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Holt, Michigan



*Abridged Board of Education  
Policies and Procedures*

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Holt Public Schools does not discriminate on the basis of sex or gender in the admission to or employment in its educational programs and activities. Questions may be referred to the Local Coordinator for Title IX, W. Scott Szpara, Deputy Superintendent, 5780 W. Holt road, Holt MI 48842, 517-694-6392, [sszpara@hpsk12.net](mailto:sszpara@hpsk12.net)

# Rights, Terms and Conditions of an Education with Holt Public Schools

Legal Basis for an Education

Contractual Basis for an Education

Application of the Terms and Conditions of This Booklet

## **Legal Basis for an Education:**

By law, the Holt Public School District is authorized to make rules and regulations necessary for the health, safety, and welfare of its students, the protection and maintenance of its facilities, and the development and provision of its academic and non-academic programs and activities:

*The board of a school district shall make reasonable regulations in relation to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools of the district, including regulations relative to the conduct of pupils concerning their safety while in attendance at school or en route to and from school. (MCLA 380.1300)*

By law, students have the right to a public education. (MCLA 380.1147) Correspondingly, by law, students are required to attend a public school during the entire school year until a student is sixteen (16) years of age. (MCLA 380.1561)

Together, these provisions require the District to provide, and requires the student to receive, an education in a stable learning environment which encourages individual and collective excellence.

## **Contractual Basis for an Education:**

In addition to recognizing the rights and obligations of both the District and the students as a matter of law, this Handbook also establishes a contractual agreement between the District, each student, and parents to accomplish the common goal of producing an educational system with a stable learning environment which encourages individual and collective excellence.

As part of its contractual commitment, Holt Public Schools recognizes that it is obligated to provide an education to students. The District agrees to provide this education, subject to the constitutional rights of students, free from any discriminatory practices, and subject to all recognized rights of equal protection and due process.

Students recognize their obligation to attend Holt Public Schools and agree to comply with the rules, regulations, and policies of Holt Public Schools. Students also agree to conduct themselves in a reasonable and mature manner, consistent with the joint goal of the parties.

It is recognized that differences in age and maturity require different types of considerations. As students naturally progress through school and advance to an age of maturity, each student will assume a greater responsibility for his or her actions.

## **Application of the Terms and Conditions of this Handbook:**

It is the intent and agreement of Holt Public Schools, students enrolled in the schools, and parents, that the provisions in this Handbook are to govern the educational environment of the Holt Public Schools and student, teacher, support staff, administrator and board relationships. Thus, the terms and conditions of this handbook will be applicable, but not limited to, the following situations:

- At all times on school property or in school buildings, or school facilities.
- To and from school, school-sponsored functions and events, whether or not school vehicles are being used for transportation.
- Off school property, but when school-sponsored events or functions are being conducted.
- Off school property, when normal school hours are in effect and school otherwise is in session, but a student is absent, tardy, at the career center, at a school related cooperative work program, or at a school function or event.
- Off school property where students are representing the District.
- Off school property, involving issues or matters which are an extension of school, or involve student or student-teacher relationships.
- Off school property, where the matter affects the District's mission, purposes, or operations.

In addition to the terms, conditions and agreements set forth in this Handbook, the District and each student may enter into supplemental agreements which cover specific school programs, events, or functions.

For example, the parties may enter into a supplemental agreement covering additional terms and conditions which govern overseas study programs sponsored by the school. In such cases, any such agreement shall be supplemental to and in addition to the terms, conditions, and agreements set forth in the Handbook.

The District's Athletic Code of Conduct is such a supplemental agreement, and students may be subject to discipline under either this handbook, the Athletic Code, or both for a violation of rules, regulations, or an agreement of the parties.

# Admissions

(Policies 6100; 6400; 6405; 6408; 6410; 6415; 6416; 6420; 6425; 6430; 6435; 6450)

## Legal Basis for Admissions

*In a school district where provision is made for kindergarten work, a child, who is a resident of the district, is entitled to enroll in the kindergarten if the child is at least five (5) years of age on December 1 of the school year of enrollment. (MCLA 380.1147(2))*

*A child placed under the order or direction of a court or child placing agency in a licensed home, or a child whose parents or legal guardians are unable to provide a home for the child and who is placed in a licensed home or in a home of relatives in the school district for the purpose of securing a suitable home for the child and not for an educational purpose, shall be considered a resident for education purposes of the school district where the home in which the child is living is located. The child shall be admitted to the school in the district. (MCLA 380.1148)*

## Rights, Terms, Conditions of an Education (Policy 6100)

The Holt Board of Education recognizes that the provisions of a public education are a shared responsibility between the schools, the students, and the students' families.

By law, the Holt Public School District is authorized to make rules and regulations necessary for the health, safety and welfare of its students, the protection and maintenance of its facilities and the development and provision of its academic and non-academic programs and activities.

Students, by law, have the right to a public education regardless of race, creed, color, sex, national origin, sexual preference, cultural or economic background, handicap, or disability. Correspondingly, students are required to attend school during the entire school year until a student is sixteen (16) years of age. Together, these provisions require the District to provide, and the student to receive equal educational opportunities in a stable learning environment that encourages individual and collective excellence. In recognizing the rights and obligations of both the District and the student, the District establishes an agreement between the District, each student, and the student's parents to accomplish this common goal. Holt Public Schools further recognizes its obligation to provide an education to students, subject to the constitutional rights of students, free from any discriminatory practices, and subject to all recognized rights of equal protection and due process.

Students recognize their obligation to attend Holt Public Schools and agree to comply with the rules, regulations, and policies of the District. Students also agree to conduct themselves in a reasonable and mature manner, recognizing that differences in age and maturity require different types of considerations. As students naturally progress through school and advance to an age of maturity, each student will assume a greater responsibility for his or her actions.

## District Residence (Policy 6400)

The laws of the State of Michigan and the Michigan Department of Education through its child accounting rules have established that a student may attend school in the District where his/her parent(s) or legal guardian(s) reside. The Superintendent shall establish administrative procedures for verifying a family's residency related to a student's enrollment in the Holt Public Schools.

## Admission of Students (Policy 6405)

The Holt Public Schools shall admit students in accordance with applicable District policies and state and federal laws related to student admission.

### **Kindergarten Admission**

Initial admission to kindergarten of resident students shall be on the basis of each child's chronological age and the District's determination that the child is capable of benefiting from instruction. A child is eligible to enroll in kindergarten if he/she:

- meets the birth date and/or age requirements set by law in Michigan
- meets Michigan Community Health Department's immunization requirements for admission into kindergarten;
- has had acceptable vision and hearing screening examinations

Should School of Choice students be selected for kindergarten admission under District policy 6420, those students shall be admitted based on the same criteria as resident students.



### **Admission to Grade Levels Above Kindergarten**

Initial admission of a student to a grade level above kindergarten shall be based on:

- Consideration of the student's chronological and developmental age as well as readiness to do academic work.
- Meeting Michigan Community Health Department's immunization requirements.

The District will make the decision of grade level placement.

The Superintendent shall establish administrative procedures related to the admission of students to the District.

## **Admission and Attendance of Non-Conventional Students (Policy 6408)**

The District may enroll non-conventional students who do not attend school on the traditional basis such as attending classes from the first period through last period of the day in the same building in the district. Non-conventional students may participate in special programs such as (but not limited to) cooperative education, alternative education, post secondary education, or nonpublic part-time. These students may attend school on a split or reduced schedule. Attendance of non-conventional students shall be in accordance with the Michigan Department of Education's Pupil Accounting Manual.

## **Admission of Non-Resident Students (Policy 6410)**

Under the laws of the State of Michigan, the Board recognizes its discretionary authority to admit a non-resident student to any school within the District. Non-resident students who are granted admission shall also comply with District Policy 6405 related to grade level placement and the requirements of the Michigan Department of Community Health.

The Superintendent shall develop administrative procedures for the admission of school-of-choice and non-resident students.

## Student Re-Admission (Policy 6415)

A student whose enrollment has been terminated from the District, either voluntarily or otherwise, who applies for readmission, shall have their request reviewed and may be re-admitted in accordance with relevant state and federal statutes, District admission policies, and related administrative procedures.

## Admission or Re-Admission of Suspended or Expelled Students (Policy 6416)

The Holt Public Schools, prior to admitting a student who is known to be on suspension or has been expelled from another school district, shall review the facts surrounding that suspension or expulsion. The purpose of the review is to determine whether admission should be granted. The following minimally shall be considered as part of that review:

- Federal and state statutory requirements related to the suspension or expulsion of students,
- The extent to which admission of the student would create a risk to the health, safety and welfare of any individuals or District facilities,
- The extent to which the student would create a risk to the management or maintenance of the school and its programs, or to the liability of the District, individual school board members or District personnel.

## Schools of Choice Students (Policy 6420)

Should the District elect to participate in "Schools of Choice," the District shall make this option known to the general public by publishing a notice where openings are available, including which programs are available in accordance with the laws of the State of Michigan or the Michigan Department of Education rules and regulations.

## Foreign Exchange Students (Policy 6425)

The Board of Education recognizes the value to the Holt Public Schools' students of having visiting students from foreign nations. The Board also recognizes the goodwill engendered between the United States and other countries by student exchange programs.

Therefore, the District will cooperate with District students who are interested in entering the foreign student exchange program. The District may also accept stu-

dents from other nations who come to the District from recognized foreign exchange programs. Foreign exchange students, sponsored by a group other than those currently recognized by the District, may be considered for admission following submission of a written request to the District by the sponsoring organization. Any exchange student must reside with a host family who are residents of the Holt Public School District. The District may establish a maximum number of foreign exchange students attending a District school during a given school year.

Foreign exchange students shall not be charged tuition fees. This policy applies to students coming into the country on a J-1 Visa.

## Home Schooled Students (Policy 6430)

The Holt Board of Education acknowledges, under the State School Code, a child is exempt from compulsory attendance at a public school when the child is being educated at the child's home by his or her parent(s) or legal guardian(s) in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar. The Board further acknowledges the right of parents to exercise their choice of home schooling their children as established by state law.

Should a home-schooled student wish to attend the Holt Public Schools on a part-time basis, he or she may request enrollment in elective courses only. The student's core curriculum courses are to be taught at home. The District reserves the right to determine or limit a student's placement in a given elective course based on existing class enrollments, the student's age, and an assessment of the courses studied at home.

