writing assignments, a change in seating or location, detentions, in-school restrictions or loss of privileges, or other accountability projects.

Detentions

A student may be detained after school, asked to go to an alternate location at lunch or asked to come to school early by a teacher, after giving the student and their parents/guardians one (1) day notice. The student or their parents are responsible for transportation.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, short-term suspension for up to ten (10) school days, long-term suspension for more than ten (10) school days but less than a permanent expulsion, and expulsion from school. 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.

If a student is suspended, the parents may appeal the suspension, in writing, to the building principal and a formal appeal hearing will be held.

When a student is being considered for expulsion, a formal hearing is scheduled, and the parents will be given written notice of the hearing and will be expected to attend. The committee then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

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.

Suspension from School

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

During the appeal process, the student shall not be allowed to remain in school, OR the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents/guardians request that the meeting be conducted in a closed session.

When a student is suspended, they may make-up work missed after the return to school as well as while on suspension.

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.

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

Long-term suspension or expulsion from school

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

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

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

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

Within ten days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Board of Education. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

The school makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable.

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).

SEXUAL HARASSMENT AND SEXUAL ASSAULT INFORMATION GUIDE

What is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are 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

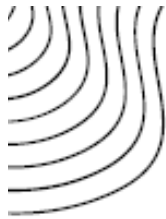


You may feel scared, uncomfortable, upset, embarrassed or angry.

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?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

Here are 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 is 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.
- Resources listed on page 4 are available 24/7 to support you.

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. However YOU respond to trauma is OK and is normal.

What if This is Happening to Someone I Know?

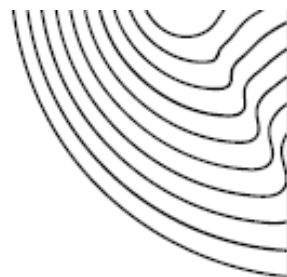
Believe. Listen. Support.



- 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/>



Michigan's Domestic/Dating Violence Hotline (VOICEDV)

Text: 877-861-0222 **Call:** 866-864-2338

Chat: <https://mcedsv.org/hotline-domestic-violence/>



Youth Resources Web Page

<https://mcedsv.org/resources>



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.

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).

HOLT PUBLIC SCHOOLS



District Title IX Coordinator

Erin Quinlan

5780 Holt Road

517-694-6392

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.

For more information on the District's Non-Discrimination Policies, please visit: <https://www.hpsk12.net/board-of-education/policies/non-discrimination-policy/> 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

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 shortly 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. 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.
- Parental request through the transportation department is required in advance.

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 food, gum, or candy is permitted on 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 RECORDINGS 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.

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.

SECTION VI - ANNUAL NOTIFICATIONS

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.

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 posting a notice 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 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. Families are encouraged to attend the Parent Advisory Council (PAC) meeting held throughout the year where curriculum review is a standing agenda item.

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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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 records are available to parents in accordance with the Rights of Privacy Act as outlined in the Federal Register. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

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

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

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
- PPRA@ED.Gov

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

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 for the safety of all students and 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.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information"

- A student's name
- Address - except for students participating in the address confidentiality program act
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Height and weight if member of an athletic team
- Height if member of an athletic team
- Weight, if member of an athletic team which requires disclosure to participate dates of attendance
- Date of graduation
- Awards received
- Honor rolls
- Scholarships
- Telephone numbers for inclusion in school or PTO directories
- School photographs or videos of students participating in school activities, events, or programs

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books. School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

The Superintendent will also develop a list of uses for which the District commonly would disclose a student's directory information and develop an opt-out form that lists all of the uses or instances and allows a parent or legal guardian to elect not to have his/her child's directory information disclosed for one (1) or more of these uses.

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.

If an opt-out form is signed and submitted to the District by a student's parent or legal guardian, the District shall not include the student's directory information in any of the uses that have been opted out of in the opt-out form. A student who is at least age eighteen (18) or is an emancipated minor may act on his/her own behalf with respect to the opt-out form.

Parents and eligible students may also refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within days after receipt of the District's public notice.

PART VI ADDENDUM

HPS POLICIES

Holt Public Schools adopted NEOLA School Board policies which can be found on the District's [Board of Education Policies](#) webpage.

FORMS IN THE SCHOOL OFFICE

- Authorization for Prescribed Medication or Treatment Form 5330 F1
- Authorization for Nonprescribed Medication or Treatment (Secondary Version) Form 5330 F1a
- Authorization for Nonprescribed Medication or Treatment (Elementary Version) Form 5330 F1b
- Authorization for Use of Asthma Inhalers, Epi-pens or Prescribed Emergency Medication Form 5330F1c
- Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2
- Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8 (Paper form at building)
- Notification to Parents Regarding Student Records Form 8330 F9
- Notification to Parents on Blood-Borne Pathogens Form 8453.01 F5
- Parent and Student Acknowledgement of Student Handbook Form 5500 F1, PowerSchool
- Parent Notification Regarding Student Records Form 8330F9
- Parent Request to Inspect Materials Used in Conjunction with any Survey, Analysis, or Evaluation Form 2416 F2
- Title VI, IX, 504 Grievance Form 2260 F2 (Paper form at building)