

**Holt Junior High School**  
**Student and Family Handbook**  
**2023-2024**



**1784 N. Aurelius Road**  
**Holt, MI 48842**  
**517-694-7117**

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## Message from the Principal

Dear Students and Families,

On behalf of the faculty and administration, I would like to personally welcome you to Holt Junior High School. We are excited for the fresh, new school year and the success that you will experience over the next several months. As your building principal, I believe in creating a positive climate and culture where all students can thrive. I also believe that by setting high academic and behavior expectations, students will rise to those expectations and make the most out of their learning opportunities.

All students are required to follow school rules and behave appropriately. Our school learning community is built around our Positive Behavior Interventions and Supports (PBIS) system that creates expectations for everyone to be RESPONSIBLE, RESPECTFUL, ACCEPTING, MOTIVATED, and SAFE. Our faculty will provide you with outstanding learning opportunities along with academic and behavioral support to ensure your success. Attending school on a daily basis is essential in order to properly take advantage of the learning opportunities available. Do your part to help make Holt Junior High School a fantastic place to learn!

Increased academic challenges await you at Holt Junior High School. With the increased curriculum standards in all areas, you will need to develop effective study habits and learning strategies that will help you perform well academically. The use of individual class folders and/or using an agenda to keep track of daily assignments, homework, and upcoming tests can greatly enhance your chances of being successful in your classes. There will be limited opportunities to turn in assignments past the due date, so please do your best to stay organized.

Our goal is to help you become responsible for your own learning, develop the necessary skills to monitor your own progress, and be able to advocate for yourself. Our teachers are utilizing the formative assessment process to help provide you with clear learning goals and formative data to help you determine areas you need to improve on before major assessments are given. This approach is purposeful in that all students learn at their own rate and therefore should not be penalized for the rate of speed in which they learn. Please support their efforts in utilizing this process by always writing down the learning targets provided in class and taking time to review your materials when formative assessments and learning checks are given.

Above all, we hope that you enjoy your experience at Holt Junior High School. This is going to be an AMAZING year!! Your teachers, counselors, and administrators are here to support you and will do whatever it takes to ensure you have a quality learning experience. Challenge yourself to make this year the very best it can be. Good luck and best wishes for the new school year!

Sincerely,

Dominic J. Knighten, Principal  
[dknighte@hpsk12.net](mailto:dknighte@hpsk12.net)

## Administration and Office Staff List

Dominic Knighten, Principal, [dknighte@hpsk12.net](mailto:dknighte@hpsk12.net)  
Kristen Rosendall, Assistant Principal, [kristen.rosendall@hpsk12.net](mailto:kristen.rosendall@hpsk12.net)  
Chris Billingslea, Assistant Principal, [cbilling@hpsk12.net](mailto:cbilling@hpsk12.net)  
Brittany Zandstra, Athletic Director, [brittany.zandstra@hpsk12.net](mailto:brittany.zandstra@hpsk12.net)  
Jodie McEldowney, 8<sup>th</sup> grade counselor, [jodie.mceldowney@hpsk12.net](mailto:jodie.mceldowney@hpsk12.net)  
Samantha Zill, 7<sup>th</sup> grade counselor, [samantha.zill@hpsk12.net](mailto:samantha.zill@hpsk12.net)  
Catherine Baker, Student Support Coordinator, [cbaker@hpsk12.net](mailto:cbaker@hpsk12.net)  
Amy Vasilion, Student Support Coordinator, [amy.vasilion@hpsk12.net](mailto:amy.vasilion@hpsk12.net)  
Christina Wright, Attendance Secretary, 517-694-7188  
Katie Powell, Principal's Secretary, 517-699-7079  
Dodie Schaaf, Counseling Secretary, 517-699-1105

### *Counseling Information*

Our wonderful school counselors are here to support you! Some possible reasons to seek their services include academic planning, academic problems, career concerns, family problems, schedule requests, student/student conflicts, student/teacher conflicts, successes to share, or testing information. In the first week of school, you will join their Google Classroom, where you will be able to sign up to see them. You will be called down as soon as possible. If long-term counseling is necessary, they would be happy to provide a referral to an outside agency.

Schedule/Course Changes: all schedule changes must be requested before the semester starts or within the first week of the beginning of the semester. Schedules may be adjusted if any of the following conditions exist

- Incomplete schedules
- Duplication of courses
- Acceptance into a special program
- If a student has been misplaced in a class

### *Student Support Coordinator*

We are committed to ensuring every student finds success at Holt Junior High. Our Success Coordinator works with students and families to identify and remove barriers to student success. This can include class placements, extra academic or executive skill development support, or many other supports to ensure student success.

## Teaching Staff List

Please find up-to-date faculty information on the [Staff Directory](#) page on the District website.

## Junior High School Calendar

Our District calendar can be found on the [Calendars](#) page on the District website. Events specific to our building can be found on the [Junior High](#) page on the District website. For athletics, please visit the [Athletics](#) page on the District website.