## Homeless Children and Youth (Policy 6435)

The Board of Education is committed to educating homeless children and youth within the District. Such children shall be provided with educational services to meet their needs as determined and directed by the Superintendent.

**Definitions:**

Children and youth in transition means children and youth who are otherwise legally entitled to or eligible for a free public education, including preschool, and who lack a fixed, regular, and adequate nighttime residence, including:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, campgrounds, or trailer parks due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.

Children and youth who have a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

Children and youth who are living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.

Migratory children and youth who are living in a situation described above.

A child or youth will be considered to be in transition for as long as he or she is in a living situation described above.

*Unaccompanied youth* means a youth not in the physical custody of a parent or guardian, who is in transition as defined above. The more general term youth also includes unaccompanied youth.

*Enroll* and *enrollment* mean attending school and participating fully in all school activities.

Immediate means without delay.

*Parent* means a person having legal or physical custody of a child or youth.

*School of origin* means the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

*Local liaison* is the staff person designated by our LEA and each LEA in the state as the person responsible for carrying out the duties assigned to the local homeless education liaison by the McKinney-Vento Homeless Assistance Act.

## **Disputes:**

If a dispute arises over any issue covered in this policy or the McKinney-Vento Homeless Assistance Act, the child or youth in transition will be admitted immediately to the school in which enrollment is sought, pending final resolution of the dispute. The student will also have the rights of a student in transition to all appropriate educational services, transportation, free meals, and Title 1, Part A, services while the dispute is pending.

The school where the dispute arises will provide the parent or unaccompanied youth with a written explanation of its decision and the right to appeal and will refer the parent or youth to the local liaison immediately. The local liaison will ensure that the student is enrolled in the requested school and receiving other services to which he or she is entitled and will resolve the dispute as expeditiously as possible. The parent or unaccompanied youth will be given every opportunity to participate meaningfully in the resolution of the dispute. The local liaison will keep records of all disputes in order to determine whether particular issues or schools are delaying or denying the enrollment of children and youth in transition.

The parent, unaccompanied youth, or school district may appeal the school district's decision as provided in the state's dispute resolution process.

**Compliance:**

To ensure that homeless children and youth in Michigan have access to a free and appropriate public school education, the District will follow the laws and regulations of the McKinney-Vento Homeless Assistance Act, and all other relevant Federal and State laws and regulations as they relate to homeless children and youth in Michigan.

*LEGAL REF: McKinney-Vento Homeless Assistance Act, 42 U.S.C. §§11431 – 11436. Title 1, Part A, of the Elementary and Secondary Education Act, 20 U.S.C. §§6311 – 6315.*

## Attendance Areas Policy (Policy 6450)

The Board of Education of the Holt Public Schools shall establish attendance areas for students attending the elementary and secondary schools of the District. It may become necessary for elementary and middle school students to attend a school outside of their attendance area. This may occur due to enrollment overloads; the need to ensure that all classes provide enough space to be conducive to learning; or the provision of a developmentally appropriate learning environment for an individual child. Therefore, the Board gives the Superintendent the authority to decide when this needs to occur.

# Transportation Policy A5036

## **Contractual Agreement for Transportation**

The District agrees to provide transportation to its students to and from school and on occasion, to and from extracurricular events in conformance with state law. Students recognize that transportation is not an absolute right and agree that they will abide by all rules and regulations of the District concerning transportation to and from school and to and from other school events and functions.

Eligible students will be transported to and from school as follows:

- Resident pupils in kindergarten living one (1) mile or more, by the nearest traveled route, to their school of residence;
- Resident pupils in 1st through 6th grade living one and one-half (1 1/2) miles or more, by the nearest traveled route, to their school of residence;
- Resident pupils in 7th through 12th grade living one and one-half (1 1/2) miles or more, by the nearest traveled route, to the school in which the pupil is enrolled;
- Special education students, notwithstanding distance from their school building, if transportation is provided as part of a current IEP.

Requests for special permission to participate in transportation to and from school for In-District students who are not eligible riders may be considered for reasons concerning health or safety. Reasons for health must include a medical examiner's referral. Reasons for safety must include at least two of the following criteria: multiple lane roadway; no sidewalk; speed study information; or, traffic volume study information. Such special permission requests are to be submitted in writing to the Supervisor of Transportation by the student's parent/legal guardian.

Requests for special permission to participate in transportation to and from school for In-District and Out-of-District students who are not eligible riders may be considered if: (1) there is legal rated capacity on the assigned school bus, and; (2) the parent/legal guardian accepts student assignment to a current existing bus stop within the District.

Requests to take a school bus to and from school that is different from the student's regular assigned bus route, or to exit the school bus at other than the student's regular assigned bus stop are to be submitted in writing to the Supervisor of Transportation by the student's parent/legal guardian.

Students are to be at their assigned school bus stop at least five (5) minutes prior to the scheduled arrival time of the school bus. Students agree to wait for the school bus in a safe place off the roadway.

Parents are responsible for supervising young children and student conduct at school bus stops. Older students not requiring adult supervision are responsible for their own appropriate behavior at school bus stops. The District is not responsible for supervising student conduct prior to the arrival of the school bus to pick up students, nor after the school bus departs the bus stop when dropping off students.

Transportation, whether by school bus, school owned or private van or other motor vehicle, and whether to and from school, to school field trips, athletic events or other school activities, constitutes an extension of school. Therefore, all rules and regulations established for school conduct and other aspects of the school environment apply with respect to transportation.

The school bus driver has primary responsibility for transportation. If a faculty sponsor or staff member is assigned for transportation, that individual has primary responsibility for student conduct and the driver has a secondary supportive responsibility.

On field trips, only currently enrolled students, teachers and assigned adult chaperons are eligible for transportation.

On extracurricular activities, only currently enrolled students whose names appear on a sign-up sheet prepared by the teacher or assigned adult chaperon are eligible for transportation.

### **Transportation Conduct**

- Students will enter the school bus in an orderly manner and take a seat immediately.
- Each school bus driver has the right to make seating assignments.
- All passengers shall remain seated while the school bus is in motion.
- While passengers may converse in a normal tone of voice, they shall cease conversation at railroad crossings and other locations designated by the driver for safety reasons.
- Passengers are not to extend any part of their body or other objects out of the school bus.
- Passengers are not to throw anything on or out of the school bus.
- There is to be no ignition of matches, lighters or any other pyrotechnic device on the school bus.
- The emergency exit is to be used only in an actual emergency situation or as directed by the school bus driver.
- Animals are not to be taken on school transportation.
- Passengers are to be alert for traffic when boarding or leaving a school bus. Passengers are to cross the roadway at a location at least ten (10) feet in front of the school bus in the clear vision of the school bus driver, and only after having been given a "full arm signal" by the school bus driver indicating it is safe to do so.
- The District cannot and will not assume responsibility for supervising student conduct when no school personnel are available for behavioral control.

### **Legal Basis for Transportation**

The Board of a School District providing transportation for its resident pupils shall provide transportation for each resident pupil in the elementary and secondary grades for whom the school district is eligible to receive state school aid for transportation. (*MCLA 380.1321*)

School districts providing pupil transportation are obligated to provide such transportation in a safe manner. To that end, a board of education may impose sanctions, including a temporary suspension from school, upon a student whose conduct interferes with the safe transportation to and from school. (*Opinion of the attorney general, No. 60549, 1982*)

# School Safety Information

(Policies 1510, A5040, A5040.1, A5040.2, 6510, 6520, 6783, 6785)

## School Safety Information (Policy 1510)

The Holt Public School District is committed to maintaining a safe school environment and will cooperate with law enforcement agencies, the county courts, and the Ingham and Eaton prosecuting attorney offices, and with other school districts for this purpose.

For the purpose of maintaining a safe school environment, the Board of Education authorizes the Superintendent or designee to participate and share information with these agencies as necessary to assure effective inter-agency collaboration as authorized under Michigan Public Act 102 of 1999.

### Reporting of Incidents:

1. To Law Enforcement: School District officials shall report incidents of the following types to the appropriate law enforcement agency when such incidents occur in a district classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school sponsored activity or event whether or not it is held on school district premises.

- Armed subject of hostage
- Suspected armed student
- Weapons on school property
- Death or homicide
- Drive by shooting
- Physical assault (fights) - where anyone involved in the assault/altercation receives an injury requiring emergency medical attention, where the victim is a member of the school staff and/or a weapon was used during the physical assault
- Bomb threat
- Bomb threat call
- Explosion
- Arson
- Sexual assault (criminal sexual assault)
- Robbery or extortion
- Unauthorized removal of students (kidnapping)
- Threat of suicide
- Suicide attempt
- Larceny (theft) - involves dollar amounts of more than \$200, numerous minor events involving less than \$200, or the incident was motivated by hate or is gang related
- Illegal drug use or overdose
- Drug possession
- Drug sale
- Vandalism or destruction of property - involves dollar amounts of more than \$200, numerous minor events involving less than \$200, or the incident was motivated by hate or is gang related
- Minor in possession of alcoholic liquor
- Bus incident or accident, when presence of emergency personnel is required



District personnel shall consult with law enforcement to determine the extent of law enforcement's involvement as required by the circumstances surrounding the reportable incident.

Reported incidents involving students of the District shall also be reviewed under the District's Student Code of Conduct relative to possible disciplinary consequences up to and including expulsion.

2. To Parents: When a minor student, who is a victim or witness to a reportable incident, is interviewed by law enforcement authorities, the student's building principal or designee shall notify the student's parent or legal guardian of that interview. Further, the Board of Education will report to parents of enrolled students regarding reportable school incidents in accordance with Act #103 of the Public Acts of 1999.

3. To the State Superintendent of Public Instruction: The Board of Education shall report the incidents of reportable crimes occurring within the district to the State Superintendent of Public Instruction in accordance with Act #103 of the Public Acts of 1999.

**Receipt, Sharing and Dissemination of Information:**

The Administrative Assistant to the Office of the Superintendent is hereby designated as the official Holt Public School District Contact Person for receiving information from law enforcement, prosecutors, and courts relative to any matters concerning school crime and violence in the Holt Public School District.

The District further recognizes its legal obligation and the staff's professional responsibility to provide necessary information to law enforcement and to ensure that confidential criminal history information and other school safety information gained through interagency collaboration is disseminated only to appropriate school personnel.

School personnel shall provide to law enforcement, upon request, detailed and accurate building plans, blueprints, and site plans for district buildings.

