

## TABLE OF CONTENTS

Adult Roles .....	3
Application of Terms and Conditions .....	2
Coalition of Essential Schools.....	3
Contractual Basis for an Education.....	4
Mission Statement .....	3
Rights, Terms, and Conditions of an Education .....	3
Six Principles that Guide Student Achievement.....	3
<b>ADMINISTRATION, FACULTY, STAFF.....</b>	<b>13-14</b>
<b>ADMISSIONS</b>	
<b>Admission of Students Suspended or Expelled</b>	
from other Districts .....	4
Age of Majority .....	4
Contractual Agreement for Admissions.....	4
<b>Notification of Rights Regarding Student Records</b>	
and Student Information .....	5
Pesticide Notice & Asbestos Notice .....	6
Proof of Residency .....	4
<b>ATHLETICS .....</b>	<b>39</b>
<b>ATTENDANCE .....</b>	<b>44</b>
Attendance Policy .....	45
Child Abuse or Neglect .....	57
Corporal Punishment - Physical Force .....	55
Driving Policies .....	57
Guidelines for Students Entering Drug Treatment .....	54
Multicultural and Human Relationships .....	58
Sexual Harassment .....	58
Student Grievance Procedure .....	58
Student Misconduct, Discipline and Due Process .....	47
Transportation .....	56
<b>BELL SCHEDULE.....</b>	<b>11</b>
<b>BULLYING .....</b>	<b>6</b>
<b>CALENDAR OF EVENTS .....</b>	<b>8</b>
<b>COMPUTER USE .....</b>	<b>18</b>
<b>GENERAL INFORMATION and ACTIVITIES.....</b>	<b>15</b>
Clarification & Additional Helpful Hints .....	35
Clubs and Organizations .....	37
Dual Enrollment .....	22
G.P.A. Calculation .....	23
Participation Fees .....	27
<b>WEBSITES</b>	
District, Principal’s Page, and Student Designed pages.....	34

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*Holt High School*  
**STUDENT HANDBOOK**  
**2013-2014**

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Dear Students and Parents:

I would like to welcome everyone to the 2013-2014 school year at Holt High School. The faculty and staff have been working extremely hard to prepare for this school year. We invite the students and parents to be partners with us in helping to make this year highly successful. The students and community of Holt have a reputation for success and we want to continue to build on that tradition.

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

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

I am excited about the opportunity to serve as Holt High School principal this school year and look forward to meeting and working with each one of you. If you have any questions or should need any assistance please do not hesitate to contact me.

Sincerely,  
*Michael Willard*, Principal

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**APPLICATION OF THE TERMS AND CONDITIONS OF THIS HANDBOOK**

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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, administrator and board relationships. Thus, the terms and conditions of this handbook will be applicable but not limited to the following situations:

1. At all times on school property or in school buildings or school facilities.
2. To and from school, school-sponsored functions and events, whether or not school vehicles are being used for transportation.
3. Off school property, but when school-sponsored events or functions are being conducted.
4. 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/event. Off school property where students are representing the district.
5. Off school property, involving issues or matters that are an extension of school, or involve student or student-teacher relationships.
6. 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 student handbook, the district and each student may enter into supplemental agreements that 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 this student 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.

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**PHILOSOPHY of HOLT HIGH SCHOOL**

Holt High School believes its first responsibility is to provide the student with an effective educational environment and a program conducive to the learning of basic academic, problem-solving, and decision-making skills in order to help the student reach his/her full potential. Second, this environment and program should help the student discover individual interests, utilize abilities, and develop a realistic and positive self-image in order to prepare him/her for a competent and responsible performance as an individual and as a member of a family, community, and society. Finally, the school should advance principles of democracy by recognizing the worth of every individual, providing for his/her right to equal educational opportunity and developing his/her respect for the rights of others. The responsibility for providing this environment and program is to be shared by the staff/administration, the family, and the community. The student's responsibility is to take full advantage of the program to the best of her/his ability and either to accept and abide by the rules of this institution or to seek to change them through appropriate channels.

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## COMMON MISSION STATEMENT

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### Mission:

The mission of Holt High School is to create a supportive community where every student experiences success in an exemplary academic program as measured by district, state, or national standards. Each student will graduate as a responsible and respectful citizen with a clearly defined post-secondary plan.

We Care . We Learn . We Grow

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## ADULT ROLES

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

*We will know we are accomplishing this mission when:*

- Students work and learn collaboratively, as well as independently, to produce quality work.
  - Students demonstrate understanding of the curriculum through productive thinking, problem solving and application.
  - Students demonstrate a healthy respect for themselves the environment and human diversity.
  - Students apply technology to access, evaluate, organize, and use information to create knowledge.
  - Students demonstrate literacy in all areas of communication: listening, speaking, reading, and writing.
  - Students demonstrate civic responsibility and appreciation of democratic institutions and processes.
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## THE COMMON PRINCIPLES OF THE COALITION OF ESSENTIAL SCHOOLS

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### *Essential Schools . . .*

- Focus on helping students learn to use their minds well.
- Emphasize deep understanding of essential skills and areas of knowledge, not merely coverage.
- Hold high common goals for all students, coupled with the support needed to reach those goals.
- Personalize teaching and learning.
- Embrace the metaphors “student as worker, teacher as coach and mentor.”
- Require students to demonstrate mastery through exhibition.
- Insist on a tone of trust and decency across the school community and welcome parents as essential collaborators.
- View teachers and principals as generalists first, with a commitment to the entire school.
- Develop budgets and schedules that reflect CES principles and priorities.
- Model democratic and equitable practices.

For more information contact: The Michigan Coalition of Essential Schools  
400 S. Jackson Street, Suite 2, Jackson, MI 49201-2374, 517-780-9814.

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## SIX PRINCIPLES THAT GUIDE STUDENT ACHIEVEMENT

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1. Common Mission, Vision, Values, and Goals
  2. Ensuring Achievement for All Students: Systems for Prevention and Intervention
  3. Collaborative Teaming Focused on Teaching and Learning
  4. Using Data to Guides Decision Making and Continuous Improvement
  5. Gaining Active Engagement from Family and Community
  6. Building Sustainable Leadership Capacity
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## RIGHTS, TERMS AND CONDITIONS OF AN EDUCATION WITH HOLT PUBLIC SCHOOLS

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### *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)*

*The board of a school district shall have the general care and custody of the schools and property of the district and shall make and enforce suitable regulations for the general management of the schools and the preservation of the property of the district. (MCLA 380.1261)*

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.

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## CONTRACTUAL BASIS FOR AN EDUCATION

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In addition to recognizing the rights and obligations of both the district and the student as a matter of law, this handbook also establishes a contractual agreement between the district, each student and parent to accomplish the common goal of producing an educational system with a stable learning environment that 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, and 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.

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### ADMISSION

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#### *Contractual Agreement for Admission*

##### ***Admission to Other Levels Beyond Kindergarten (Policy A-B 5011.1)***

Initial admission of students to grade levels above that of kindergarten shall include a consideration of both the student's chronological age and their readiness to do academic work. The building principal will make the decision as to the grade level placement of a student, subject to review by the superintendent.

##### ***Age of Majority***

- 18-year-old students are legally recognized as adults.
- Except as noted below, policies and procedures set forth in the student handbook will apply to all students, regardless of their attainment of the age of majority:
  1. Students 18 years and older may have the same privilege as their parents/guardians as it relates to access to their student records.
  2. Students 18 years and older may represent themselves during disciplinary conferences and be the addressee for their grade reports.
  3. Students 18 years and older may sign themselves in and out of school and may verify their own absences.

**NOTE:** All school attendance standards continue to apply to students regardless of their age.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school attendance office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

***Proof of Residency*** - The district has the right to request reasonable verification and proof of a student's residence within the Holt Public School District.