## **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. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your family. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2023, the language in the most current policy or administrative guideline prevails.

Detailed information regarding Holt Public Schools Board of Education policies and procedures can be obtained from the Administration Building at 5780 W. Holt Road (across the road from the high school). You can also find Board Policies at the [HPS website](#).

## **MISSION OF THE SCHOOL**

Innovate. Educate. Inspire.

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

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Erin Quinlan  
Human Resources Director  
517-694-6392  
5780W. Holt Rd, Holt, MI 48842  
[erin.quinlan@hpsk12.net](mailto:erin.quinlan@hpsk12.net)

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

## **PARENT INVOLVEMENT**

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to

occur when there is an effective partnership between the school and the student's parents and family. See [NEOLA Policy 2112](#) for the complete language of family involvement.

If interested in volunteering in the school district and/or may attend a field trip or classroom, please fill out the District volunteer form that is provided each school year.

### **SCHOOL DAY (Bell schedule and School Hours)**

The [Holt Junior High School Bell Schedule](#) page on the District website provides details for regular day, early release and half day schedules.

The safety and welfare of our students is a high priority. To ensure all of our students are safe and well-supervised, the following time schedules for building supervision have been implemented

- The building will open on school days by 7:00am and will close at 3:00pm, except for after-school activities. Office personnel will be present between 7:00-3:00 daily, later by appointment.
- Students are permitted to enter the building through the auditorium entrance at 7:00am.
- On early release days, students will not be permitted in the building after the bell (12:40pm).

Students, upon leaving their buses in the morning, must not leave the school grounds and should enter the building immediately. After school dismissal in the afternoon, bused students may not leave the property expecting to return and board their buses. Students must enter buses immediately upon leaving the building after dismissal.

Unless attending a club meeting, detention, practice, or some other extra-curricular activity with a teacher present, students are not to stay in the building after dismissal. Students who have detention are expected to make arrangements ahead of time to have a ride when detention is over. Students should not wait to telephone home after detention as parents are to be made aware in advance. Students are also expected to report promptly for after school detention, sports practice, club meetings, etc. Do not linger in the building before reporting to the scheduled 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.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Families are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals.

Students should arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the counselor or building administrator.

### **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 becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

### **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 under the age of eighteen (18) 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.

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

Each fall we host an orientation for all new students, as well as open the building for student and family walkthroughs. During these events, we provide a building map, schedules, team information, activities and athletics information, as well as other important school and District information. These events generally occur the week before school starts. Please join our Facebook page and ensure you have the School Messenger App, so you receive detailed information as it becomes available.

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**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the counseling department. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change. Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the guardian/parent. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian or otherwise arranged through administrative confirmation.

## **TRANSFER OUT OF THE DISTRICT**

Parents must notify the counseling secretary about plans to transfer their child to another school. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Students will be given a checkout sheet. School records may not be released if the transfer is not properly completed. Families are encouraged to contact the counseling office for specific details. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

## **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents. When a parent/guardian determines that their student is permanently leaving the school district, they should notify the counseling center for processing.

## **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 or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
- 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.

- The parents/guardians shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting themselves on time and for taking the prescribed medication.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's/guardian's written permission release.

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

Parents/guardians may authorize the school to administer a nonprescribed medication using a form which is available at the school office. A physician does not have to authorize such medication. If a student is found using or possessing a nonprescribed medication without parent/guardian authorization, they will be brought to the school office and the parents/guardians will be contacted for authorization. The medication will be confiscated until written authorization is received.

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

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

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific diseases include but are not limited to; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

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

In the case of 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**

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

A student can access special education services through the proper evaluation procedures. Family involvement in this procedure is important and required by Federal (IDEA) and State law. Contact your student's counselor to inquire about evaluation procedures and programs.

Special education programs and services are provided in accordance to identified students' Individualized Education Plans (IEPs). We offer a continuum of programs and services from Teacher Consultant (least restrictive) to the most support that is a basic classroom program. Students are assigned to a case manager who is the contact person to ensure the IEP is being implemented.

## **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. Families should contact the Curriculum Office to inquire about evaluation procedures and programs offered by the District.

## **ACCESSING STUDENT ACADEMIC PROGRESS DATA**

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

If you have trouble logging in, please contact the building's secretary.

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

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

The school charges specific fees for the following noncurricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. Pay-to-participate information for athletics as well as non-athletics can be found on the District's [Athletics](#) page.

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

### **STUDENT FUNDRAISING**

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

- Crowdfunding activities are governed by [Policy and Administrative Guideline 6605](#).
- Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in fundraising activities off school property (including house to house canvassing) without proper supervision by approved staff or other adults.
- Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- Students may not participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

### **STUDENT VALUABLES**

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

### **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](#) page. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period. Food delivered to the building for students must be brought by a parent/guardian.

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

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

### **FIRE, LOCKDOWN 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.

- 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.