The Superintendent shall see that all school safety incident reports and law enforcement and court records, including criminal histories, are kept in accordance with State and Federal law. The Superintendent shall further see that district information shared with law enforcement is done in accordance with Title IV of Public Law 90-247, 20 USC.1232g, commonly referred to as the Family Educational Rights and Privacy Act of 1974.

## Sexual Harassment, Conduct of an Uncomfortable Nature (Policy A5040)

Sexual harassment of students by other students or by employees of this District is unlawful under both Michigan and federal law, and is contrary to the concepts and the commitment of Holt Public Schools to provide an educational system and a stable learning environment which encourages both collective and individual excellence. Sexual harassment of students will not be tolerated by this District. It is the policy of this District that all contact between students, teachers and other adult employees of this District be in keeping with respect for the individual student, be of a nature which does not make a student uncomfortable, and be conducive to creating a stable learning environment.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment. All students and all District employees are expected to conduct themselves with respect for the dignity of others. Any student who believes he or she has been subject to sexual harassment must report it immediately to either their building principal or to the Superintendent of Schools. This matter will be investigated by the District. Anyone found to have violated this policy will be subject to disciplinary action.

Students are also encouraged to report any conduct of a physical nature or otherwise, whether engaged in by a fellow student, by a District employee, or member of the public, which makes them feel uncomfortable or which they believe may be inappropriate.

All such reports shall be dealt with in a confidential manner.

## Student Grievance Procedure for Alleged Discrimination, Sexual Harassment or Other Claimed Violation of Law (Policy A5040.1)

### Statement of Compliance with Federal and State Law

Holt Public Schools complies with all applicable federal and state laws and regulations prohibiting discrimination and with all applicable requirements and regulations of the U.S. Department of Education. It is the policy of the Holt Public Schools Board of Education that no person shall be discriminated against on the basis of race, color, religion, national origin or ancestry, age, weight, height, sex, marital status or handicap, be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

If any student believes that the Holt Public Schools or any part of the school organization has in some way discriminated on the basis of race, color, religion, national

origin or ancestry, age, sex, marital status or handicap, or the District has inadequately applied the principles and/or regulations of Title VI, Title IX or Section 504, the student may bring forward a complaint, which shall be referred to as a grievance, to the local Coordinator at the following address:

Scott Szpara, Deputy Superintendent of Human Resources  
Holt Public Schools  
5780 W. Holt Road  
Holt, MI 48842  
Telephone (517)694-0401

The student who believes he or she has a valid basis for a grievance shall discuss the grievance informally and on a verbal basis with the local Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint within five (5) days. If this reply is not acceptable to the complainant, he or she may initiate formal procedures according to the following steps:

*Step #1:* A written statement of the grievance signed by the complainant shall be submitted to the local Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within ten (10) business days.

*Step #2:* If the complainant wishes to appeal the decision of the local Coordinator, the complainant may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the local Coordinator's response.

The Superintendent shall meet with all parties involved, formulate a conclusion and respond in writing to the complainant within ten (10) business days.

*Step #3:* If the complainant remains unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of the complainant's receipt of the Superintendent's response in Step #2.

In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and any representative within twenty (20) days of the receipt of such an appeal. A copy of the disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

*Step #4:* If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to:

Director, U.S. Department of Education  
Office for Civil Rights  
600 Superior Ave., East, Suite 750  
Cleveland, OH 44114-4970  
Telephone (216)522-4970

## Child Abuse or Neglect (Policy A5040.2)

Holt Public Schools will not tolerate abuse or neglect of students by other students, by its employees, or by the public.

### **Reporting Child Abuse or Neglect by any Adult**

In conformity with the requirements of law and as a matter of policy, Holt Public Schools will report matters of child abuse or neglect or situations where there is reasonable cause to suspect child abuse or neglect by an adult to the Department of Social Services **and** to appropriate law enforcement agencies.

Such reports shall be made to the Department at the following toll free, 24 hour and 7 day a week staff phone number:

855-444-3911

Other contact information is:

Centralized Intake [State of Michigan DHS]  
5321 28<sup>th</sup> Street Court SE  
Grand Rapids, MI 49546

Email: [DHS-CIGroup@michigan.gov](mailto:DHS-CIGroup@michigan.gov)

Fax Numbers: 616-977-1154 or 616-977-1158

### **Reporting Child Abuse or Neglect by another student**

Where there is reasonable cause to suspect child abuse or neglect by a student or other minor, which is not reportable to the Department of Social Services, all employees and volunteers shall report such a situation to law enforcement.

### **Legal Basis for Child Abuse or Neglect**

1. A physician, coroner, dentist, medical examiner, nurse, a person licensed to provide emergency medical care, audiologist, psychologist, family therapist, certified social worker, social worker, social work technician, school administrator, school counselor or teacher, law enforcement officer, or ...regulated child care provider who has reasonable cause to suspect child abuse or neglect shall make immediately, by telephone or otherwise, ...an oral report, or cause an oral report to be made, of the suspected child abuse or neglect to the department. Within 72 hours after making the oral report, the reporting person shall file a written report as required in this act. If the reporting person is a member of the staff of a hospital, agency, or school, the reporting person shall notify the person in charge of the hospital, agency, or school of his or her finding and that the report has been made, and shall make a copy of the written report available to the person in charge. One

report from a hospital, agency, or school shall be considered adequate to meet the reporting requirement. A member of the staff of a hospital, agency, or school shall not be dismissed or otherwise penalized for making a report required by this act or for cooperating in an investigation.

2. The written report shall contain the name of the child and a description of the abuse or neglect. If possible, the report shall contain the names and addresses of the child's parents, the child's guardian, the persons with whom the child resides, and the child's age. The report shall contain other information available to the reporting person which might establish the cause of the abuse or neglect, and the manner in which the abuse or neglect occurred.

3. The department shall inform the reporting person of the required contents of the written report at the time the oral report is made by the reporting person.

4. The written report required in this section shall be mailed or otherwise transmitted to the county department of social services of the county in which the child suspected of being abused or neglected is found.

5. Upon receipt of a written report of suspected child abuse or neglect, the department may provide copies to the prosecuting attorney and the probate court of the counties in which the child suspected of being abused or neglected resides and is found.

6. If the report or subsequent investigation indicates a violation of sections 136b and 145c or sections 520b to 520g of the Michigan penal code, Act No. 328 of the Public Acts of 1931, being sections 750.136b, 750.145c and 750.520b to 750.520g of the Michigan Compiled Laws, or if the report or subsequent investigation indicates that the suspected abuse was not committed by a person responsible for the child's health or welfare, and the department believes that the report has basis in fact, the department shall transmit a copy of the written report and the results of any investigation to the prosecuting attorney of the county in which the child resides and is found.

7. If a local law enforcement agency receives a written report of suspected child abuse or neglect, whether from the reporting person or the department, the report or subsequent investigation indicates that the abuse or neglect was committed by a person responsible for the child's health or welfare, and the local law enforcement agency believes that the report has basis in fact, the local law enforcement agency shall provide a copy of the written report and the results of any investigation to the county department of social services of the county in which the abused or neglected child is found. Nothing in this subsection or subsection (6) shall be construed to relieve the department of its responsibility to investigate reports of suspected child abuse or neglect under this act.

8. For purposes of this act, the pregnancy of a child less than 12 years of age, or the presence of a venereal disease in a child who is over 1 month of age but less than 12 years of age, shall be reasonable cause to suspect child abuse and neglect have occurred. (MCLA 722.623. Required reports of child abuse or neglect; disposition)

# Medication and Administration in the School Setting (Policy 6510)

## **Medication, as used in this policy, includes prescription and non-prescription medication taken by mouth, by inhaler or by injection.**

Medications for students are normally administered by parents/legal guardians at home. However, it is recognized that some students may need to take medications during the school day in order to maintain their health and to address various professionally diagnosed health or mental conditions. There also are circumstances under which a student may need a non-prescription medication to alleviate a temporary condition.

The Superintendent is authorized to create procedures governing the possession and administration of medication to students in the school setting, including educational trips.

The possession and administration of student medications is governed by this policy. Students may be subject to discipline for violations of this policy and any procedures established by the Superintendent.

### **District Administration of Medication**

The District will administer medication to students if the student's parent/legal guardian follows these requirements:

- In writing both request and provide their permission for the necessary administration of medication by school personnel.
- Provide written instructions from a physician for prescription medication, which includes the name of the student, the name of the medication, the dosage and route of administration of the medication, and the time(s) the medication is to be administered.
- Provide the medication in a dosage appropriate for administration, so that there is no dividing or splitting of pills or medication.

The foregoing shall be good for the school year in question and shall be renewed each following school year. Changes in medication, dosage or time of administration will only be made from the written instructions from a physician.

Medication left over at the end of the school year or after the student has left the district shall be picked up by the student's parent or legal guardian. If not so picked up, an individual designated to administer the medication will dispose of the medication and record the fact of the disposal.

Students with disabilities who have either an Individualized Educational Program (IEP) or a Section 504 of the Rehabilitation Act Plan shall also be covered by this policy.

For a school related trip, during which the administration of medication is necessary, an adult designated by the student's building administrator may possess and administer medication pursuant to this policy and its administrative procedures.

It is recommended that medications be brought to the school by the student's parent or legal guardian.

### **Self-Administration of Medication**

Students may possess and self-administer non-prescription medications or asthma inhalers if the following requirements are met:

- The student's parent/legal guardian, in writing, both request and provide their permission for a student to both possess and administer a necessary medication.
- The non-prescription medication is in an original container labeled and prepared by a pharmaceutical company, including the dosage and frequency of administration.

A building administrator shall have the authority to immediately discontinue the possession and/or self-administration by a student if there is misuse by the student. Additional disciplinary consequence may be imposed upon the student. As merely one example of misuse, a student shall not provide or administer such medications to another student.

In line with the above, a student, who has written approval from a physician and the student's parent/legal guardian, may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms at school, on school-sponsored transportation or at any activity, event or program sponsored by or in which the student's school is participating.

## **Closed Campuses at District Schools (Policy 6520)**

The Superintendent will establish closed campuses for specific district school buildings. In these buildings, once students arrive at the school, they will remain on site for the entire instructional day, except for situations in accordance with Policy 6470, Release of a Student During the School Day.

Violations of this rule will subject the student to disciplinary action as outlined in the District policies related to Student Conduct and Behavior.