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### ADMISSION OF STUDENTS SUSPENDED OR EXPELLED FROM OTHER DISTRICTS (Policy A 5011.2)

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Upon discovering that a student who is enrolling in the Holt Public School District is on suspension or has been expelled from the student's prior school district, the district will:

1. Review the facts which resulted in the suspension or expulsion;
2. Determine whether the student presents a risk to the health, safety and welfare of any individual or facilities, or to the management or maintenance of the school and its programs.

A committee, made up of the principal or assistant principal and counselor, social worker or teacher from the building in which the student is enrolling, will:

1. Interview the student and the parent or legal guardian to determine the facts and circumstances surrounding the suspension or expulsion.
2. Interview appropriate officials at the student's prior school district to determine facts and circumstances surrounding the suspension or expulsion.
3. Make a preliminary determination of: (a) the facts and circumstances surrounding the suspension or expulsion; (b) whether these facts and circumstances present a risk to the health, safety or welfare of any individual or facilities or to the management or maintenance of the school and its programs; and (c) whether or not to admit the student and any conditions of admission.
4. Notify the student and/or parent or legal guardian of this preliminary determination and offer the student and parent or legal guardian the opportunity to respond to any and all aspects of this preliminary determination.

5. Upon response from the student and/or parent or legal guardian, will either make a determination that: (a) further investigation is warranted, in which case step 3 will be repeated; or (b) further investigation is not warranted, in which case a decision will be rendered.

The decision, as well as conditions or limitations on admission, will be made in writing to the parent or guardian and student. The student and/or parent or legal guardian may request a review by the superintendent (or designee) whose decision will be final.

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## NOTIFICATION OF RIGHTS REGARDING STUDENT RECORDS AND STUDENT INFORMATION

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The Family Educational Rights and Privacy Act (**FERPA**) is a federal law which gives parents and students over 18 years of age (“eligible students”) four basic rights with respect to the student’s education records:

- 1) The right to review a student’s education records within 45 days of the date the district receives a written request addressed to the building principal, which identifies the record(s) to be reviewed. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be reviewed.
- 2) The right to request an amendment of a student’s education record that the parent or eligible student believes is inaccurate or misleading. The written request, addressed to the building principal, should clearly identify the part of the record for which amendment is being requested and specify why the record is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of that decision and of the right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent prior to the disclosure of personally identifiable, non-directory information except to the extent that FERPA authorizes disclosure without consent. This right to prevent the disclosure of information in a student educational record depends upon the nature of the information to be released. Holt Public Schools has the right to release, via print, electronic form including on a school web page or via other media, personally identifiable information which is categorized as directory information, as described below, without consent if a parent or eligible student has not previously objected to the designation of the information as directory information.

Holt Public Schools hereby designates and gives public notice that the following shall constitute directory information:

***The student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information that would not generally be considered harmful or an invasion of privacy if disclosed, such as a photograph.***

Notice is hereby given of the right of the parent or eligible student to refuse to permit the designation of this information as directory information with respect to that student. Such parent or eligible student must annually inform the district of any objection in writing within 21 school days after the start of each school year. The *No Child Left Behind Act of 2001* mandates that schools receiving funding under the Act, as is the case with Holt Public Schools, “shall provide on request made by military recruiters or an institution of higher education, access to secondary school student names, addresses and telephone listing.” An eligible secondary school student or the student’s parent may request that the information not be released without prior written consent.

If a parent or eligible student objects to the disclosure of directory information, Holt Public Schools will not disclose that information except in accordance with the procedure established for non-directory information. Otherwise, the objection will be deemed waived and such information will be deemed to be directory information that may be disclosed in line with this policy. Holt Public Schools will also disclose directory information from the student educational record of an individual no longer in attendance at Holt Public Schools without advance notice or consent. This objection should be sent to:

Scott Szpara, Deputy Superintendent  
Holt Administration Offices  
5780 W. Holt Road, Holt MI 48842  
Attn: FERPA Compliance Office

The following constitute exceptions to obtaining consent from a parent or eligible student prior to the disclosure of personally identifiable non-directory information. These exceptions are based upon federal law and do not mandate disclosure of the information but make it permissible.

- a) To school officials with legitimate educational interest. A school official is a person employed by the district; a person serving on the school board; a person, including a parent or student, or company with whom the district has contracted to perform a special task such as an attorney, auditor, medical consultant or who assists another school official in performing his or her tasks or a parent or student serving an official committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- b) To officials of another school district upon request in which a student seeks or intends to enroll.

- c) To educational authorities for audit purposes.
  - d) In connection with an application for a receipt of financial aid.
  - e) To organizations conducting educational studies.
  - f) To accrediting organizations.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
- Family Policy Compliance  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

For further informational detail on parental and student rights regarding student educational records, see Holt Public Schools Board Policy B5058. Each school office has a board policy book that contains Policy B5058.

**BULLYING** *Board Policy No. 6310 (revised June 2012)*

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 of 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 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 30 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.

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### PESTICIDE NOTICE and ASBESTOS NOTICE

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#### PESTICIDES -

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

The second method is via email. **If you need prior notification by email, please request a notification form from your child's school main office.** The Michigan Department of Agriculture requires the following notice:

*Parents & guardians of children attending school are to be notified by school administrators of the right to be informed prior to any application of a pesticide at their school.*

If you need a prior notification form, please contact the Facilities Office at the Administration Building, 5780 W. Holt Road, Holt MI 48842, 517-694-3602.

#### ASBESTOS -

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

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### DISTRICT POLICIES and PROCEDURES

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Detailed information regarding Holt Public Schools Board of Education policies and procedures can be obtained from the Administration Building at 5780 W. Holt Road (across the road from the high school).

An abridged version of the policies/procedures, in a handbook form, is available for parents and can be picked up at the main office of any Holt Public School building.

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# CALENDAR OF EVENTS

## for HOLT HIGH SCHOOL 10-12 BLDG

### 2013-2014

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#### AUGUST 2013

- 23      **Kick Start Orientation** daytime – 10:00am – 3:00pm – Commons  
26      **Kick Start Orientation** daytime – 10:00am – 3:00pm - Commons  
            and same day evening session – 6:00pm – 8:00pm – Commons  
29      (Thurs.) Home Football Game -vs- Hudsonville
- 

#### SEPTEMBER 2013

- 3      First Day of School (Tues.) 7:30am – 2:30pm  
4      **FULL DAY WEDS.** – 7:30am – 2:30pm  
            Marching Band Rehearsal – 6:30pm  
5      Choirs Parent Meeting 6:30pm – Choir room  
9      Board of Education mtg. 7:00pm, Admin Bldg  
10     Vocal Booster Mtg. 7:00pm; Choir Room  
            Band Booster Mtg. 7:00pm; Band Room  
11     ½ day PM Weds. – 10:30am – 2:30pm  
            Marching Band Rehearsal 6:30pm  
12     9<sup>th</sup> grade Pledge to Graduate ceremony  
13     Education Foundation Pre-Game Cook-Out – 5:00-6:45pm – Football stadium  
            Home Football Game – Holt -vs- Eastern  
17     Sophomore Parent Orientation night 7-8:00pm Theater/Library  
            College Information Workshop for Parents – 6:30pm  
18     ½ day PM Weds. – 10:30am – 2:30pm  
            Marching Band Rehearsal – 6:30pm; Band Picture Night  
25     ½ day PM Weds. – 10:30am – 2:30pm  
            Marching Band Rehearsal – 6:30pm
- 