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

### **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of two weeks. To check out any other materials, contact the librarian. Students are expected to return borrowed material to the library within the allotted time stated at checkout.

The library offers a variety of materials such as computers, books, magazines, and other resource materials. Students may use the library after school, between classes, and with class groups. During class, students must have a library pass signed by a teacher. Students must notify the librarian when books are lost or damaged. Students will be charged for lost and/or damaged materials. Students are expected to use all materials and resources in a school-appropriate manner. See Internet/Technology Acceptable Usage Policy in Sections II and IV of this handbook for more information.

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

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

### **LOST AND FOUND**

The lost and found area is in the F-Hallway or in the attendance office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **USE OF PERSONAL COMMUNICATION DEVICES**

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

In general, Holt Public Schools observes an "Off and Away" practice. Students may access their devices before and after school only. Students must put devices "OFF & AWAY" after the first bell of the day and keep their devices "OFF & AWAY" until the last bell of the day. "OFF & AWAY" means that devices must be turned off (silent and not vibrating) and stored in students' hallway locker or kept out of sight during instructional time, passing time, and lunch time.

Devices that are visible and/or operated in violation of this rule, or for any illegal purpose, may be confiscated and taken to the Principal's office. 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.

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 may not be used and must be out of sight during the instructional school day, including passing and lunch times. Students may use headphones before and after school. Students may not attempt to bypass the District's network filters. See Internet/Technology Acceptable Usage Policy in Sections II and IV of this handbook for more information.

Students violating this policy may be subject to disciplinary action including but not limited to confiscation of the electronic device, detention, suspension and/or expulsion. In general, students will receive several warnings and the opportunity to meet with administration and their parents/guardians before they are no longer allowed to bring a device to school. The District reserves the right to collect and examine any device suspected of being the source of attack/virus. The District may ask a student to examine their device.

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

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. Parents/Guardians may contact their students during the school day by calling 517-694-7117.

## **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

## **SECTION II – ACADEMICS**

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

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

## **COURSE OFFERINGS**

Please see the [Junior High Course Guide](#) for course descriptions.

## **FIELD TRIPS**

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

## **GRADES**

Holt Junior High has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon assessment results, projects, and other means of determining student proficiency on standards. Teachers will communicate how to best read their grade book at the beginning of each semester. If a student is not sure how their grade will be determined, they should ask the teacher. At the end of each semester, students will take a final summative assessment that will be worth 20% of their final grade. In general, grades will be posted in PowerSchool within two weeks of the collection of the assignment or assessment. Families can access the PowerSchool parent portal to view their student's progress in their classes.



Grades are calculated as indicated below.

Grade	Percent
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
E	59-00

### **GRADING PERIODS**

Families can check student progress in PowerSchool at any time. Progress reports are sent out mid-Semester to all students. Formal report cards are not sent home but can be requested from the counseling secretary. Teachers will communicate with families when a student is not experiencing the anticipated academic growth.

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

Educational research states that retaining students can cause more harm than good. Most students have built relationships with their peers and have developed experiences and levels of maturity that are consistent with their peer group. Parents and students are encouraged to speak with school administration regarding academic and behavioral programs and support if needed. If a student fails core courses, they may be given the opportunity to participate in a summer program and/or be signed up for a support class the following year.

### **ONLINE/BLENDED LEARNING OPTIONS**

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

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

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

- The student already earned credit for the course (essentially repeating a course).
- The student does not have the prerequisite knowledge or skills for the course.
- The student has failed a previous online course in the same subject.

- The course enrollment request does not occur within the same timelines established by the District for enrollment and schedule changes for regular courses. Unless the student is newly enrolled in the District, Section 21f enrollment requests must be made prior to the academic term in which the student would be taking the online course.

Parents wishing to enroll their student in this online option must adhere to the schedule change policy as listed in the handbook and complete a schedule change request form.

Applications are available in the counseling office. [The 21f Online Course Catalog is available online.](#)

### **RECOGNITION OF STUDENT ACHIEVEMENT**

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

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

### **HOMEWORK**

Students are responsible for all work assigned by their teachers. Make up work to be done during illness may be sent home by request. Contact the school office. Teachers have 24 hours to process a make-up homework request. A request for make-up work can be made by calling the attendance office, 517- 694-7188. In cases of excused absence or suspension, it is the student's responsibility to request assignments missed. Students may make up work for short-term suspensions.

### **COMPUTER TECHNOLOGY AND NETWORKS**

The following language is found in the [Administrative Guideline 7540](#).

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. Prior to accessing or using District Technology Resources, students and parents/guardians of minor students must sign the **Student Technology Acceptable Use and Safety Agreement**. Families should discuss their values with their children and encourage students to make decisions regarding their use of District Technology Resources that is in accord with their personal and family values, in addition to the Board of Education's standards. Students must complete this form before being permitted to access or use District Technology Resources and/or being assigned a school email address.

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 District owned property or at a District sponsored activity.