## **Student School Lockers (Policy 6783)**

### **Lockers Are Property of the District**

All lockers assigned to students are the property of the Holt Public School District. At no time does the district relinquish its exclusive control of its lockers. Furthermore, the Board of Education authorizes the building principal or designee to search lockers and locker contents for any reason at any time, without notice, without parent/guardian or student consent, including random searches.

Designated Holt Public School personnel shall have custody of all combinations and keys to all lockers. Students are prohibited from changing any keyed locks or combinations on any lockers.

**Legitimate Use of School Lockers**

Holt Public School District may assign lockers to its students for the student’s temporary use and convenience. Students are solely responsible for the contents of their lockers and are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch.

Students shall not use the lockers for any other purpose, unless specifically authorized by the building principal or his/her designee, in advance of pupils bringing the items to school.

Students should not share their lockers with other individuals nor divulge locker combinations to other students unless authorized by the building principal or designee.

**Student Use of Motorized Vehicles  
(Policy 6785)**

Student use of a motorized vehicle on Holt Public School property is a privilege. Holt School students who possess a valid drivers license and appropriate vehicle insurance may be granted this privilege after entering into a written student agreement for driving and parking on school property.

Students granted this privilege may drive to school and park on school property only in accordance with the terms of the agreement for student use of vehicles. Student failure to abide by the agreement may result in loss of the privilege and in the vehicle being towed from school property at the owner’s expense. The operation of a motor vehicle in a careless, reckless or dangerous fashion may result in the loss of driving privileges and appropriate disciplinary action up to a ten (10) day suspension from school and/or a recommendation for expulsion.

Should breach of the student agreement for reasonable safe driving involve the possession of alcohol or other drugs, appropriate disciplinary action up to a ten (10) day suspension from school will be taken, unless a recommendation for expulsion has been made. All disciplinary actions are subject to Due Process provisions.



# Attendance (Policy 6460)

## **Student Attendance**

The Board of Education is required by the State of Michigan to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities and as such, regular attendance and classroom participation are integral to a student's education and learning.

Attendance shall be required of all District students, except those exempted under other District Policies or by other provisions of State law, during the days and hours that the school is in session or during attendance sessions to which the student has been assigned. Daily attendance records shall be maintained for each student in each school. Students are expected to regularly attend all of their scheduled classes. These attendance requirements also apply to dual enrollment students and students taking courses through the Virtual High School.

The Superintendent shall require, from the parent or legal guardian of each student or from an adult student who has been absent for any reason, a written statement and/or confirmation of the cause of such absence. The Board gives the Superintendent or his/her designee the right to verify such statements and to investigate the cause of each single absence.

Repeated infractions of Board policy on attendance may result in the suspension or expulsion of the student from the District program.

*Legal Ref: MCLA 380.1561, 380.1561 (3A 3C), 3801586(3)*

Attendance policies vary depending upon the grade level and age of students. Please contact a building administrator for details specific to your particular building.

## **Legal Basis for Attendance**

...every parent, guardian or other person in this state having control and charge of a child from the age of six (6) to the child's sixteenth birthday, shall send that child to a public school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled. (MCLA 380.1561)

A child becoming six years of age before December 1st shall be enrolled on the first school day of the school year in which the child's sixth birthday occurs. A child becoming six years of age on or after December 1 shall be enrolled on the first school day of the school year following the school year in which the child's sixth birthday occurs. (MCLA 380.1561)

A child shall not be required to attend the public schools in the following cases:

1. A child who is attending regularly and is being taught in a state-approved non-public school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade, as determined by the course of study for the public schools of the district within which the non-public school is located.
2. A child is less than nine years of age who does not reside within 2 1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's resident, this subdivision does not apply.
3. A child is age 12 or 13 and is in attendance at confirmation classes conducted for a period of 5 months or less.
4. A child who is regularly enrolled in a public school while in attendance at religious instruction classes for not more than two (2) class hours per week, off public school property during public school hours, upon written request of the parent, guardian or person in loco parentis under rules promulgated by the state board.
5. The child has graduated from high school or has fulfilled all requirements for high school graduation.
6. The child is being educated at the child's home by his or her parent or legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar. (MCLA 380.1561)

A parent or other person in parental relation who fails to comply with this part is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than two (2) nor more than 90 days, or both.) (MCLA 380.1599)

"School authorities may determine that attendance, class participation and similar factors are proper educational values bearing on a student's academic achievement. It is, therefore, my opinion that a school district, by its agents and employees, may consider attendance in determining a student's grade in a course." (Opinion of the Attorney General, #5414, 1978)

## Release of a Student During the School Day (Policy 6470)

In recognition of the District's obligation to parents for the health, welfare and safety of a student, building principals shall not release a student during the school day except in emergency situations or by permission of a minor student's parents or legal guardian who is the child's lawful custodian(s) as defined by Michigan law. The identification of the student's lawful custodian(s) shall be verified to the satisfaction of the principal and all written or verbal requests concerning establishing the same, made of the lawful custodian(s) shall be verified to the satisfaction of the principal. The name, address and telephone number of the lawful custodian(s) shall be entered on the permanent record of the student.

Release of students shall also be in accordance with District Policy 6460—Student Attendance.

# Student Conduct

(Policies 6200, 6210, 6220, 1330, 6230, 6260, 6310, 6320)

## Student Code of Conduct Generally

(Policy 6200)

The Holt Board of Education and its staff have, as its primary goal, to provide the best possible educational environment for student learning in a safe and secure atmosphere. For this to occur, cooperation must exist among all members of the Holt Public Schools learning community through behavior that is ethical and of good character as demonstrated with honesty, respect, responsibility, and caring.

Students have the responsibility to attend school for the purpose of achieving an education, to work to their potential, and to work on the development of ethical behavior and good character. It is expected that students:

- Respect the human dignity and worth of every other individual and to refrain from language and/or behavior that is insulting or disrespectful on the basis of race, religion, sex, economic status, national origin, sexual preference, age, and disability.
- Know and follow the reasonable rules and regulations established by the Board of Education for the welfare and safety of students.
- Study willingly and maintain the best possible level of academic achievement.
- Be on time and present in the regular school program each and every day.
- Not make false charges, slanderous remarks, or use obscenity in oral or written expression, and observe fair rules in conversation and responsible journalism.
- Dress and appear in a manner that meets reasonable standards of appropriateness.
- Help maintain and improve the school environment; preserve school property, and exercise the utmost care while using school facilities.
- Be honest and accountable in words and actions.
- Demonstrate self-discipline and cooperation with others.
- Show compassion and caring.
- Conduct oneself in a manner, while on school grounds, which supports orderly conduct in keeping with this Student Code of Conduct.
- Report violations of this Code or illegal behavior to the proper authorities.

The Holt Public Schools recognizes its partnership with parents to develop these positive characteristics in students to guide student behavior and conduct in the school environment and in the broader community.

## Student Clothing and Appearance (Policy 6210)

Students shall dress and groom themselves in a manner appropriate for a teaching and learning environment. Student's dress and/or grooming that disrupts the educational process, interferes with the maintenance of a positive teaching/learning environment, or compromises reasonable standards of health, safety, decency and self respect or the respect of others is considered inappropriate.

## Drug-Free Schools (Policy 6220)

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

Any student who violates the above policy may be subject to disciplinary action, up to and including expulsion. In addition, the student may be required to satisfactorily participate in a drug assistance or rehabilitation program.

Students who request assistance for drug counseling and/or rehabilitation shall direct their request to the student's school counselor.

Students shall be made aware of:

1. the dangers of drug abuse;
2. the District's policy of maintaining a drug-free school;
3. available community drug counseling, rehabilitation, and assistance programs;
4. the disciplinary action the Board may enact upon students for drug abuse violations

The Principal may utilize the services and assistance of the local or county health departments, local medical services or other substance abuse agencies in the immediate area to carry out this policy. Should a student be involved in the use, distribution, dispensing of, and/or the manufacture of controlled substances as stated above, District staff shall respond in accordance with Policy 1510, School Safety Information.

## Tobacco Products on or in School District Premises (Policy 1330)

In the interest of providing the highest standards of learning; a safe and healthy environment for students, employees, and visitors; and to be in compliance with Public Act 140 of 1993, it shall be the policy of the Holt Public Schools that tobacco products shall not be used by any person in District buildings or on District property.

For purposes of this policy, 'tobacco products' shall mean all uses of tobacco, including a cigar, pipe, cigarette, snuff, chew, or any other substances that contain tobacco.

## Drug Use, Including Alcohol (Policy 6230)

The consumption, possession, or being under the influence of any alcoholic or alcoholic look-alike beverage, any controlled substance or look-alike controlled substance, or drug paraphernalia by students is prohibited in any district school or other attendance center, on school or District grounds, or at any school-sponsored activity.

Any student who consumes, possesses, or appears to be under the influence of any controlled substance or look-alike controlled substance, any alcoholic or alcoholic look-alike beverage, or is in possession of drug paraphernalia on school grounds or in District buildings or other attendance areas, at bus stops, at any school-sponsored activity on school grounds, or going to or from any school-sponsored activity, shall be refused the opportunity to participate for the period of time in question and may be subject to discipline, up to and including suspension or expulsion.

District staff shall contact law enforcement in accordance with District Policy 1510, School Safety Information. District staff shall attempt to remain with a student who appears to be under the influence of alcohol or any drug until a safe means of transportation can be arranged to remove the student from the premises or until the student's parent/guardian arrives.

District personnel may refer students to any medical treatment or social service agency when such student is reasonably believed to be using, abusing or incapacitated by the use of alcohol or other drugs.

*Note: Alcoholic look-alike beverages are those advertised and marketed as non-alcoholic, but which come under the control of the State Liquor Commission.*

## Searches of Motorized Vehicles, Lockers, and Students (Policy 6260)

Searches of motorized vehicles, lockers, and students shall be conducted under the appropriate legal standard, to maintain the safety and security of students, teachers, guests, and school property.

Any illegal or unauthorized items found during a locker search may be seized. Items found during a search of vehicles, lockers, or students deemed to be a threat to the safety and security of others may also be seized. Such items include, but are not limited to:

- Firearms
- Explosives
- Dangerous weapons
- Flammable material
- Illegal controlled substances or controlled substances analogues or other intoxicants

- Contraband
- Poisons
- Stolen property

Law enforcement authorities shall be notified immediately of seizure of such items or of items required to be reported to law enforcement under the Statewide School Safety Information Policy. The items seized will be turned over to law enforcement. The parent/guardian of a minor student or a student 18 years of age or older, shall be notified by the principal or designee of items removed from the vehicle, locker, or student.