#### OCTOBER 2013

- 2      **FULL DAY WEDS.** – COUNT DAY 7:30am – 2:30pm  
            **CONFERENCES** 5:30-8:00pm  
            Marching Band@ Grand Ledge - Exhibition  
3      Thurs. **HALF DAY** of school; classes in AM – 7:30am – 11:10am  
            **CONFERENCES** 12:30-3:00pm & 5:30-8:00pm (two sessions)  
4      Home Football Game – Holt -vs- Sexton – HOMECOMING  
8      Vocal Booster Mtg. 6:30pm; Choir Room  
            Band Booster Mtg. 7:00pm; Band Room  
9      ½ day PM Weds. – 10:30am – 2:30pm  
            Marching Band Rehearsal – 6:30pm  
14     Board of Education Mtg. – 7:00pm  
15     Parent Visitation Day – all day (parents or guardians only)  
16     ½ day PM Weds. – 10:30am – 2:30pm  
            Marching Band Rehearsal – 6:30pm  
18     DEADLINE for Senior Yearbook Pictures - due by 2:30pm  
23     ½ day PM Weds. – 10:30am – 2:30pm  
25     Late senior pictures accepted by 2:30pm for \$25.00 fee  
            Home Football Holt -vs- Gd Ledge – Light Show & Senior Night  
30     ½ day PM Weds. – 10:30am – 2:30pm
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#### NOVEMBER 2013

- 5      Court to School program - Theater  
6      ½ day PM Weds. – 10:30am – 2:30pm  
11     Board of Education mtg. 7:00pm, Admin Bldg.  
12     Vocal Booster Mtg. 6:30pm, Choir Room  
            Band Booster Mtg. 7:00pm, Band Room  
13     ½ day PM Weds. – 10:30am – 2:30pm

- 20 ½ day PM Weds. – 10:30am – 2:30pm
- 22 Silver Bells Parade in Lansing (Band participates)
- 23 Cheerful Holidays Craft Show – commons (supports Challenge Day fund)
- 27-29 3-day Thanksgiving Break – NO SCHOOL

### DECEMBER 2013

- 4 **FULL DAY WEDS.** – 7:30am – 2:30pm  
Delhi Tree Lighting (Jazz Band participates)
- 5 Holiday Band Concert – 7:00pm Theater
- 9 Board of Education mtg. 7:00pm, Admin Bldg.
- 10 Vocal Boosters mtg. 6:30pm, Choir Room
- 11 ½ day PM Weds. - 10:30am – 2:30pm
- 17 Holiday Vocal Concert 7:00pm Theater
- 18 **FULL DAY WEDS.** – 7:30am – 2:30pm
- 23 Winter Break begins (2 weeks)

### JANUARY 2014

- 6 School Resumes
- 8 ½ day PM Weds. – 10:30am – 2:30pm
- 13 Board of Education mtg. 7:00pm; Admin Bldg.
- 14 Band Booster Mtg. 7:00pm, Band Room
- 15 ½ day PM Weds. – 10:30am – 2:30pm
- 16 Financial Aid Information Night 6-8:00pm, Theater
- 20 NO SCHOOL – MLK Observance
- 22 **EXAMS** (1<sup>st</sup> & 2<sup>nd</sup> hrs) 7:30am - 11:10am
- 23 **EXAMS** (3<sup>rd</sup> & 4<sup>th</sup> hrs) 7:30am - 11:10am
- 24 **EXAMS** (5<sup>th</sup> & 6<sup>th</sup> hrs) 7:30am – 11:10am
- 27 2<sup>nd</sup> Semester begins
- 29 ½ day PM Weds. – 10:30am – 2:30pm

### FEBRUARY 2014

- 3 Scheduling Information Night 7-8:00pm, Theater
- 5 ½ day PM Weds. – 10:30am – 2:30pm
- 10 Board of Education mtg. 7:00pm, Admin Bldg.
- 11 Band Booster Mtg. 7:00pm, Band Room
- 12 **FULL DAY WEDS. - COUNT DAY**
- 14 NO SCHOOL - Mid-Winter Break
- 17 NO SCHOOL – Mid-Winter Break
- 18 Band Concert 7:00pm Theater
- 19 ½ day PM Weds. – 10:30am – 2:30pm  
MSVMA District Choir Festival – all day in bldg.
- 20 MSVMA District Choir Festival – continues all day in bldg.
- 26 ½ day PM Weds. – 10:30am – 2:30pm

### MARCH 2014

- 4 MME testing for Juniors 7:30am-12:30pm  
(Sophs & Seniors have different schedule to be announced)
- 5 MME testing for Juniors – 7:30am-10:30am  
(Sophs & Seniors report to school at 10:30am on the 5<sup>th</sup>)
- 6 MME testing for Juniors – 7:30am-10:30am  
(Sophs & Seniors have a different schedule to be announced)
- 10 Board of Education mtg. 7:00pm, Admin Bldg.
- 11 Vocal Booster Mtg. 7:00pm, Choir Room  
Band Booster Mtg. 7:00pm, Band Room
- 12 **FULL DAY WEDS.** – 7:30am – 2:30pm
- 13 Thurs. – ½ day Classes in AM 7:30am - 11:10am  
**CONFERENCES** 12:30 – 3:00pm & 5:30-8:00pm (2 sessions this date)
- 14 ½ day **classes in AM** – 7:30am – 11:10am dismissal
- 18 MME Make-ups arranged by counseling office

- 19 ½ day PM Weds. – 10:30am – 2:30pm  
MME Make-ups arranged by counseling office
- 20 MME Make-ups arranged by counseling office  
Band-Aid Dinner Concert
- 26 ½ day PM Weds. – 10:30am – 2:30pm  
Education Foundation Community Recognition Dinner @ Chisholm Hills
- 31 NHS Induction 7:00pm, Theater

**APRIL 2014**

- 2 **FULL DAY WEDS.** – 7:30am-2:30pm
- 4 Spring Break begins (Friday) no school
- 7-11 Spring Break - NO SCHOOL
- 14 School Resumes  
Academic Honor Awards – by invitation – 7:00-8:00pm – Theater
- 15 Vocal Booster mtg. 6:30pm, Choir Room  
Band Booster mtg. 7:00pm, Band Room
- 16 ½ day PM Weds. – 10:30am – 2:30pm
- 21 Top Ten Dinner – 6:30pm – by invitation
- 23 ½ day PM Weds. – 10:30am – 2:30pm  
Fine Arts Festival 6:30-9:00pm, Commons/Theater/Art wing
- 24-25 Cap/Gown/Announcements delivered during lunch periods
- 28 3.5 Senior Dinner – by invitation – 6:30pm
- 30 ½ day PM Weds. – 10:30am – 2:30pm

**MAY 2014**

- 5 Awards Night – 7:00-8:00pm – Theater (teachers, coaches awards)
- 7 ½ day PM Weds. – 10:30am – 2:30pm
- 13 Vocal Booster mtg. 6:30pm, Choir Room  
Band Booster mtg. 7:00pm, Band Room
- 14 ½ day PM Weds. – 10:30am – 2:30pm  
District’s Retirement Reception - TBA
- 15 Spring Band Concert 7:00pm, Theater
- 17 PROM
- 20 Spring POP’s Vocal Concert 7:00pm, Theater
- 21 ½ day PM Weds. – 10:30am – 2:30pm
- 26 NO SCHOOL – Memorial Day
- 27 Senior Exams & official last day for seniors
- 28 **FULL DAY WEDS.** – 7:30am – 2:30pm
- 31 Senior Breakfast 9:00am, West Commons

**JUNE 2014**

- 1 **Commencement** - 4:30pm - MSU Breslin Student Events Center  
Baccalaureate – 1:30pm – HHS Theater
- 4 **FULL DAY WEDS.** – 7:30am – 2:30 pm
- 9 **EXAMS** hours 1 & 2 – 7:30am - dismiss 11:10am
- 10 **EXAMS** hours 3 & 4 – 7:30am - dismiss 11:10am
- 11 **EXAMS** hours 5 & 6 – 7:30am - dismiss 11:10am  
Last Day of School  
Teacher’s last work day

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## SCHOOL DAY BELL SCHEDULES

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### Monday, Tuesday, Thursday, and Friday

Teachers report	7:25 am
1 <sup>st</sup> hour	7:30 am - 8:30 am
2 <sup>nd</sup> hour	8:35 am - 9:35 am
Nutrition Break	9:35 am - 9:45 am
3 <sup>rd</sup> hour	9:45 am - 10:45 am
 <b>A Lunch</b>	 10:50 am - 11:15 am
4 <sup>th</sup> hour <i>(for A lunch)</i>	11:20 am - 12:20 pm
<b>OR</b>	
4 <sup>th</sup> hour <i>(for B lunch)</i>	10:50 am - 11:50 am
<b>B Lunch</b>	11:55 am - 12:20 pm
 5 <sup>th</sup> hour	 12:25 pm - 1:25 pm
6 <sup>th</sup> hour	1:30 pm - 2:30 pm
End of teacher's day	2:30 pm

**\*NOTE:** Lunch "A" or "B" is determined by the student's English teacher. The Attendance Office will send the lunch assignment poster to teachers/staff on the first day of each semester. It will be posted in each classroom.