Below is a non-exhaustive list of unauthorized uses and prohibited behaviors. This guideline further provides a general overview of the responsibilities users assume when using District Technology Resources.

- All use of District Technology Resources must be consistent with the educational mission and goals of the District.
- Students may only access and use District Technology Resources by using their assigned account. Use of another person's account/email address is prohibited. Students may not allow other users to utilize their account/email address and should not share their password with other users. Students may not go beyond their authorized access. Students should take steps to prevent unauthorized access to their accounts by logging off or "locking" their computers/laptops/tablets/personal communication devices when leaving them unattended.
- No user may have access to another's private files. Any attempt by users to access another user's or the District's non-public files, or phone or email messages is considered theft. Any attempts to gain access to unauthorized resources or information either on the District's computer or telephone systems or any systems to which the District has access are prohibited. Similarly, students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the District's Network.
- Students may not intentionally disable any security features used on District Technology Resources.
- Students may not use District Technology Resources or their personal communication devices to engage in vandalism, "hacking", or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography, including sexting; fraud; sale of illegal substances and goods).
  - Slander and libel - In short, slander is "oral communication of false statements injurious to a person's reputation," and libel is "a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation or the act or an instance of presenting such a statement to the public" (*The American Heritage Dictionary of the English Language*, 1992). Students shall not knowingly or recklessly post false or defamatory information about a person or organization. Students are reminded that material distributed over the Internet is "public" to a degree no other school publication or utterance is. As such, any remark may be seen by literally millions of people, and harmful and false statements will be viewed in that light.
  - Students shall not use District Technology Resources to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation or transgender identity, age, disability, religion, or political beliefs. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other materials of a sexual nature (i.e., sexting) in electronic or any other form, including the contents of a personal communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.
  - Vandalism and Hacking – Deliberate attempts to damage the hardware, software, or information residing in District Technology Resources or any computer system attached through the Internet is strictly prohibited. Malicious use of District Technology Resources to develop programs that harass other users or infiltrate a computer/laptop/tablet or

computer system and/or damage the software components of a computer or computing system is prohibited.

- Attempts to violate the integrity of private accounts, files or programs, the deliberate infecting of the network or computers, laptops, tablets, etc., attached to the network with a "virus", attempts at hacking into any internal or external computer systems using any method will not be tolerated. Students may not engage in vandalism or use District Technology Resources or their personal communication devices in such a way that would disrupt others' use of District Technology Resources.
- Vandalism is defined as any malicious or intentional attempt to harm, steal, or destroy data of another user, school networks, or technology hardware. This includes but is not limited to uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass network security and/or the Board's technology protection measures. Students also must avoid intentionally wasting limited resources. Students must immediately notify the teacher, building principal, or Technology Director if they identify a possible security problem. Students should not go looking for security problems because this may be construed as an unlawful attempt to gain access.
- Students shall not use District Technology Resources to access, process, distribute, display, or print prohibited material at any time, for any purpose. Students may only access, process, distribute, display, or print restricted material, and/or limited access material as authorized below.
- Prohibited material includes material that constitutes child pornography and material that is obscene, objectionable, inappropriate and/or harmful to minors, as defined by the Children's Internet Protection Act. As such, the following material is prohibited: material that appeals to a prurient or unhealthy interest in nudity, sex, and excretion; material that depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Prohibited material also includes material that appeals to a prurient or unhealthy interest in, or depicts, describes, or represents in a patently offensive way, violence, death, or bodily functions; material designated as for "adults" only; and material that promotes or advocates illegal activities.
- Restricted material may not be accessed by elementary or middle school students at any time, for any purpose. Restricted material may be accessed by high school students in the context of specific learning activities that have been approved by a teacher or staff member for legitimate research purposes. Materials that may arguably fall within the description provided for prohibited material that has clear educational relevance, such as material with literary, artistic, political, or scientific value, will be considered to be restricted. In addition, restricted material includes materials that promote or advocate the use of alcohol and tobacco, hate and discrimination, satanic and cult group membership, school cheating, and weapons. Sites that contain personal advertisements or facilitate making online connections with other people are restricted unless such sites have been specifically approved by the Technology Director.
- Limited access material is material that is generally considered to be non-educational or entertainment. Limited access material may be accessed in the context of specific learning activities that are directed by a teacher or during periods that a school may

designate as "open access" time. Limited access material includes such material as electronic commerce, games, jokes, recreation, entertainment, sports, and investment.