The building principal or designee may request the assistance of law enforcement when school personnel have reasonable suspicion to believe that a student may have an illegal or dangerous object or substance in his/her school locker, motor vehicles, or on his/her person. School initiated searches in which law enforcement assist school personnel may be conducted without a search warrant.

Anytime law enforcement interviews a student on school property the principal or designee must be present.

### **Law Enforcement Searches**

When law enforcement initially contacts school personnel to initiate a search of lockers, a vehicle, or a student, it is expected that school officials cooperate with the law enforcement officers whether or not a search warrant is present. However, should a search warrant not be present, school officials are to request an explanation as to why the search, without a warrant, is necessary at that time. Staff may refer the contact to the Superintendent's office for direction.

### **Motorized Vehicle Searches**

Motorized vehicles brought onto school property by students are subject to search by the Principal or designee, without notice or consent, if the Principal or designee reasonably suspect that the contents of the motorized vehicle may present a threat or potential threat to the health, safety or welfare of other students, staff, or to the school in general.

In the case of a locked motor vehicle, every effort will be made to have the vehicle unlocked by the student before proceeding with the search. Students refusing to cooperate in allowing a search of a vehicle brought by them onto school property shall be subject to disciplinary action up to and including revocation of driving privileges on school property and/or long-term suspension or expulsion.

### **Locker Searches**

The Board of Education authorizes the Principal or designee to search lockers and locker contents at any time, without notice, and without parental-guardian or pupil consent. Random searches shall be conducted pursuant to a method and/or schedule approved by the Superintendent. The principal or designee may request the assistance of law enforcement in conducting a locker search pursuant to state

statute. If law enforcement is summoned, the Principal and/or designee shall supervise the search. In conducting a search, the privacy rights of the student regarding any items discovered that are not illegal or against school policy and rules shall be respected.

**Student Searches**

Upon reasonable suspicion, and in order to protect the health, safety or welfare of the students under school jurisdiction, the Principal or designee is authorized to search students. All searches shall be carried out in the presence of an adult witness. No strip searches shall be conducted by school authorities.

**Bullying  
(Policy 6310)**

**General Prohibition of Bullying, Harassment and Cyberbullying**

The Board of Education recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increased student attendance and engagement, and supports academic achievement. To protect the rights of all students and groups for a safe and secure learning environment, the Board of Education prohibits acts of bullying, harassment, and/or cyberbullying.

All administrators, staff, parents, volunteers and students are expected to refuse to tolerate bullying, harassment, or other aggressive and violent behaviors and to demonstrate behavior that is respectful and civil. The Superintendent is responsible for the implementation of this policy and may develop further guidelines not inconsistent with this policy.

**Definition of Bullying, Harassment and Cyberbullying**

Bullying and/or harassment for the purposes of this policy, means any form of mental or physical abuse of a student by one or more students or adults and means “the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another.

More specifically, bullying and/or harassment encompasses any conduct that: 1] substantially interferes with educational opportunities, benefits, or programs of one or more students; 2] adversely affects the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; 3] is reasonably perceived to be motivated by ill will or by an actual or perceived characteristic\*; or 4] causes substantial disruption in or substantial interference with the orderly operation of the school.

\*Characteristics may include race, color, religion, ancestry, national origin, height, weight, gender, sexual orientation, gender identity or expression; or a mental,

physical or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any such characteristic.

Bullying and/or harassment may include, but is not limited to, actions such as teasing; physically assaultive behavior; verbal taunts; making threats; name-calling and put-downs, including ethnically-based, sexual orientation-based or gender-based verbal putdowns; extortion of money or possessions; or spreading of cruel and untrue rumors within the school.

Cyberbullying for the purposes of this policy means the willful bullying, harassment and intimidation of a person through the use of digital technologies, either currently in use or later developed and used by students including, but not limited to, email, the internet, blogs, texting/sending photos on a handheld device, social websites (e.g., MySpace, Facebook, Twitter, etc.), chat rooms, "sexting," instant messaging, photos or video voyeurism.

### **Disciplinary Consequences**

Students who engage in any act of bullying, cyberbullying, or intimidation while at school, at any school function, activity, or event supported or sponsored by the District, or while enroute to or from school are subject to a disciplinary action up to and including suspension or expulsion. Discipline shall reflect the student's age and maturity, academic and disciplinary records and the specific facts of the incident. All students are protected under this policy and bullying is equally prohibited without regard to its motivation or subject matter. As may be required by law, law enforcement officials shall be notified of bullying incidents.

Though an incident of alleged bullying, cyberbullying, or other form of intimidation may occur off campus and may not entail threats of acts to occur during school hours, if a student's ability to receive an education or a school's ability to provide an education or an educationally sound environment is significantly impaired, as determined by the school district administration, disciplinary sanctions may be issued.

### **Retaliation Prohibited**

This policy also prohibits any type of retaliation against individuals who report or cooperate in an investigation under this policy and the District prohibits retaliation or the making of a false claim against either the target of bullying, a witness to bullying, or a person with reliable information about an act of bullying. Suspected retaliation shall be reported in the manner set forth below.

### **Complaints, Notice to Parent[s]/Guardian[s]/Investigation**

Students or other individuals with information about bullying, harassment or cyberbullying shall report that information to the building principal where the student[s] attend. If that information concerns two separate buildings or programs, the report shall be made to one of the building's principals. Students may also report such information to a teacher or counselor who will then be responsible for notifying the appropriate administrator. It will be the responsibility of that building prin-



principal to notify another principal involved in that bullying, harassment or cyberbullying. If an individual is unsure where students involved attend or if the incident involves adults, they may report it to any building principal or to the Superintendent's office. Complaints about any administrator should be reported to the Superintendent's office.

Upon receiving such information, it shall be the responsibility of the school building principal or assistant principal to ensure that this policy is implemented. That principal or assistant principal shall promptly start the investigation and documentation of any claim of bullying, harassment or cyberbullying and any resulting disciplinary action.

The parent or legal guardian of a victim of bullying and the student[s] accused of bullying shall be contacted and informed of the accusation and whether their student has been bullied or is an alleged bully. The parent or legal guardian of a victim of bullying and the student[s] accused of bullying will be informed of the results of the investigation to the extent consistent with student confidentiality requirements.

The above investigation needs to be completed within ten [10] school days from the day the report was received. If bullying has been found to have occurred, then building principal or assistant principal will determine the appropriate disciplinary consequence and any other action which needs to be taken.

Each incident of bullying and if sustained, each resulting disciplinary action, shall be documented by the building principal. This information shall be reported annually by June 30th to the Superintendent's office.

This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions, or debate that is protected by state or federal law. This policy shall be included in all student and employee handbooks.

## Hazing (Policy 6320)

Hazing is prohibited under this student code of conduct. Soliciting, encouraging, aiding, or engaging in "hazing" on or in any school property at any time, or in connection with any activity, sport, or club supported or sponsored by the District, whether on or off school property, is strictly prohibited.

"Hazing" means performing any act or coercing another to perform or undertake any act of initiation, affiliation, holding office or membership related to any class, group, or organization sponsored or supported by the District that causes or creates a risk of causing:

- Mental, emotional, physical harm
- Trauma
- Deprivation of rights
- Ridicule of any student or individual for amusement or the pastime of others, or is illegal, immoral or contrary to the student code of conduct

Permission, consent or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Students engaging in any hazing or hazing-type behavior connected, in any way, to any activity sponsored or supported by the District, will be subject to one or more of the following disciplinary actions:

- Removal from participation in extra-curricular activities
- Conference with parent(s)/guardian(s)
- Suspension for up to 10 days
- Long term suspension
- Referral to an appropriate law enforcement agency
- Permanent expulsion from the Holt Public Schools

Coaches, activity advisors, and other staff supervising activities shall be vigilant for hazing behavior and shall report all alleged incidents of hazing to school administrators. Incidents are to be reported and investigated regardless of a student's "consent" to the hazing.

This policy shall be included in all employee and student handbooks of the District, and shall be disseminated to staff and all students.

# Weapons/Assaults/Threats and Due Process (Policies 6335 and A-B5037)

## Corporal Punishment, Physical Force, Possession of a Dangerous Weapon, Assaults and Threats Committed by Students (Policy 6335)

### **I. Corporal Punishment - Physical Force**

It is the policy of the Board of Education that a person employed by, or engaged as a volunteer or contractor by the Holt Public Schools shall not threaten to inflict, inflict, or cause to be inflicted corporal punishment upon any pupil. "Corporal punishment" means the deliberate infliction of physical pain by any means upon the whole or any part of a pupil's body as a penalty or punishment for a pupil's offense. However, the person, within the scope of his or her responsibilities, may use such reasonable physical force as may be necessary to:

1. Protect himself, herself, the pupil, or others from immediate physical injury.
2. Obtain possession of a weapon or other dangerous object upon or within the control of a pupil.
3. Protect property from physical damage.

### **II. Alternatives to Physical Force**

This District approves, as examples of options to corporal punishment, the following alternatives:

1. Denying participation in special school activities.
2. Assigning before or after school detention and providing notice to parent(s) or guardian(s).
3. Establishing communication and requiring conferences with parent(s) or guardian(s).
4. Assigning out-of-school detention, or in-school detention or suspension that is supervised by a responsible adult with curricula-related activities to be performed by the student.
5. Establishing contractual agreements with disruptive students and their parent(s) or guardian(s) to commit students to self-controlling behavior.
6. Refer students with repeated problems to a counselor, social worker and/or psychologist on the local or intermediate level and coordinate services with other units of state government, such as Public Health, Social Services and Mental Health and seek assistance from private institutions or agencies with appropriate services.
7. Evaluate and arrange proper placement of students who need academic acceleration, special education, alternative education and services for achieving English proficiency.
8. Consider and take appropriate action, in accordance with due process, when disruptive behavior warrants suspension or expulsion of a student.