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### Wednesday Schedules

<u>1/2 day P.M. Schedule</u>	<u>1/2 day A.M. Schedule</u>	(some conference days)
1 <sup>st</sup> hour      10:30 am - 11:05 pm	1 <sup>st</sup> hr        7:30 am - 8:02 am	
2 <sup>nd</sup> hour      11:10 am - 11:45 pm	2 <sup>nd</sup> hr        8:07 am - 8:40 am	
Nutrition     11:45 pm - 11:55 pm	3 <sup>rd</sup> hr        8:45 am - 9:17 am	
3 <sup>rd</sup> hour      11:55 pm - 12:30 pm	4 <sup>th</sup> hr        9:22 am - 9:55 am	
4 <sup>th</sup> hour      12:35 pm - 1:10 pm	5 <sup>th</sup> hr        10:00 am - 10:32 am	
5 <sup>th</sup> hour      1:15 pm - 1:50 pm	6 <sup>th</sup> hr        10:37 am - 11:10 am	
6 <sup>th</sup> hour      1:55 pm - 2:30 pm		<i>(no nutrition break)</i>

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### Exam Day Schedule

1 <sup>st</sup> , 3 <sup>rd</sup> , or 5 <sup>th</sup> hour	7:30 am - 9:15 am
Nutrition Break	9:15 am - 9:25 am
2 <sup>nd</sup> , 4 <sup>th</sup> , or 6 <sup>th</sup> hour	9:25 am - 11:10 am

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# FACULTY

## 2013 – 2014

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### BUSINESS EDUCATION

Mr. Dan Knechtel  
Ms. Nan Meredith  
Mr. Marty Pohl  
Mr. Jeff Shane \*  
Mr. Aaron Smith  
Ms. Clara Swihart

### COMMUNICATION ARTS

Ms. Janine Baker  
Ms. Amy Clark  
Ms. Christine Fisher \*  
Ms. Michelle Fulton  
Ms. Jennifer Jones \*  
Mr. Bruce Kutney  
Mr. Zack Lawson  
Ms. Nan Marshall  
Ms. Olivia Nelson  
Ms. Anne Russo  
Ms. Erin Umpstead

### ESL (English as a Second Language)

Ms. Carol Prais

### FAMILY & CONSUMER SCIENCES

Ms. Pam Pilant  
Ms. Kellie Sweitzer \*

### FINE ARTS

Mr. Monty Bishop  
Mr. Mike Emerson  
Ms. Heidi Irvine  
Ms. Brooke Peiffer \*  
Ms. Patty Pisano

### GUIDANCE

Mr. Bob Bower \*  
Mr. John Conner  
Ms. Rebecca Fedrigo

### HEALTH

Ms. Elizabeth Graf \*

### INFORMATION

#### LITERACY

Ms. Teresa Asch \*

### MATHEMATICS

Ms. Sara Bieda  
Ms. Sandy Callis  
Mr. Sean Carmody  
Mr. Dave Hildebrandt  
Mr. Craig Huhn  
Mr. Stephen Lawatsch  
Ms. Heidi Misaras  
Mr. Marty Schnepf \*  
Mr. Brian Vessell

### MODERN LANGUAGES

Mr. Agbeko Agbenyiga  
Ms. Janine Baker  
Ms. Brooke Murphy  
Ms. Rosie Peters  
Ms. Amy Sheppard \*

### PHYSICAL EDUCATION

Mr. Doug Harkema  
Mr. Al Slamer \*

### SCIENCE

Ms. Mary Boulanger  
Ms. Lori Buwalda  
Ms. Connie Erickson  
Mr. Dave Foy  
Mr. Bill Hodges  
Ms. Heather Peterson \*  
Mr. Stephen Potter  
Mr. Eric Pulver  
Mr. Keith Smith  
Mr. Mike VanAntwerp  
Ms. Lisa Weise

### SOCIAL STUDIES

Ms. Hannah Cappelletti  
Mr. Chad Fulk  
Mr. Robert Dozier  
Mr. Jim Keckeisen  
Mr. Alex Mann  
Mr. Corey Martin  
Mr. Russ Olcheske  
Mr. Dave Runyon  
Mr. Matt Trunk

### STUDENT ADVOCACY

Ms. Alana Anderson  
Mr. Ryan Anderson  
Ms. Pam Badders  
Mr. Gordon Bieske \*  
Ms. Jodi Deroshia

### STUDENT SUCCESS & INTERVENTION

Ms. Karen Hunt  
Mr. Grant Melville  
Ms. Joann Weil

### TECHNOLOGY EDUCATION

Ms. Beth Pulver \*

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## CLASS ADVISORS

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Junior Class  
Ms. Patty Pisano

Sophomore Class  
Ms. Patty Pisano

## ADMINISTRATORS

**Mr. Michael Willard, Principal 517-694-1336**

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

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**Ms. Ann Coe, Asst. Principal, Counseling & Student Services 517-694-2812**

She oversees student services including guidance, student grades, student records, and testing. She works with departments in developing curricula, edits the Program Planning Manual, builds the master schedule of classes, prepares teacher evaluations, assists with student discipline, serves as liaison between Holt High School and M.S.U., EdTrek, LCC's High School Completion program, and Virtual High School.

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**Mr. Christopher Billingslea, Asst. Principal, Attendance & Discipline 517-699-1115**

Responsible for 10-12 student affairs, including attendance, activities and discipline, teacher-student relationships and morale, work programs, manages the attendance office as well as the high school's physical plant, plans after Prom activities, and prepares teacher evaluations as needed.

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**Mr. Rick Schmidt, Athletic Director 517-699-7933**

He manages athletic programs at the junior and senior high schools; administers the athletic budget, coordinates athletic scheduling and supervision, coaching evaluations, hires officials and game workers, monitors eligibility of student athletes, and works with community/booster clubs to improve programs.

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**Ms. Kristie Hagerman, Administrative Assistant & Attendance Officer 517-699-7864**

The attendance officer responsible for student attendance, recording and reporting for grades 10-12, handles student discipline and addresses inappropriate clothing issues. She verifies district residency, attendance, and is the Senior Breakfast Committee chairperson.

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**Mr. Bob Bower, A-G Counselor and Dept. Chair 517-699-0288**

Coordinates all student guidance services including career and educational planning and Career Center placements, and is the contact counselor for Career Center students and coordination of all Career Center matters for HHS, as well as scheduling classes for his group of students.

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**Mr. John Conner, H-O Counselor 517-699-0289**

Arranges college and military visitations, foreign exchange programs, and is responsible for communicating college admissions and scholarship information to students, as well as scheduling classes for his group of students.

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**Ms. Rebecca Fedrigo, P-Z Counselor 517-699-0287**

Coordinates testing processes for the PSAT, AP, ACT, and MME, as well as scheduling classes for her group of students.

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**Ms. Joann Weil, Student Success Coordinator 517-699-6423**

Coordinates personalized student success plans for 10-12 students. Find Ms. Weil in the attendance office.