- If a student inadvertently accesses material that is considered prohibited or restricted, s/he should immediately disclose the inadvertent access to the teacher or building principal. This will protect the student against an allegation that s/he intentionally violated the provision.
- The determination of whether material is prohibited, restricted, or limited access shall be based on the content of the material and the intended use of the material, not on the protective actions of the technology protection measures. The fact that the technology protection measures have not protected against access to certain material shall not create the presumption that such material is appropriate for students to access. The fact that the technology protection measures have blocked access to certain material shall not create the presumption that the material is inappropriate for students to access.
- Unauthorized Use of Software or Other Intellectual Property from Any Source – All communications and information accessible via the Internet should be assumed to be private property (i.e., copyrighted and/or trademarked). Laws and ethics require proper handling of intellectual property. All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected.
  - Software is intellectual property, and, with the exception of freeware, is illegal to use without legitimate license or permission from its creator or licensor. All software loaded on District computers must be approved by the Technology Director, and the District must own, maintain, and retain the licenses for all copyrighted software loaded on District computers. Students are prohibited from using District Technology Resources for the purpose of illegally copying another person's software. Illegal peer-to-peer file trafficking of copyrighted works is prohibited.
  - Online articles, blog posts, podcasts, videos, and wiki entries are also intellectual property. Students should treat information found electronically in the same way they treat information found in printed sources by properly citing sources of information and refraining from plagiarism. Rules against plagiarism will be enforced.
- Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- District Technology Resources may not be used for private gain or commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying.
- Use of District Technology Resources to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others ([Cyberbullying Research Center](#)). Cyberbullying may occur through email, instant messaging (IM), chat room/Bash Boards, small text-messages (SMS), websites, voting booths.
- Cyberbullying includes, but is not limited to the following
  - Posting slurs or rumors or other disparaging remarks about a student on a website or on weblog
  - Sending email or instant messages that are mean or threatening, or so numerous as to negatively impact the victim's use of that method of communication and/or drive up the victim's cell phone bill

- Using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students
- Posting misleading or fake photographs of students on websites
- Students are expected to abide by the following generally accepted rules of online etiquette
  - Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through or utilizing District Technology Resources. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications made through or utilizing District Technology Resources.
  - Do not engage in personal attacks, including prejudicial or discriminatory attacks.
  - Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
  - Do not post information that, if acted upon, could cause damage or a danger of disruption.
  - Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial websites.
  - Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  - Never agree to get together with someone you "meet" online without parent approval and participation.
  - Check email frequently and delete email promptly.
  - Students should promptly disclose to a teacher or administrator any messages they receive that are inappropriate or make them feel uncomfortable, especially any email that contains sexually explicit content (e.g., pornography). Students should not delete such messages until instructed to do so by an administrator.
- Downloading of files onto school-owned equipment or contracted online educational services is prohibited without prior approval from the Technology Director. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Software may only be downloaded by the District Technology Department. If a student transfers a file or installs a software program that infects District Technology Resources with a virus and causes damage, the student will be liable for any and all repair costs to make the District Technology Resources once again fully operational.
- Students must secure prior approval from a teacher or the Technology Director before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or Listservs.
- Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or Principal. Students may only use their school assigned accounts/email addresses when accessing, using or participating in real-time electronic communications for education purposes.
- Users have no right or expectation to privacy when using the District Technology Resources. The Board reserves the right to access and inspect any facet of its Technology Resources, including, but not limited to, computers, laptops, tablets, and other devices, networks or Internet connections, online educational services, apps, email or other messaging or

communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, email, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein. A student's use of District Technology Resources constitutes his/her waiver of any right to privacy in anything s/he creates, stores, sends, transmits, uploads, downloads or receives on or through the Technology Resources and related storage medium and equipment. Routine maintenance and monitoring, utilizing both technology monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law, or if requested by local, State or Federal law enforcement officials. Students' parents have the right to request to see the contents of their children's files, emails and records.

- The following notice will be included as part of the computer log-on screen, "District Technology Resources (as defined in Bylaw 0100) are to be used for educational and professional purposes only. Users are reminded that all use of District Technology Resources, including Internet use, is monitored by the District and individual users have no expectation of privacy."
- Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through District Technology Resources will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects must be cited the same as references to printed materials. The Board is not to be responsible for financial obligations arising through the unauthorized use of its Technology Resources. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of a student's misuse of District Technology Resources.
- Disclosure, use and/or dissemination of personally identifiable information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Technology Acceptable Use and Safety Agreement Form."
- Proprietary rights in the design of websites hosted on Board-owned or leased servers remain at all times with the Board.
- File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on District Technology Resources.
- Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- Preservation of Resources and Priorities of Use: District Technology Resources are limited. Because space on disk drives and bandwidth across the lines that connect District Technology Resources (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the Technology Director. Each student is permitted reasonable space to store email, web, and personal school-related files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to District Technology Resources for class- or instruction-related activities have priority over other users. Students not using District Technology Resources for class-related activities may be "bumped" by any student requiring

access for class- or instruction-related purposes. 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.

## **STUDENT ASSESSMENT**

All 7th and 8th graders are required to take the MSTEP state assessment beginning in April. 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 who choose to opt their student out of MSTEP testing must submit a letter to the school principal and curriculum office. Students opting out will need to be picked up from school for the entire duration of that day's testing window. If the student does not leave the school during their assigned testing window, the student will be required to take the assessment.