### **III. Physical Assault Against District Employees, Volunteers & Contractors**

A student enrolled in grade 6 or above, who commits a physical assault, as defined below, against a district employee or against a school volunteer or district contractor on school property, on a school bus or other school related vehicle, or at a school-

sponsored activity or event whether or not it is held on school property, shall be permanently expelled by the Board of Education. In cases of mandatory expulsion due to weapons, arson, or criminal sexual conduct (pursuant to section 380.1311 (2) and 380.1313 of the Michigan Revised School Code), the Board of Education has designated the Superintendent of Schools and the Deputy Superintendent as the individuals authorized to exercise these suspensions or expulsions and final due process.

This permanent expulsion shall be subject to possible reinstatement under VIII below.

For the purpose of this policy, "physical assault" shall be defined as intentionally causing or attempting to cause physical harm to another through force or violence.

#### **IV. Verbal Assaults Against District Employees, Volunteers and Contractors**

A student enrolled in grade 6 or above, who commits a verbal assault, as defined below, against a district employee or against a school volunteer or district contractor on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school property, shall be expelled by the Board of Education for up to 180 school days.

The Board may modify the expulsion period on a case-by-case basis.

For the purpose of this policy, "verbal assault" shall be defined as any willful verbal threat, which is intended to place another in immediate fear of physical contact, which will be painful and injurious, coupled with the apparent ability to carry out the contact.

#### **V. Physical Assaults Against Other Students**

A student enrolled in grade 6 or above, who commits a physical assault, as defined in III above, against another student on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school property, shall be expelled by the Board of Education for up to 180 school days. In cases of mandatory expulsion due to weapons, arson, or criminal sexual conduct (pursuant to section 380.1311 (2) and 380.1313 of the Michigan Revised School Code), the Board of Education has designated the Superintendent of Schools and the Deputy Superintendent as the individuals authorized to exercise these suspensions or expulsions and final due process.

The Board may modify the expulsion period on a case-by-case basis.

#### **VI. Student Bomb or Similar Threats**

A student enrolled in grade 6 or above who makes a bomb threat or similar threat directed at a school building, other school property or a school-related event, shall be expelled by the Board of Education for up to 180 school days. In cases of mandatory expulsion due to weapons, arson, or criminal sexual conduct (pursuant to section 380.1311 (2) and 380.1313 of the Michigan Revised School Code), the Board of Education has designated the Superintendent of Schools and the Deputy Superintendent as the individuals authorized to exercise these suspensions or expulsions and final

due process.

The Board may modify the expulsion period on a case-by-case basis.

### **VII. Reporting of Assaults and Threats**

All physical and verbal assaults and bomb or similar threats shall be reported by the Superintendent's Office and to the appropriate law enforcement agencies.

### **VIII. Reinstatement of a Student**

The parent or legal guardian of a permanently expelled student, or a permanently expelled student who has reached the age of majority, may petition the Board of Education for reinstatement. The Board will provide all due process rights to reinstatement as outlined in state law. The determination of whether to reinstate a student shall include:

1. The extent to which reinstatement of the student would create a risk of harm to pupils, school employees or other.
2. The extent to which reinstatement of the student would create a risk of district or individual liability.
3. The age and maturity of the student.
4. The student's school record before the incident that caused the expulsion.
5. The student's attitude concerning the incident that caused the expulsion.
6. The student's behavior since the expulsion and the prospects for remediation of the individual.
7. If the petition was filed by a parent or legal guardian, the degree of cooperation and support that has been provided by the parent or legal guardian and that can be expected if the individual is reinstated, including, but not limited to, receptiveness toward possible conditions placed on the reinstatement.
8. Other factors deemed relevant by the Board of Education.

The parent or legal guardian of a permanently expelled student, or a permanently expelled student who has reached the age of majority who has petitioned the Board of Education for reinstatement, is required to provide any and all information deemed relevant by the Board in considering a reinstatement. The victim of the assault and/or threat shall have the opportunity to address the Board of Education before a determination on the reinstatement is made.

### **IX. Application to Student with Disabilities**

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

### **X. Implementation**

The Superintendent shall develop specific procedures for dealing with expulsions authorized by this policy, which shall ensure due process to all students before an expulsion is imposed. The procedures shall include the process for reporting violations of this policy to the Board and to appropriate law enforcement agencies, for entering information on a student's permanent record, for notifying victims of such assaults and threats of the same and the District's disposition of the assault and/or

threat, for referring permanently expelled students to appropriate Family Independence Agencies or County Community Health Agencies and notifying parents of that referral, and for the reinstatement of students.

**XI. Imposition of Discipline**

All incidents of assault and/or threats covered by this policy, shall be referred to the Superintendent’s or Deputy Superintendent’s office for a determination of the disciplinary consequence to be recommended and/or imposed.

**Legal Basis for Student Discipline**

*Michigan Revised School Code (MCLA 380.1311, 380.1303, 380.1313)*

**Procedural Due Process  
(Policies A & B 5037)**

When misconduct occurs and the student is disciplined for that misconduct, the student shall have the right to due process. For purposes of this provision, discipline is defined as a written record of the misconduct placed in the student’s file, the lowering of a student’s academic grade for the act of misconduct, in-school suspension, suspension, expulsion or other action which excludes a student from the classroom.

The District may choose to follow this due process procedure for denial of participation in extracurricular, athletic or other non-educational events. Such a decision short of suspension or expulsion shall be voluntary on behalf of the District and shall be conducted on a case-by-case basis.

**Discipline Short of Suspension or Expulsion**

For purposes of this discipline, procedural due process is defined as notice to the student of the misconduct and the proposed action and an opportunity on behalf of the student to respond. While precise due process would depend on the nature of the discipline imposed, normally it would consist of a verbal discussion between the student and the teacher or administrator taking the action prior to the disciplinary action being taken.

**Suspension and Expulsion of Students**

In cases of student misconduct which may result in suspension or expulsion from school, the following procedures shall be observed. All appeal procedures must begin with the proper level of administration.

1. A suspension of up to ten (10) school days shall be imposed by the principal or assistant principal. The following appeal procedure shall be observed:
  - a. Student meets with the designated administrator prior to suspension.
  - b. Student is presented with written charges including the specific claim(s) of misconduct.
  - c. If the student denies the charges, the student will be given an explanation of the evidence supporting the charges.

- d. The student and parent(s) or guardian(s) are given the opportunity to respond and to submit any information regarding the charges that the student wants considered by the administrator.
  - e. The information will be considered and a proposed disciplinary action and accompanying rationale will be communicated to the student and parent(s) or guardian(s).
  - f. The student, parent(s) or guardian(s) may appeal the proposed disciplinary action to an Assistant or Deputy Superintendent for review based on information previously presented. The request for this appeal must be received within five (5) school days or the right to appeal is forfeited.
  - g. Decision of the Assistant or Deputy Superintendent is final.
2. Upon recommendation of the Board of Education, an Assistant Superintendent may impose suspension of more than ten (10) school days or expulsion. The following appeal procedure shall be followed:
- a. Student meets with the designated administrator prior to suspension or expulsion.
  - b. Student is presented with written charges including the specific claim(s) of misconduct.
  - c. If the student denies the charges, the student will be given an explanation of the evidence supporting the charges.
  - d. The student and parent(s) or guardians(s) are given the opportunity to respond and to submit any information regarding the charges that the student wants considered by the administrator.
  - e. The information will be considered and a proposed disciplinary action and accompanying rationale will be communicated to the student and parent(s) or guardians(s).
  - f. The students, parent(s) or guardians(s) may appeal the proposed disciplinary action to the Board of Education level. The meeting to hear this appeal may be in open or closed session at the student's choice. This appeal must be received by the Superintendent or an Assistant or Deputy Superintendent within ten (10) school days or the right to appeal is forfeited.
  - g. The student and/or parent(s) or guardians(s) meet with the Board of Education.
  - h. The student and/or parent(s) or guardian(s) are presented with written charges against the student including the evidence and witnesses against the student.
  - i. The student is given the opportunity to respond, rebut evidence and question accusers and witnesses.
  - j. The student is entitled to present witnesses and evidence and be represented by an attorney.
  - k. Decision by the Board of Education is final.

Generally, the foregoing due process provisions will precede suspension or expulsion. However, students whose presence poses a continuing threat to persons, property or to the disruption of the academic process may be immediately suspended or expelled prior to implementation of this procedure. In such cases, these

procedures will be followed as soon as practicable. Suspended or withdrawn students are prohibited from participating in any school function or activities for the duration of the suspension or withdrawal period.

**Suspension or Expulsion from School-Extracurricular Activities**

Students may not participate in school-sponsored extracurricular activities if they are not on the attendance roll. Therefore, students who are suspended or expelled from school will not be able to participate in any school-sponsored extracurricular activity.

**Suspension or Expulsion of Special Education Students**

**1. Cause to Believe a Non-Special Education Student May be Eligible for Special Education Services.**

If the District reasonably concludes that a non-special education student who is about to be disciplined may be eligible for special education services, that student shall not be disciplined, but instead such discipline shall be held in abeyance and the student shall be referred to a case study evaluation pursuant to special education rules and regulations. For purposes of this section, the standard “reasonably concludes” means that circumstances are observed which would leave a reasonable person, acting impartially and without prejudice, to believe the student is handicapped or otherwise eligible for special education services. If warranted, after a conference with appropriate special education personnel, the District may stay all disciplinary proceedings until a case study report is completed and reviewed.

**2. Suspension of 10 Days or Less Per School Year**

As a general rule, a special education student may be suspended for ten (10) days or less during a school year, regardless of whether the student’s misconduct is related to his or her handicapping condition. A suspension of a special education student is not a change in educational placement unless the total number of days suspended during any school year exceeds ten (10) days in number.

- a. All pre-suspension notice and review procedures set forth in the general due process procedures above will be followed when suspending a special education student.
- b. At the time of any pre-suspension due process meeting or hearing of a special education student, the District shall determine whether the student’s misconduct is related to or results from the student’s handicapping condition. Such a determination shall be made after consultation with appropriate special education personnel.
  - 1. If the District concludes that the student’s behavior is related to or results from the handicapping condition, Holt Public Schools shall provide appropriate services to the student during any period of suspension.
  - 2. If Holt Public Schools concludes that the student’s behavior is unrelated to or does not result from the handicapping condition, Holt Public Schools need not provide services during any period of suspension.
- c. If the parents of a student object to the suspension for special education reasons, whether prior to or at a review hearing before the Board, the par-



ents shall be informed in writing that they may request a case study evaluation or due process hearing pursuant to special education rules and regulations.