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**Mr. Jeff Miller, Theater & Events Manager & Facilities Manager 517-699-7862**

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

## ADMINISTRATIVE SUPPORT STAFF

**Ms. Cindy Godbehere, Principal's Office Assistant 517-699-0294**

Provides administrative support to the Principal for correspondence and high school human resource records; designs/publishes the student and teacher handbooks, programs for award events, and Commencement; co-edits the parent newsletter *Rambling On*; designs and edits the "Principals Page" website (at holthighschool.net), coordinates the back-to-school orientation for all students, organizes orders for class rings, graduation apparel, and diplomas; coordinates Academic Awards, the Top Ten Dinner, 3.5 Dinner, Award's Night, and Commencement; assists with Parent-Teacher Conferences; distributes mail; issues keys; and coordinates daytime use of the high school building.

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**Ms. Renee Sadler, Holt High School Bookkeeper 517-699-7866**

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

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**Ms. Pamela Livingston, Assistant Principal's Office Assistant – Counseling 517-699-0291**

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

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**Ms. Laura Barens, Office Assistant to the Counselors 517-699-0292**

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

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**Ms. Paula Lonsberry – Assistant Principal's Office Assistant - Attendance Office 517-699-0293**

Provides administrative support to Mr. Billingslea; supervises attendance procedures, including hourly and daily attendance, special attendance, call lists and excessive absence reports; administers student medications according to district procedures; helps with Count Day, school membership, enrollment reports; and assists with Parent-Teacher Conferences.

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**Ms. Melinda Allen, Attendance Office Assistant 517-699-0293**

Provides administrative support in the attendance office by recording attendance, waiting on student needs, assisting in record keeping, answering phone calls; assists with administering student medications according to district procedures; and assists with Parent-Teacher Conferences.

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**Ms. Rosann Frazier, Office Assistant for the Library/Media Center 517-699-7470**

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

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**Ms. Kim Bails, Office Assistant-Athletics/Facilities Scheduling/Theater & Events offices 517-694-2383**

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

## GENERAL INFORMATION AND ACTIVITIES

### 3.5 SENIOR DINNER

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

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### AWARD RECOGNITION NIGHTS

Two special evenings are reserved in the spring to recognize academic achievements of students.

- **Academic "H" Awards** – Students in grades 10-12 who meet established criteria for academic excellence in the regular education curriculum will be awarded with an academic "H" letter. The first eligibility will occur at the conclusion of the 1<sup>st</sup> semester of the sophomore year. Students who earn a second and/or third year award receive academic pins to be placed on their chenille academic "H" letter jacket. Jackets can be ordered through the school store.

To earn an academic "H" award a student must meet one of the following:

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

The following table shows how to calculate the straight grade point average (not the cumulative GPA) by converting the letter grade into grading points.

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
E	0.00

An example of calculating a single semester's GPA:

Algebra	A	4.00
English 11A	A-	3.67
Health	A	4.00
French II	A	4.00
Biology A	A	4.00
World Hist	B	3.00
		22.67 divided by 6 classes
Equals		3.77 Grade Point Average

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

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### BACCALAUREATE

Baccalaureate is a non-school, non-denominational religious event planned entirely by a senior student committee and held prior to Commencement.

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### BACKPACKS/POUCH/PURSE

All students are provided with a locker. Backpacks and large purses will be stored in lockers and not carried/worn during the instructional day. Students are allowed to carry a fully mesh see through drawstring backpack which is no larger than 14-inches wide by 18-inches high or a pouch which is no larger than 6-inches wide by 9-inches high. The School Store may stock mesh backpacks. Occasionally students may be temporarily assigned a locker partner until a locker becomes available.

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### BOOKS – Textbooks, library books, teacher books loaned out

Books assigned, loaned, or checked out become the responsibility of the student. **The student will assume financial responsibility for any book lost or damaged.** (Replacement copies will not be accepted in lieu of payment of fines.)

If a student loses a book, the full replacement cost of the book will be charged. Refunds for lost books that have been returned will be honored for up to one year from the date of payment.

If a book is returned with damage from water (or any other liquid), the full replacement cost of the book will be charged. (Liquid damage to a book results in mold/mildew formation which is a health hazard.)

**STUDENTS** -- do not lend textbooks to anyone; do not leave books unattended; do not check out books for a friend. (Students are responsible for all materials that are issued to them.)

Books left in lockers are the responsibility of the student. Fines may be charged for any loss or damage that occurs to books that have been left in lockers.

**Your signature on the student emergency card confirms that you have read and understand this information regarding issuance of textbooks, library books and books loaned out by teachers.**

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**BULLYING** (Board Policy No. 6310 revised June 2012) Full outline on page 6

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.

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**C.A.T.A. REDI-RIDE SERVICE**

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

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**CAREER CENTER**

The Capital Area Career Center (CACC) is a vocational school that trains students from Ingham County for career skill development. Our students attend the home school for half of the school day and the CACC the other half. There is no charge for attending CACC. Students work with counselors in their sophomore year to begin the decision-making process for CACC; application is made through the high school counseling office. All students attending the CACC are responsible for the scheduled days of attendance at both Holt High School and the Career Center. A calendar for both facilities will be available at the beginning of the school year. Failing to attend on required days could result in the loss of credit from either or both schools.

Normally, on half days when students are scheduled for both Holt High School and the Career Center, the first responsibility for the attendance of classes is Holt High School, unless there is prior approval through Holt High School for Career Center attendance. Holt High School will not excuse any day of absence from the Career Center unless there is a mandatory Holt High School sponsored activity on the same day. In these cases, students need to have prior approval at least one (1) day before the scheduled activity. Holt students are always expected to follow the Holt High School schedule; you will be notified of any exceptions.

Generally, Holt High School provides transportation to and from the Career Center, unless students choose to drive themselves. If there are transportation needs on days that Holt is not in session, the student is responsible for:

1. Contacting Holt School's Transportation Office at 694-0625 at least two (2) days prior to the day transportation is needed and making arrangements.
2. If Holt Public School's transportation is not possible, then students are responsible for securing their own transportation to and/or from the career center. \* Refer to the driving policy in this handbook.

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**CELL PHONES / ELECTRONIC DEVICES / MUSICAL DEVICES**

The school district or any representative is not responsible for the loss and/or replacement of any items stolen on school property. Students are encouraged to leave all electronic devices at home. Students who choose to bring in these items do so at their own risk.

**Communication Devices:** In general **should be turned off and placed out of sight during the instructional day.** At the teacher's discretion, programs such as calendars, calculators and other applications for academic purposes only may be allowed. Communication devices inappropriately used will be confiscated by school personnel and taken to the attendance office. Texting and web browsing functions may be utilized only at the student's lunch period.

**Consequences:**

- 1<sup>st</sup> offense: Late start Wednesday morning detention – phone may be returned to student at the end of the day.
- 2<sup>nd</sup> offense: Late start Wednesday morning detention – phone will be held until parent claims it.
- 3<sup>rd</sup> offense: One-day out-of-school suspension – phone will be held until parent claims it.

Important Note: Administration reserves the right to search (go through programs, pictures, and applications) a student's cell phone if there is reasonable suspicion that the cell phone's use was in direct violation with any

school policy. If the student refuses to cooperate with administration's request to search the phone, a mandatory meeting with parents will be required before the cell phone will be released and further disciplinary action will be taken.

**Other Electronic Devices:** Devices with musical listening, gaming and tablet function capabilities are only allowed during the student's lunch period and at the teacher's discretion for academic purposes; not allowed during passing time.

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### **CLASSROOM RULES**

The following rules will promote a respectful atmosphere, responsible students, a safe learning environment, and a clean school.