Exams are given at the end of each semester. Permission to complete final semester exams prior to the testing date due to a medical condition, planned vacation, moving, etc. will need to be approved by the teacher and administration. A missed exam will result in a 0 for the exam unless arrangements are made to take the exam at a later time.

## **STUDENT SUPPORTS**

Holt Junior High seeks to meet the academic needs of all students within their scheduled classroom environment. However, some students may benefit from support courses or an accelerated experience. Students are selected for Fall support classes during the Spring before the school year and enrolled based on priority. For acceleration, teachers and/or parents can access an application to begin the process of identifying a pathway for the student. Applications can be found through the [Curriculum Department](#) page on the District website. For more information regarding either pathway, please contact the counseling office.



Holt Junior High offers academic support to students in many ways. Teachers identify students who need extra support and work with them in class. Many students are enrolled in lab classes for literacy or math.

- The literacy lab is designed to work on all the various skills of literacy, including: fluency, vocabulary, comprehension, word study, and reading stamina. The literacy lab meets every day for the entirety of the semester. Teachers use a computerized program, iLit, which will assess each student's reading level and offer books and instruction at that level.
- The math lab is designed to work on specific math skills which have been identified as critical for successful math experiences in the future. This class is fluid for students. Students receive this support on a unit-by-unit basis. The identified students are pulled from an elective class at least 2 days a week during that unit of study.

### *Team Teaching*

Team teaching at HJH places groups of core teachers and their students into teams. One math, English, social studies, and science teacher all share the same students. Their classrooms are near one another, and they have a common planning period when they collaborate on instruction and also discuss strategies to better serve individual students on their team. The administration works with the counselors and MTSS coordinator, taking careful consideration of academic and behavior data, to strategically place students on teams. Parents may not request that their student be placed on a certain team, but they may provide input about their student to assist in their placement. All 7th and 8th grade students are placed on teams. That team includes the teachers for your four core classes: Math, English, Science, and Social Studies. All of the students in those four classes will be on your same team, so you will get to know a lot of your "teammates" really well. You will also have 2 electives each semester which will have students from all the teams mixed together, so you will get a chance to meet students from other teams as well.

## **SECTION III - STUDENT ACTIVITIES**

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

Holt Junior High provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. Extra-curricular activities do not reflect the School curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

Activities at the Junior High are sponsored by various clubs and organizations. Events are chaperoned by staff and parents. After-school activity hours are 2:35 p.m. to 4:00 p.m., unless special permission is granted by administration. School activities are for Holt Junior High students only. The Code of Conduct and guidelines as outlined in this handbook apply at all school events, including clubs and organizations. Students will be expected to remain for the entire activity unless prior arrangements have been made. Students who have been suspended from school may not attend activities while they are under suspension.

Students are encouraged to take advantage of any of the several opportunities to be involved in activities that promote creativity, leadership, comradery, and fun. Below is a list of staff-sponsored clubs and activities.

- Art Club (Ms. Crosby-Boerma)
- Diversity Club (Ms. McElwee, Ms. Troitsky)
- Drama (Ms. Vogel)
- Gaming club (Mr. Merrill)
- GSA (Ms. McElwee, Ms. Troitsky)
- Links (Ms. Cartwright)
- National Junior Honor Society (Mrs. Melnik)
- Newspaper
- PALs
- Quiz Bowl
- Science Olympiad (Mr. Galecka)
- Songwriting (Mr. Masarik)
- Student Council/ Student Leadership (Ms. Crosby-Boerma)
- Sycamore Mentorship
- Talent Show (Ms. Vogel)
- Theater (plays and musicals) (Ms. Vogel)
- WEB (Where Everyone Belongs, a student peer mentorship program)
- Yearbook (Ms. Fulton)

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

### **ATHLETICS**

Holt Public Schools athletic philosophy for seventh and eighth graders is designed to help young people develop mentally, physically, emotionally and intellectually to their fullest potential. Programs are designed to encourage meaningful participation and provide experiences in a variety of activities. While winning is an important aspect of any athletic event, academics, participation and sportsmanship take precedence over winning.

Holt Junior High provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. HJH students have the opportunity to participate in the following interscholastic sports: Cross Country, Football, Volleyball, Basketball, and Track. These are school sponsored sports. There may be other community sports clubs that use HJH facilities but are not part of Holt Public School Athletics. For details on which sports are offered which seasons as well as access to the athletics handbook and forms, please visit the District's [Athletics](#) webpage. For further information, contact our Athletic Director, Brittany Zandsta, 517-694-7673. Requirements and guidelines for those interested in participating in athletics are listed below.

#### *Concussions*

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Athletic Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

### *Physicals*

Yearly physicals are REQUIRED for interscholastic athletics. Physicals dated April 15 or after are valid for the following school year. Students must have a physical examination form on file in the athletic director's office before they begin practice/try-outs. Physical forms are available in the main office.