### **3. Suspension of More than 10 Days Per School Year or Expulsion**

As a general rule, no special education student shall be suspended for more than 10 days per school year, or expelled if that student's particular active misconduct results from or is a behavior or condition resulting from the student's handicapping condition or special education status. However, the special education student, whose misconduct is unrelated to and does not result from the student's handicapping condition, may be suspended for more than 10 days per school year or expelled from the district.

- a. All pre-suspension or pre-expulsion notice and review procedures set forth in the general due process procedures will be followed in suspending for more than 10 days during a school year or expelling a special education student.
- b. At the time of any pre-suspension due process meeting or hearing of a special education student, an individual education planning committee (IEPC) meeting will be held to determine whether the student has been appropriately determined eligible for special education services; to verify whether the misconduct is a manifestation of the student's handicapping condition; and to determine if the student is placed in an appropriate special education program and services in the least restrictive environment.
- c. If the IEPC determines that the student's eligibility for special education requires a change, the change will be documented in the individual educational plan and the latter will be revised to meet the student's needs. If the IEPC determines that the student's misconduct is a manifestation of the student's handicapping condition, the IEPC shall review and potentially revise the student's individual educational program. If the IEPC finds that the student's individual education program does not currently reflect the unique educational needs of the student and the least restrictive environment, the student's individual education program will be revised. In case of any of the above findings, all suspension of more than 10 days during a school year or expulsion procedures will be immediately stopped and the disciplinary process shall be at an end.
- d. If the IEPC determines that the student's misconduct is not a manifestation of the student's handicapping condition, and determines that the student's individual educational program does currently reflect the unique educational needs of the student, and that the student's eligibility for special education services does not require a change, the IEPC shall report its findings in a written, individualized education program report to be sent to the Assistant or Deputy Superintendent of the District.
- e. A parent or the District may appeal an IEPC decision. If appealed, the District will schedule a special education due process hearing and follow the special education rules established for this due process hearing. The District will not proceed with any suspension of more than 10 days during a school year or expulsion until this hearing and any appeal rights have been exhausted. The student, during the pendency of such a hearing and any appeal, will remain in school and will receive programs and services consistent with the last uncon-

tested individual education program.

- f. If, upon appeal, it is determined that the student is inappropriately determined eligible, inappropriately placed, or that the behavior was a manifestation of the student's handicapping condition, suspension procedures of more than 10 days or expulsion procedures will immediately stop.
- g. If the finding in Category (D) above is not appealed, or if appealed and it is ultimately determined that the student is appropriately determined eligible for special education services, is appropriately placed, and that the behavior is not a manifestation of the student's handicap, the District may issue a suspension of more than 10 days or expel a student, using the District's general due process procedures for such suspension or expulsion.

#### **4. Emergency Suspension for Special Education Students**

Any special education student may be temporarily excluded from school if exclusion is warranted because of the student's physical danger to him or herself, other students, faculty, or school property. However, within 10 days from the start of this emergency suspension, the IEPC must convene. If, within this ten-day period, the procedures set forth in "3" cannot be completed, the District must either obtain parental agreement to interim placement or seek injunctive relief in court, showing that maintaining the student in his or her current placement presents a substantial likelihood of injury to the student, other students, faculty or school property.

#### **Legal Basis for Student Discipline**

The Board of Education may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience when, in the Board's judgment, the interest of the school may demand the authorization or order. If there is reasonable cause to believe that the pupil is handicapped, and the District has not evaluated the pupil in accordance with rules of the State Board of Education, the pupil shall be evaluated immediately by the intermediate school district of which the District is constituent in accordance with MCLA 380.1711. (MCLA 380.1311)

If a dangerous weapon is found in the possession of a pupil while the pupil is in attendance or at a school activity or while the pupil is en route to or from school on a school bus, the superintendent of the local or intermediate school district, or his or her designee, shall immediately report that finding to the pupil's parent or legal guardian and the local law enforcement agency.

As used in this section, "dangerous weapon" means a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. (MCLA 380.1313)

## Technology Access & Use Policy Summary (Policy 4512)

This is a policy summary. Students and staff should read and will be accountable for following the entire policy.

- Technology covered by this policy includes the use of District software, audio and video media, computers and hardware peripherals, network, and telecommunications.
- The use of district technology is a privilege which can be revoked at any time by the District.
- Staff members acknowledge that e-mail is not considered private communication and may be accessed by others, is subject to subpoena, and may be discloseable under the Michigan Freedom of Information Act; or pursuant to a court-issued subpoena.
- Each individual user is responsible for the reasonable care of technology, including hardware and software while in their possession or while they are using it.
- Users of district technology will be responsible for its use and misuse. Appropriate use of district technology is defined as use in furtherance of the instructional goals and mission of the District. Users should consider any use which does not fall under this definition of appropriate use as being potential misuse for which a loss of technology use and disciplinary consequences may occur.
- Staff and students acknowledge that software, audio and video media is protected by a variety of licensing agreements and copyright laws and that any misuse of these may subject the user, as well as the District, to a variety of legal liabilities.
- Staff that purchase District software or media are responsible for forwarding purchasing and specification information to the Office of Information/Data Systems for approval.
- Users are responsible for the security of the technology, including the ability to use that technology to access confidential information, while such technology is in their possession or under their control. Staff and students are not to either use or disclose confidential information except as a part of an appropriate educational use of technology.
- Passwords are the property of the user and are not to be used by anyone else.
- Check-out of district technology for non-classroom use must be in accordance with Board Policy A&B 1300. All technology must be returned and available for instruction whenever students are present for instruction.
- Staff and students may be allowed to bring their own wireless devices provided they adhere to and agree to the terms and conditions presented to their device by the District's wireless infrastructure.

## Electronic Mail & Attachments (Policy 4514 )

This is a policy summary. Students and staff should read and will be accountable for following the entire policy.

- E-mail accounts are provided to employees for conducting public district business.
- Contents of e-mail accounts should not be considered private and the district may review, read, print, copy, or store e-mails and any corresponding information.
- E-mail may be considered public information in accordance with the Michigan Freedom of Information Act (FOIA); or pursuant to a court-issued subpoena.
- Staff members are responsible for retaining and disposing of e-mail in accordance with the Retention and Disposable schedule published by the State of Michigan.
- Storage location of the e-mails is at the discretion of the user. The following are currently acceptable storage locations: current active e-mail system or file the printed e-mail in physical location.
- Former employees will have their e-mail retained for a period of seven (7) years per the Retention and Disposal Schedule.
- Staff members will comply with all FOIA requests and will cease disposal of e-mail upon notification.
- Staff members acknowledge that failure to follow these policies may subject the District and/or themselves to legal liability.

## Tobacco Products On or In School District Premises (Policy 1330)

In the interest of providing the highest standards of learning, a safe and healthy environment for students, employees, and visitors, and to be in compliance with Public Act 140 of 1993, it shall be the policy of the Holt Public Schools that tobacco products shall not be used by any person in District buildings or on district property.

For purposes of this policy, "tobacco products" shall mean all uses of tobacco, including a cigar, pipe, cigarette, snuff, chew, or any other substances that contain tobacco.

## Tobacco Products On or In School District Premises (Policy 1330AP)

### **Enforcement of Policy**

A person observing a violation of Policy 1330, regarding the prohibited use of tobacco products, including cigars, pipes, cigarettes, snuff, chew, and other substances containing tobacco, should bring it to the attention of their supervisor, if an employee; or if not an employee, to the attention of the building administrator or activity director.

The Supervisor or the Administrator or his/her designee upon receiving a complaint will investigate and take action to resolve the issue as soon as possible.

Persons found to have violated this policy will be subject to disciplinary action(s) in the same manner and magnitude as violations of other district policies, including possible referral of the matter to law enforcement officials.

## Multicultural and Human Relationships (Policy A4004)

Part of the educational mission of Holt Public Schools, is to instill the importance of understanding and respecting individual differences, whether those differences are based on gender, national origin, religion, race, culture, ethnic background, age, disability, physical characteristics, or other factors which are unrelated to the individuals' education or employment. Discrimination, inappropriate statements, or conduct on the basis of such differences is not only contrary to law, but is expressly contrary to the principles and the mission of this District. The district therefore prohibits actions indicating a lack of tolerance, any harassment or other inappropriate statements or conduct toward individuals on the basis of any of the foregoing factors. Should such an incident occur, students are encouraged to bring it to the attention of a staff member, and staff members are encouraged to intervene on behalf of those who are the target.

Any individual who demonstrates a lack of respect for individual differences may be subject to both educational and corrective action by the District. For students, corrective action may range from a conference with school administrators to expulsion from school. For employees, corrective action may range from a conference with school administrators to discharge from employment. Educational action may include required participation in activities or programs designed to increase understanding and respect for individual differences.

# Community, Organization, and Agency Relations (Policies 1130, A1304, 1330, A4004, A4005, A4010, 5230, 5695)

## Harassment and Intimidation Prohibited (Policy 1130)

It is the policy of the Holt Public Schools to maintain a learning and working environment that is free from harassment and intimidation. All individuals are to be treated fairly and with dignity and respect.

No board member, staff member, student intern, or student of the District shall be subjected to any form of harassment or intimidation based on an individual's race, color, economic status, national origin or ancestry, sex, marital status, religion, sexual preference, height, weight, or disability. Harassment and intimidation are not to be tolerated.

It is expected that District staff members who become aware of incidents of harassment or intimidation report those incidents to their immediate supervisor or other appointed District Administrator. Students are to be encouraged to report incidents of which they become aware. All reported incidents are to be taken seriously and looked into.

## Student and Employee Harassment and Discrimination Claims of Violations of Federal and State Laws and Grievance Procedure (A1304)

This policy covers Gender/Sexual Discrimination, Gender/Sexual Harassment, Title IX of the Educational Amendments of 1972; Titles VI and VIII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990, the Handicappers Civil Rights Act and the Elliot Larsen Civil Rights Act.

### **Policy Statement**

Holt Public Schools treats as unlawful and prohibited any discrimination or harassment on the basis of race, color, religion, national origin, age, gender, sex, marital status, height, weight, disability or handicap.

Sexual harassment is unlawful under both Michigan and Federal law. Holt Public Schools strives to maintain for employees and volunteers a workplace and an environment free from discrimination or harassment on the basis of sex or gender. Holt Public Schools strives to maintain for students, an educational environment free from discrimination or harassment on the basis of sex or gender. It is the policy of

Holt Public Schools to prohibit unlawful sexual harassment of employees and students and to provide an educational environment free from discrimination or harassment on the basis of sex or gender. Any sexual harassment of employees or students, whether by co-employees, supervisors, administrators, board members, students or other non-employees who have ongoing relationships with Holt Public Schools, will not be tolerated.