<b>RESPECT</b>	<i>Be respectful to yourself, others, human diversity, and school property.</i>
<b>RESPONSIBILITY</b>	<i>Be responsible and accountable for your choices.</i>
<b>SAFETY</b>	<i>Be appropriate: demonstrate behavior that is considerate of community, the campus, and yourself.</i>

**STUDENTS MUST:** (not all inclusive)

- ▶ not carry backpacks or large bags during the instructional day - if a purse or carrier of any sort can contain a notebook it is considered too large;
- ▶ see teacher for makeup work;
- ▶ have a pass when leaving the classroom or leaving the building;
- ▶ remove hats/hoods/bandannas/scarves/sunglasses upon entering the school building. Coats belong in lockers. These items are not to be carried around the classroom or building;
- ▶ wear appropriate school dress (see student handbook or Dress Code posters in each room);
- ▶ keep cell phones and other communication devices turned off and out of sight during the entire instructional day. They are prohibited from use during the academic school day 7:30am-2:30pm.
- ▶ not threaten violence or carry weapons (described as firearm, dagger, dirk, stiletto, knife with a blade over three inches long, pocketknife opened by a mechanical device, iron bar or brass knuckles);
- ▶ follow individual classroom rules;
- ▶ not eat or drink in the classroom (except for water);
- ▶ put litter in its proper place (in trash receptacles).

**All staff members have the right & obligation to enforce school rules.**

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### **CLASS STATUS POLICY**

Students' grade placements are based on their total credits earned; students will not automatically be promoted from sophomore to junior status or from junior to senior status if they do not have the required number of credits.

The minimum earned credits to be considered a sophomore are 6.5; junior – 14; senior – 21.5. Total credits are based upon calculations in August to allow for the inclusion of summer school courses.

Students are urged to keep track of their own progress toward graduation and consult with counselors for credit updates. Students' credits will be evaluated once annually prior to the beginning of the school year and students will be notified of class level no later than October 29. Implications: Students who wish to remain at class level, but who have failed courses, should consider the following options: Summer School, Michigan Virtual H.S., E2020 online courses, and LCC. Counselor approval prior to enrolling in any class outside the high school is required.

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### **CLOSED CAMPUS** *Holt High School is a CLOSED CAMPUS - no guests permitted*

Students are to remain on campus until the end of the school day or until they have checked out in the Attendance Office. Students are not permitted to leave campus for lunch; deliveries from outside vendors OR someone bringing food in for lunch is not permitted. Students should bring their lunch or purchase from Food Service. Students who participate in programs outside the school campus (Career Center, Dual Enrollment, Work Experience, Mentorship) must sign out and leave campus at the appropriate time.

Violation of closed campus policy will result in a possible suspension of up to three days. Violations will be considered in a cumulative manner with consequences being progressive in nature up to a ten-day suspension.

A closed campus is much safer and does not cause the potential for tardies as an open campus would.

**Please throw trash in the trash barrels provided**

## COATS

All students are provided with a locker. Coats meant as outer wear are to be stored in lockers and not carried/worn during the instructional day.

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## COMMENCEMENT – and Graduation Requirements

Commencement is the final ceremony and activity for seniors. The program is highlighted by speeches given by members of the senior class, faculty, alumni, and Superintendent of Schools. Wearing the cap and gown singles out seniors, but participation in commencement exercises is not mandatory for receipt of a diploma. Seniors are named individually as they walk across the stage; they receive their actual diploma immediately following the commencement ceremony. Diplomas may be temporarily withheld if all fees and fines are not paid prior to commencement.

### **IMPORTANT GRADUATION ACTIVITY NOTICE**

**Only students who meet the full graduation requirements will be allowed to participate in Baccalaureate and Commencement exercises.**

MME TESTING GRADUATION REQUIREMENT – Holt Public Schools students must complete all components of the Michigan Merit Exam (MME) during their 11<sup>th</sup> grade year. In the event that a student does not take the MME or took the exam and did not receive valid scores, the student is required to retake the entire MME (reading, writing, mathematics, science, and social studies) in their senior year, unless excused by the high school administration.

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## COMMUNITY SERVICE

Students interested in earning community service hours should contact the Assistant Principal in the Attendance Office to make arrangements. There are several tasks that can be performed by students and apply towards the hourly requirement to comply with your community service obligations.

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## COMPUTER USE Acceptable Use Policy

The computer is a tremendous tool in learning and discovery. Holt High School would like to provide the use of a computer to all students. However, due to the programming access of this tool, the integrity of the school system and curriculum cannot be compromised. Students are welcome to use the computer under the following conditions.

1. Students are prohibited from going to C prompt, DOS command, or the operating system.
2. Students are prohibited from copying or erasing any software or files.
3. Students may use only software approved by the supervising teacher.
4. Students are prohibited from loading anything on the hard drive.
5. Students are prohibited from accessing any network.
6. Students are prohibited from bringing game disks to school and playing them on our computers.
7. Students are prohibited from printing documentation for any programs.
8. FTP downloads are limited to TEACHERS only.
9. CHAT ROOMS are off limits to students.
10. The school reserves the right to detail other restrictions as conditions warrant.

If a student violates these conditions, the student is responsible for the discipline consequences, including any cost incurred. Please remember that using the Internet at Holt Schools is explicitly a privilege. Our acceptable use policy (which must be agreed to by all people using the Internet here) states, “Any action by a member that is determined by a system administrator to constitute an inappropriate use of HoltNet or to improperly restrict or inhibit other members from using and enjoying HoltNet is strictly prohibited.” Holt School District reserves the right to make any additions or deletions we feel necessary and will notify both the student and his/her parents in written form. This applies to all computers in the Holt School District.

### **Holt Public Schools Terms and Conditions:**

#### General Information

HoltNet is a service provided by Holt Public Schools. Holt Public Schools reserves the right to amend this Use Policy as necessary. Your signature on the Holt H.S. Emergency Student Information card is legally binding and indicates that you have read these Terms and Conditions carefully, understand their significance, and agree to abide by them.

#### Information content and uses of HoltNet

Members and the parents of members under 18 years of age are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal materials. HoltNet, Holt Public Schools, and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Parents of minors having accounts on HoltNet should monitor home usage of the system. Students knowingly bringing such materials into the school environment will be dealt with according to the discipline policies of the individual school buildings and Holt School District. HoltNet is provided on an “as is, as available” basis.

### **Third-Party-supplied information**

Members are urged to use caution (Buyer Beware!) when considering the purchase of goods or services over the HoltNet. HoltNet is not liable for any purchases made.

### **Telephone charges**

HoltNet assumes no responsibility or liability for any phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs, incurred by a member while accessing HoltNet. Any disputes or problems regarding phone service are strictly between the member and his/her local phone company and/or long distance service provider.

### **Online-conduct**

Any action by a member that is determined by a system administrator to constitute an inappropriate use of HoltNet or to improperly restrict or inhibit other members from using and enjoying HoltNet is strictly prohibited. Members specifically agree not to submit, publish, or display on HoltNet any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material; nor shall they encourage the use of controlled substances. Transmission of material, information or software in violation of any local, state or federal law is prohibited. HoltNet is to be used by the member for his/her personal use only. Members may not make use of HoltNet for any personal gain. Commercial uses of HoltNet are strictly prohibited unless prior written consent from the system administrators has been granted.

### **Copyrighted material**

Copyrighted material must not be placed on any system connected to HoltNet without the author's permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to HoltNet. Members may download copyrighted material for their own use with the expressed permission of the owner or authorized person.

### **Public-domain material**

Any member may download public-domain programs for his/her own use or non-commercially redistribute a public-domain program. Members assume all risks regarding the determination of whether a program is in the public domain.

### **Disk usage**

The system administrators reserve the right to set quotas for disk usage on HoltNet. A member who exceeds his/her quota will be advised to delete files to return to compliance. A system administrator will remove files when a member remains in non-compliance.

### **Electronic mail and attachments**

**ELECTRONIC MAIL AND ATTACHMENTS** (Policy 4514 – Policy Governing Electronic Mail and Attachments)

- 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.

### **Security**

If a member identifies a security problem on HoltNet, the member must notify a system administrator or e-mail help@hpsk12.net. The member should not demonstrate the problem to others. Attempts to log in to the system using another member's account or as a system administrator are prohibited. Allowing another person to use your member log in name and password is prohibited. Any member identified as a security risk or having a history of problems with other computer systems may be denied access to HoltNet.