### *Participation Fee*

The junior high sports program is supported by the Board of Education which pays the coaches' salaries; however, there may be a small participation fee to help offset the cost due to transportation, uniforms, officials, etc. See the [Athletics](#) website for more information.

### *Tryouts/Cuts*

Open tryouts are held for all team sports. Anyone interested in participating in an interscholastic sport is encouraged to tryout. Due to limited facilities and a limited budget, cuts may be made. Each athlete will be tested on their skill level during tryouts and the results will weigh heavily in deciding who will be on the team to represent the school and community.

### *Rules of Eligibility*

To be eligible for interscholastic athletics at the seventh and eighth grade level, a student must meet the following criteria

1. Be enrolled at Holt Junior High, at least four classes a day.
2. Have a 1.67 GPA; academic probational procedures apply.
3. Seventh graders must be under 14 years of age on September 1 of the current year.
4. Eighth graders must be under 15 years of age on September 1 of the current year.
5. Have a physical form on file in the athletic director's office before the first day of practice/tryouts.
6. Not be a member of a non-school team playing the same sport during the same season.
7. Students who are suspended from school will adhere to the following disciplinary guidelines
  - a. Athlete may not practice during the suspension period.
  - b. Athlete may not participate in games/events during the suspension period.
  - c. Athlete may resume practice when reinstated to classes.

### *Code of Conduct for Athletes*

There is a separate document that dictates conduct standards for athletes. You can download it on this website: <https://holtathletics.org/main/filesLinks/>.

## **STUDENT EMPLOYMENT**

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

## SECTION IV - STUDENT CONDUCT

### ATTENDANCE

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

A correlative relationship exists between class attendance and student learning and academic performance. Learning results not only from reading assignments and performing homework but also from participating in classroom discussions and receiving classroom instruction. Part of the learning process consists of regular school attendance and attendance in class. We recognize 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.

#### *Unexcused Absences and Truancy*

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

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

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

#### *Excused Absences*

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

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

### *School-Related Absences*

Absences that do not accumulate against this guideline include field trips and college visits.

### *Extended Absence*

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

### *Notifying of Absence*

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

- Leave a message on the HJH Main attendance hotline (517-694-7188)
- Email to Attendance Office secretary ([christina.wright@hpsk12.net](mailto:christina.wright@hpsk12.net))
- Write a note and have student bring it to the Attendance Office
- Provide documentation of appointment/court date/illness, etc. to the attendance office within 48 hours
- Personally sign student out and notify staff of student pick-up

Parents/guardians are notified of unexcused absences nightly via automated phone message. Parents/guardians must verify absences within 48 hours.

### *Signing In and Out*

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

### *Making up Missed Assignments*

All students are responsible for obtaining make-up assignments that are available from their classroom teachers. Student should contact the teacher and request schoolwork upon returning from absence.

### *Tardiness*

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

### *Suspension from School*

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

## **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.

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

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

### **CODE OF CONDUCT**

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Each student shall be expected to abide by national, State, and local laws as well as the rules of the school, respect the civil rights of others, act courteously to adults and fellow students, be prompt to school and attentive in class, work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background, complete assigned tasks on time and as directed, help maintain a school environment that is safe, friendly, and productive, and act at all times in a manner that reflects pride in self, family, and in the school. The specific school expectations below are helpful for students.

#### *Frequently Addressed School Rules*

- Cell phones are addressed in Section I of this handbook.
- Dress code, as described in [Board Policy 5511](#), students are expected to wear appropriate clothing while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a *substantial* disruption in the school environment.
  - Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
  - Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
  - Appropriate footwear must be worn at all times.
  - Student whose dress causes a *substantial* disruption to the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
  - If a student has selected a manner of appearance that is beyond mere 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 are representing Holt Junior High at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.
- Language: Students shall use language that promotes a safe and inclusive environment.
- Interaction with others: Bullying and harassment of any kind will not be tolerated, even if considered "playing." This includes name calling, insults, written or electronic communications, or any form of communication that makes another person feel threatened or unsafe at school. Please see the Technology Acceptable Use Policy in Section I for more details on the use of school technology and networks.
- Avoid all physical interactions, from fighting to horseplay, to displays of affection. These interactions can turn unsafe unexpectedly and are not allowed.
- School property: If you damage or break something at school, you will be expected to be a part of the process to fix or replace it.

## **TITLE IX SEXUAL HARASSMENT**

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

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

## **STUDENT DISCIPLINE CODE**

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

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

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

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

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

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

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

#### **Use of drugs**

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



distribution is also prohibited. If caught, the student could be suspended or expelled, and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

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

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

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

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

### **Use of Tobacco**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco product by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or 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 to the appropriate programs.