**Definitions of Sexual Harassment**

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or communication or physical conduct of a sexual nature when:

- Submission to such conduct or communication is made a term or condition of employment or student admission to school or continued attendance at school either explicitly or implicitly; or
- Submission to or rejection of such conduct or communication by a person is used as a factor in decisions affecting employment or student admission or continued attendance at school; or
- Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with employment or work performance or of creating a hostile, intimidating or offensive work and/or student educational environment.

**Complaints and Grievance System**

If an individual believes that any of the above discrimination or harassment has happened to them or if they believe that the District has inadequately applied the principles and/or regulations of Title IX of the Rehabilitation Act of 1973; Titles VI and VIII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, the Handicappers Civil Rights Act or the Elliot Larsen Civil Rights Act, that person may bring forward a complaint, which shall be referred to as a grievance, to the Local Coordinator, at the following address:

Local Coordinator  
MR. SCOTT SZPARA, DEPUTY SUPERINTENDENT  
Holt Public Schools  
5780 W. Holt Rd  
Holt, MI 48842  
(517) 699-0255  
[sszpara@hpsk12.net](mailto:sszpara@hpsk12.net)

Should this Local Coordinator be unavailable for any reason or should the complaint be about the above Local Coordinator, the complaint and grievance should be brought forward to:

Dr. Johnny Scott, Superintendent  
Holt Public Schools  
5780 W. Holt Road  
Holt MI 48842  
517-694-5715  
[jscott@hpsk12.net](mailto:jscott@hpsk12.net)

This matter will be handled in accordance with the District's Grievance Policy on Civil Rights & Equal Employment Opportunity Complaints and in accordance with Title IX.

This Grievance Policy is as follows:

**Step 1:**

The person who believes he/she has a valid basis for a grievance shall discuss the grievance informally and on a verbal basis with the Local Coordinator, who shall in turn, investigate the grievance and reply with an answer to the complainant within five (5) business or work days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the following steps:

**Step 2:**

A written statement of the grievance signed by the complainant shall be submitted to the Local Coordinator within five (5) business/work days of the receipt of the answer to the informal complaint. The Coordinator shall further investigate the matters of the grievance as necessary and reply in writing to the complainant within ten (10) business or work days of the receipt of the grievance.

**Step 3:**

If the complainant wishes to appeal the decision of the Local Coordinator, the complainant may submit a signed statement of an appeal to the Superintendent of Schools within five (5) business/work days after the receipt of the Local Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business/work days of the receipt of the appeal.

**Step 4:**

If the complainant remains unsatisfied, the complainant may appeal through a signed written statement to the Board of Education within five (5) business/work days of the complainant's receipt of the Superintendent's response in Step 3.

In an attempt to resolve the grievance, the Board of Education shall meet with all concerned parties and any representative within twenty (20) calendar days of the receipt of such an appeal. A copy of the Board's deposition of the appeal shall be sent to each concerned party within ten (10) business/work days of this meeting.



**Step 5:**

If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to:

Office for Civil Rights  
Dept. of Health, Education and Welfare  
Washington, D.C. 20201  
AND/OR to  
Michigan Dept. of Civil Rights  
333 S. Capitol Avenue, Suite C  
Lansing, MI 48933

Any allegation of discrimination or harassment on the basis of race, color, religion, national origin, age, gender, sex, marital status, height, weight, disability or handicap will be promptly investigated. Anyone found to have violated this policy will be subject to disciplinary action up to and including discharge or expulsion.

In the event that such disciplinary action is challenged, employees or students having knowledge of the facts pertaining to such allegations may be required to participate as witnesses. Only through such assistance can Holt Public Schools effectively create an environment free of discrimination or harassment on the basis of race, color, religion, national origin, age, gender, sex, marital status, height, weight, disability or handicap.

Holt Public Schools trusts that all of its employees will continue to act responsibly to establish a pleasant working environment free from discrimination or harassment on the basis of race, color, religion, national origin, age, gender, sex, marital status, height, weight, disability or handicap.

## Drug Free Workplace (Policy A4005)

In compliance with the federal government Drug-Free Schools and Communities Act of 1986, and the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, the Holt Public Schools Board of Education hereby notifies all employees that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs or alcohol is prohibited anywhere on school premises or as part of any of its activities. As a condition of employment, employees shall be expected to abide by this policy.

Further, employees shall be expected to notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace within, and not later than, five days after such conviction. For employees engaged in federal grants the Holt Public Schools Board of Education will notify the appropriate federal agency of such conviction within ten days receipt of notification as required by the Drug-Free Workplace Act of 1988.

Employees who are convicted of a drug violation in the workplace as defined by Drug-Free Workplace Act of 1988 will be subject to disciplinary action in accordance with state and federal statutes and the District's policies and procedures, and the District's negotiated Master Agreements. Disciplinary action may result in penalties up to and including discharge.

## Grievance Policy on Civil Rights and Equal Opportunity Complaints (Policy A4010)

### Section 1:

If any person believes that the Holt Public Schools or any part of the school organization has not complied with federal or state civil rights and equal employment laws or regulations of the U.S. Department of Education, or has in some way discriminated against them on the basis of race, color, religion, national origin, age, sex, marital status, height, weight or handicap, or the District has inadequately applied the principles and/or regulations of Title VI, Title IX or Section 504, he/she may bring forward a complaint, which shall be referred to as a grievance, to the Local Coordinator at the following address:

**Local Coordinator  
Deputy Superintendent Scott Szpara, Holt Public Schools  
5780 W. Holt Road  
Holt, MI 48842  
517-699-0255**

**Section 2:**

The person who believes he/she has a valid basis for a grievance shall discuss the grievance informally and on a verbal basis with the Local Coordinator, who shall in turn, investigate the grievance and reply with an answer to the complainant within five (5) business/work days. If this reply is not acceptable to complainant, he/she may initiate formal procedures according to the following steps:

**Step 1:**

A written statement of the grievance signed by the complainant, shall be submitted to the Local Coordinator within five (5) business/work days of the receipt of the answer to the informal complaint. The Coordinator shall further investigate the matters of the grievance as necessary and reply in writing to the complainant within ten (10) business/work days of the receipt of the grievance.

**Step 2:**

If the complainant wishes to appeal the decision of the Local Coordinator, the complainant may submit a signed statement of an appeal to the Superintendent of Schools within five (5) business/work days after the receipt of the Local Coordinator’s response.

The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business/work days of the receipt of the appeal.

**Step 3:**

If the complainant remains unsatisfied, the complainant may appeal through a signed written statement to the Board of Education within five (5) business/work days of the complainant’s receipt of the Superintendent’s response in Step #2.

In an attempt to resolve the grievance, the Board of Education shall meet with all concerned parties and any representative within twenty (20) calendar days of the receipt of such an appeal. A copy of the Board’s disposition of the appeal shall be sent to each concerned party within ten (10) business/work days of this meeting.

**Step 4:**

If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to:

Office of Civil Rights  
Department of Health, Education and Welfare  
Washington, D.C. 20201

***OR***

Michigan Department of Civil Rights  
333 South Capitol Ave., Suite C  
Lansing, MI 48933

## Employee Conflict of Interest (Policy 5230)

District employees are prohibited from engaging in activities which may be construed as a conflict of interest. No employee shall attempt, during the school day or on school property, to sell or endeavor to influence any student to buy any product, article, instrument, service, or other such item, which would benefit said school employee directly or indirectly.

Purchases of materials and manpower, by employees, shall be accomplished in accordance with good business practices.

Any District employee shall report alleged violations of the conflict of interest policy to the Superintendent and any other administrator. The Superintendent or his/her designee shall make an initial investigation to determine whether said policy has been violated.

## Employee Ethics (Policy 5695)

Employment in public education carries the trust and responsibility to maintain the highest ideals, standards, and quality of service possible for students, parents, the community, and other staff members. Staff members shall perform their official duties in an ethical manner.

The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by school district employees is essential to ensure the proper performance of school business.





**Holt Public Schools**

Board of Education and Administration  
5780 W. Holt Road  
Holt, MI 48842  
517-694-0401

**Holt High School**

**Grades 10-12**  
5885 W. Holt Road  
Holt, MI 48842  
517-694-2162

**Holt 9th Grade Campus**

**Grade 9**  
5780 W. Holt Road  
Holt, MI 48842  
517-694-4370

**EdTrek Alternative Education**  
*In Partnership with ISD and Operated by  
Ombudsman Educational Services*

4610 Spahr Ave.  
Holt, MI 48842  
517-709-3148

**Holt Junior High School**

**Grades 7-8**  
1784 Aurelius Road  
Holt, MI 48842  
517-694-7117

**Hope School**

**Grades 5-6**  
2020 Park Lane  
Holt, MI 48842  
517-699-2194

**Washington Woods School**

**Grades 5-6**  
2055 Washington Road  
Holt, MI 48842  
517-699-0250

**Dimondale Elementary**

**Grades K-4**  
330 Walnut St., P. O. Box 159  
Dimondale, MI 48821  
517-694-6411

**Elliott Elementary**

**Grades K-4**  
4200 Bond Street  
Holt, MI 48842  
517-699-2106

**Horizon Elementary**

**Grades K-4**  
5776 W. Holt Road  
Holt, MI 48842  
517-694-4224

**Midway Elementary**

**Grades K-4**  
4552 Spahr Ave.  
Holt, MI 48842  
517-694-0444

**Sycamore Elementary**

**Grades K-4**  
4429 Sycamore Street  
Holt, MI 48842  
517-699-2185

**Wilcox Elementary**

**Grades K-4**  
1650 Laurelwood Dr.  
Holt, MI 48842  
517-699-0249

**Transportation Department**

**694-0625**

**Community Education**

**694-3411**

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## **Holt Public Schools**

5780 W. Holt Road

Holt, MI 48842

517-694-0401 Phone

517-694-1335 Fax

[www.hpsk12.net](http://www.hpsk12.net)

*In partnership with home and community, the Holt Public Schools will provide quality educational experiences which enable all students to learn and to assume successful adult roles in a changing world.*

Holt Public Schools  
Mission Statement

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