### **Vandalism**

Vandalism is prohibited. It is defined as any malicious attempt to harm or destroy data of another member, HoltNet, or any of the agencies or other networks that are connected to the NSFNET Internet Backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

### **Termination of account**

A member may terminate his/her account on HoltNet by sending notice to a system administrator. The system administrators reserve the right, at their sole discretion, to suspend or terminate a member's access to and use of HoltNet upon any breach of the Terms and Conditions by the member. Prior to a suspension or termination or as soon as it is practical, the system administrator will inform the member of the suspected breach and give an opportunity to present an explanation. In certain instances, disciplinary action may be taken against the offending party.

**Enforcement provisions**

In order to ensure adherence to the Terms and Conditions, the system administrators reserve the right to monitor all activity on HoltNet and to inspect any files, including e-mail, stored on the system. Privacy is not guaranteed.

**Other provisions**

The Terms and Conditions shall be interpreted, construed and enforced in all respects in accordance with the laws of the State of Michigan.

**Exception of terms and conditions**

All Terms and Conditions of MSU, CICNET and NSFNET are also applicable. They are available online.

**STUDENT USE OF TECHNOLOGY**

- Students are prohibited from mishandling hardware or support materials.
  - Students are prohibited from going to the command prompt or the operating system folder.
  - Students may use only district approved software
  - Students are prohibited from deleting anything from the hard drive
  - CHAT ROOMS are not to be used by students for any reason or purpose
  - Downloads are limited to staff only
1. **By your signatures on the HHS Emergency Student Information card, you (parent and student) acknowledge that this student will have access to the internet at school and after school hours. The parents/guardians by their signatures take full responsibility for any use, including during school hours and after school hours, in accordance with school policies.**
  2. Parents and students are hereby expressly warned and advised as to the existence of defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal materials which are on the Internet and are accessible to users.

**Technology Access & Use Policy Summary** (Policy 4512 – Technology Acceptable Use Policy)

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 disclosable 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.

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**COUNSELING OFFICE** - located in the east office complex (office to the left inside the main doors).

Students are assigned to counselors by an alphabetical division by last name.

Mr. Bob Bower	699-0288	A - G
Mr. John Conner	699-0289	H - O
Ms. Rebecca Fedrigo	699-0287	P - Z

In most cases, you should make an appointment with your counselor in advance. Check with the counselor's secretary – a pass will be sent to your class to allow you to come to the counseling office. Counselors are available during the instructional day. Evening appointments can be made. In addition to helping students plan their high school program, the counselor can provide information on the Career Center, colleges, vocational schools, military opportunities, decision-making, personal issues and a host of other areas.

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### **DANCES & PROM**

- Holt students only
- No alcohol, smoking, or illegal drugs
- Must have a school I.D. for entrance
- No canes
- No dirty dancing
- Guests are allowed for PROM and must be pre-registered – see criteria stated below.
- No weapons or dangerous weapons defined as: firearm, dagger, dirk, stiletto, knife with a blade over three inches long, pocketknife opened by a mechanical device, iron bar, or brass knuckles.

**PROM** – We have attempted to minimize and check the ever-increasing cost to students. We also stress that it is a semi-formal dance with tuxedos and long formals as optional dress choice. Members of the junior class and their advisor organize the Prom. Juniors and seniors are allowed to bring one outside guest/date per student. This guest/date must be pre-approved by the attendance office.

Pre-approval can be achieved by picking up a Guest Request form from the attendance office. The entire guest request form must be completed and returned to the attendance office two weeks prior to the Prom date. Unfortunately, some guests may not be approved.

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### **DRESS – Appropriate School Dress**

- Does not create a disturbance
- Is not sexually suggestive
- Is not related to drugs, alcohol, or tobacco
- Does not contain obscenities or connotations
- Does not contain gang symbols
- Does not create a safety hazard
- Does not damage school property
- Is not offensive or inflammatory to other groups or individuals

Together, students, parents and the high school staff hold basic expectations of dress and grooming that promote a business-like, yet comfortable atmosphere at Holt High School.

Appropriate school attire may not include any clothing items that are transparent and/or see through, display wording, insignia, style or ornament that is distracting, discriminating, degrading or defamatory to any individual or to any racial, religious or minority group or identifies a secret society or gang. Clothing items that reference drugs/alcohol, double entendres/obscenities or that are distracting or disruptive to the teaching and/or learning environment, or are otherwise in conflict with stated school policy, are not acceptable school attire. Final decisions regarding whether a student's dress is appropriate or inappropriate rest with the administration.

**Head coverings:** Hats/hoods/bandannas/scarves/sunglasses are to be removed upon entering the building and are not to be carried around during the school day. Coverage for religious purposes must be cleared through school Administration. NOTE: The Administration and Student Council are permitted to designate special dress days at which time hats may be worn.

**Shirts or blouses (tops):** Must cover the torso and have an appropriate neckline with no visible cleavage. Undergarments are to be covered at all times. Sleeveless shirts must have a minimum 3-inch strap covering the shoulder area. Tank tops/muscle shirts and spaghetti strap tops are not considered appropriate.

**Pants (bottoms):** Excessively saggy or with holes that expose skin, and leggings or tights worn in place of pants, are not considered appropriate dress. Leggings and tights should be covered by appropriate tops/bottoms. Pants are to be worn at the natural waist line.

**Dresses, skirts and shorts (bottoms):** Must have a minimum length of five inches above the top of the knee cap or longer (while seated for dresses or skirts).

**Accessories** - such as chains (wallet, decorative, or otherwise), bracelets or any item that may cause harm to others and/or school property are deemed inappropriate.

**Physical Education Courses** - Aquatics: string bikini swimsuits are not considered appropriate. P.E. gym classes: shorts must be at least mid-thigh in length; tops must adhere to regular dress code requirements.

With the understanding that academic time is very important, in the attempt to limit the amount of time spent

dealing with such a violation, the student will be required to make appropriate clothing adjustments. If available, the school may provide a piece of cleaned appropriate attire that meets the dress code standard so the student can return to class. Parental contact will be made for any student unwilling to make appropriate adjustments.

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### **DRUGS "Look Alike Drugs"**

Any "look-alike" drug substances such as "near beer", O'Doul's, oregano joints, fake marijuana cigarettes, or other drug substances that convey the impression of an illegal drug or alcohol substance are subject as a violation of possession or use of drugs as stated in the Student Code of Conduct, excluding contact with law enforcement.

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### **DUAL ENROLLMENT University/High School**

Effective July 1, 2012, a larger number of high school-aged students will be eligible for dual enrollment in postsecondary institutions and career and technical preparation programs. Senate Bills 622, 623, 709, and 710, all signed by the Governor on May 15, 2012, modify the requirements for students involved in dual enrollment programs. See your high school counselor for rules/guidelines/requirements for dual enrollment.

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### **ELECTRONIC DEVICES – see "Cell Phones / Electronic Devices / Musical Devices"**

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### **EMERGENCY PROCEDURES**

- ◆ **Fire Drills:** Six (6) fire drills are scheduled during the school year. In the case of a fire alarm please exit quickly and efficiently out the nearest door to the classroom, hall, or office you are in at the time. Check signs in the hallways and classrooms for specific directions for fire and tornado information. Please stand at least 100 feet away from the building during a fire drill.
- ◆ **Tornado Drills:** Two (2) tornado drills are scheduled during the school year. In the case of a tornado alarm please move to the designated areas of shelter listed on the signs in each classroom area and follow the tornado procedure protocol.
- ◆ **Safety Drills:** Two (2) safety drills are scheduled during the school year. An administrator will indicate a safety drill via public address. Any student that may be in the hallway at the time of the drill should go to the nearest classroom. All teachers are to shut and lock their classroom doors. Security will be responsible for checking all halls, doors, bathrooms, etc. Security will report upon completion of this check.