### **Student Disorder/Demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, they are

encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

### **Possession of a Weapon**

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

The term "weapon" means any object which, in the manner 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 will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include

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

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

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

### **Purposely Setting a Fire**

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

### **Physical assault of a staff member/student/person associated with the District**

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

### **Verbal threat of a staff member/student/person associated with the District**

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school related- activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

### **Extortion**

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

### **Gambling**

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

### **Falsification of Schoolwork, Identification, Forgery**

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

### **False Alarms, False Reports, and Bomb Threats**

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

### **Explosives**

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

### **Trespassing**

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

**Theft**

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

**Disobedience**

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

**Damaging property**

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

**Persistent absence or tardiness**

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

**Unauthorized use of school or private property**

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

**Refusing to accept discipline**

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

**Aiding or abetting violation of school rules**

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

**Displays of affection**

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

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

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

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

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

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

### **Violation of bus rules**

Please refer to Section V on transportation for bus rules.

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

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

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

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property. See [Board Policy 5517](#) for the entire Anti-Harassment policy.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., Internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld 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 who believes they have been or are the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the Title IX Coordinator at **517-694-6392**. Complaints will be investigated in accordance with AG 5517.

Every student should and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above. If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same

manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

### **Harassment**

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

*Sexual Harassment* may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks with sexual or demeaning implications; unwelcome touching; sexual jokes, posters, cartoons, etc.; suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety; a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another; remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

### **Hazing**

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. Hazing is any type of initiation procedure for any school related activity, which involves conduct such as but not limited to

- Illegal activity, such as drinking or drugs
- Physical punishment or infliction of pain
- Intentional humiliation or embarrassment
- Dangerous activity
- Activity likely to cause mental or psychological stress
- Forced detention or kidnapping
- Undressing or otherwise exposing initiates

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

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

## **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.

## **RESTORATIVE PRACTICES**

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

### *Informal Discipline*

Informal discipline takes place within the school. A common informal discipline is a detention. A student may be detained after school, asked to go to an alternate location at lunch, or asked for a reflection or asked to come to school early by a teacher, after giving the student and his/her parents a one (1) day notice. The student or parents are responsible for transportation. If a staff member assigns a student detention for misbehavior, parents will be informed of why the detention is warranted and be given notice to arrange transportation. Usually, detention is

assigned to occur after school (2:40-3:30). However, lunch detentions may be assigned (approximately 20 minutes). Students will eat their lunch in detention. When in detention, students will state in writing what they believe caused the detention to be assigned and reflect on how they can improve their behavior in the future to avoid another detention. Once detention work is complete, students are expected to work on their classwork. Missing a detention will be considered a "no show" and additional disciplinary action will be taken unless advance parent communication is made with HJH staff.

### *Formal Discipline*

Formal discipline removes the student from school. 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.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against them and given an opportunity to make a defense. 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 make a decision whether or not to suspend. If a student is suspended, they and their parents/guardians will be notified in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed. The request for an appeal must be submitted in writing to the building administrator within two (2) school days after receipt of the suspension notice.

During the appeal process, the student may be 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 request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make-up work missed after the return to school as well as while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned. A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

#### *Long-term suspension 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 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.

Holt Junior High 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.

### *Discipline of Students with Disabilities*

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

## **SEARCH AND SEIZURE**

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

Students are provided lockers, 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, large purses and coats are to be stored in lockers 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.

We have often heard that one of the big concerns about coming to HJH has been getting the lockers open. It is possible that this is the first time that students have used a combination lock. To help ease the stress, students are provided opportunities to practice opening their locks and assist students as needed. We even have our WEB Leaders stationed around the building during passing periods the first few days of school to support.

Students will be assigned a locker in the fall, where they will have added time to practice locker-opening with trained WEB Leaders. Most students find that opening their lock becomes routine very quickly. Because of this, all students must use their lockers properly rather than "rigging" them to stay open (which presents a safety concern). Students must keep their locker combination to themselves, and at no time, share it with another student. Similarly, students should only put their materials or personal belongings in their assigned locker.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer

system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

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

### **STUDENT RIGHTS OF EXPRESSION**

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

A material cannot be displayed if it

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

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

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

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

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

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

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

## **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.

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

### **VIDEORECORDINGS ON SCHOOL BUSES**

The Board of Education has installed video cameras on school buses to monitor student behavior.

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

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

### **PENALTIES FOR INFRACTIONS**

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

## **SECTION VI – ANNUAL NOTIFICATIONS**

### **PESTICIDES**

It is the practice of Holt Public School District to use a "No Spray" guideline for the use of pesticides in any areas where children or staff are present. In certain emergencies, pesticides may have to be used. We use two methods of notification. The first method is 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.

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

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

### **IMMUNIZATIONS AND IMMUNIZATION WAIVER**

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

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

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

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

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

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

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

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

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

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

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the

student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

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

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

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

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

[Family Policy Compliance Office](#)

U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.

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

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

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

*Armed Forces Recruiting*

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses, District-assigned email addresses (if available) (except for students participating in the address confidentiality program act), and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information.

Public notice shall be given regarding the right to refuse disclosure of any or all "directory information" including to the armed forces of the United States and the service academies of the armed forces of the United States.

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

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

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

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