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### **EMERGENCY SCHOOL CLOSING**

There may be times when all students must evacuate their school building and be sent home during school hours because of a gas leak, fire, water failure, power failure, impending snowstorm, or for some other reason. These procedures have been established to ensure the safety of students under such circumstance.

#### **Grades 9-12**

1. In an emergency, students will be dismissed to go home per their normal means of transportation to and from school. Students who indicate problems with proceeding home will be assisted, and school phones will be made available to contact parents as the situation or demand allows.
2. District administration will contact local radio/TV stations to advise parents of an emergency. **Refer to [www.wlms.com](http://www.wlms.com) for school closing information.**
3. Parents are responsible for developing emergency plans with their children to establish procedures for a student arriving home with no adults present.

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### **FALL HOMECOMING**

Early in the fall, student council begins planning for Homecoming. A Homecoming director is selected; various chairpersons are selected to supervise the week's activities, and organization begins (float building, queen and court elections, pep week, judges, dances, decorations, and parades).

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### **FAMILY ACCESS – online sign up begins at [www.hpsk12.net](http://www.hpsk12.net)**

Parents/guardians and students can sign up for Family Access via the Holt Public Schools district website at [www.hpsk12.net](http://www.hpsk12.net). Families will have ability to view the following information:

- **Student Information:** View the information the school has on record as well as an e-mail link to the school office in case updates need to be reported.
- **Grade Book:** View cumulative grades for each class, assignments, final grades, and see missing classroom work not yet turned in by your child. E-mail teachers with questions or concerns.
- **Message Center:** Check for messages from your child's teacher and respond to them.
- **Attendance:** A convenient calendar allows parents to review absences at a glance. You can also send absence notifications from this area.

- **Schedule:** View your child's current schedule.
- **Food Service:** The balance in your child's account showing data regarding what your child has been eating (lunch, snack, etc.) or call the Food Service Office at 699-1111.
- **Report Cards:** Ability to view your child's report card and print it.

**Questions about Family Access login or passwords should be directed to Information Systems at 699-1109.**

All assignments that are to be graded shall be put into Family Access within a week, and major assignments (constructed response, essays, etc.) shall be put in within two weeks. Exceptions to this rule for pedagogical reasons or extenuating circumstances need to be communicated to the parents (must be sent to parents via the message center and when possible put into the syllabus).

### **FIELD TRIPS**

Occasionally field trips are planned to enhance the educational experience. Classroom rules and the dress code are to be observed when on field trips. Follow the directions of the teacher sponsor carefully if you are scheduled to go on a trip and turn in permission slips and money on time.

### **FINAL EXAMS**

Please take note: the calendar in this handbook lists all final exam dates for each semester. Plan personal/family events accordingly to the best of your ability. **All students are expected to take their final exams on the posted dates.** Final exams are held at each semester's end. Students are guaranteed only two tests per day with afternoons free to study for the following day's exams. Semester exam grades will not exceed 20% of the total semester grade.

#### **FINAL EXAMS - Senior Exemption – Attendance Incentive**

**All seniors are expected to take final exams.**

The *Senior Exam Exemption Incentive* is a reward for good attendance. **Senior students who have accumulated three or fewer absences with none unexcused in any class during the second semester of their senior year may be excused from the final exam in that class.** Qualifying students must request exemption from the exam and verify their qualification with the teacher in charge of the class. Students who are excused from all final exams will be excused from school for the day.

The final date of attendance necessary to qualify under the three or fewer excused absence rule will occur on the day before senior exams are scheduled. Second semester exams will always be scheduled on the last day of school for seniors.

Any suspension is considered unexcused and requires the student to take the final exam in the affected class(es).

A qualifying senior to be dismissed from school on exam day must complete a special form to be approved by attendance office personnel not later than the day prior to exam day.

### **FOOD COURTS**

Double lunch periods (A & B) facilitate serving up to 1,400 meals a day. Two serving areas are accessible from the commons areas, both with multiple serving lanes and serving identical food offerings to facilitate quick service. Lunch prices are reasonable, but financial help is available. Student Free or Reduced lunch applications are available from a food service worker or located in the student information rack on the staircase wall in the commons. Return forms to a food service worker. If you qualify you will be notified.

**Remember to keep food and drinks in the commons area.**

### **G.P.A. CALCULATION**

To calculate the straight grade point average (*not the cumulative GPA*). The table shows how to convert the letter grade into grading points.

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
E	0.00

An <b>example</b> of calculating GPA for a single semester:		
Algebra	A	4.00
English 11A	A-	3.67
Health	A	4.00
French II	A	4.00
Biology A	A	4.00
World Hist	B	<u>3.00</u>
		22.67 divided by 6 classes
Equals		3.77 Grade Point Average

**GRADUATION** – See the “Commencement” section earlier in this handbook.

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**HAZING, SENIOR PRANKS, LAST DAY**      **Board Policy No. 6320 – Hazing**

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.

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**Last Day Senior Pranks or Student Antics**

***Examples: water balloons, shaving cream, squirt cannons, prank behavior, throwing items – these are acts that violate School Board Policy 6320-Hazing and A5034 Code of Conduct.***

**Violations could result in restitution, community service, and/or loss of privilege to walk in Commencement.**

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**HONOR ROLL**

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

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**LASER POINTERS**

Laser pointers pose health and safety risks and are not allowed.

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**LIBRARY/MEDIA CENTER**

The John W. Chi Library, built and maintained in the memory of former student, John W. Chi, is the center of learning at Holt Senior High School.

John graduated from Holt in 1973, after serving as president of the student governing body, achieving high academic success, and participating in many extracurricular activities. In 1975, while home on break from Yale University, his short life was ended in an accident.

Thanks to donations from his parents, Holt residents Drs. Seong and Kiwhan Chi, the library was dedicated in the building at 1784 Aurelius Road in the fall of 1978. In 2003, the library was moved to the new high school facility at 5885 W. Holt Road. The library has enjoyed the continued financial support of John’s parents every year since its dedication.

The library is open from 8:00 a.m. (9:15 a.m. on Wednesdays) to 4:00 p.m. and during both lunch hours, unless otherwise posted. The library contains a complete collection of print resources and computers, and a teaching lab that can accommodate entire classes. Students may use the library for studying, reading, research, word processing, preparing presentations, and making photocopies. A pass from a teacher is required during class periods. Students are encouraged to use the print and electronic resources in the library; are expected to respect the rights of other

students and staff using the facility by adhering to the school rules and using all resources in such a way that all can share them.

A certified library teacher, an adult library clerk, and several student aides staff the John W. Chi Library helping students make the best use of the library resources.

**LOCKERS**

Students retain the same locker while in high school. **Backpacks, large purses and coats are to be stored in your locker during the instructional day.**

Report problems with theft, breakage, or if you can't get your locker open to the attendance office. Students are allowed to decorate the inside of lockers with the use of **magnets only** to hold up their selected decor. **PLEASE don't use tape or adhesives of any type.**

Please use good judgment about the appropriateness of pictures and/or language displayed on your locker doors. Teachers and/or other adult school employees will remove material deemed inappropriate.

**Lockers are Property of the District**

**(Board Policy 6783)**

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.

**LUNCH PERIODS** – Refer to the “Closed Campus” section earlier in this handbook. NO guests allowed.

**MACE, PEPPER GAS, or other RESPIRATORY IRRITANTS**

Students may not carry canisters of respiratory irritants (including self defense sprays) on school grounds. These types of products can be used as a weapon, and are very harmful to people who have asthma. Violations will be subject to the Student Code of Conduct.

**MIP (Minor in Possession) and HOLT HIGH SCHOOL POLICY**

- Being under the influence of or in possession of drugs or alcohol, narcotics or controlled substances.
- Application of the Terms and Conditions of this handbook – *see pg. 4 of the Student Handbook*
- 1. Parents and the Assistant Superintendent will be notified immediately and a conference will be held with an administrator.
- 2. The incident will be referred to the appropriate law enforcement agency. (Drug free school zone constitutes a doubling of legal penalties.)
- 3. A suspension of up to ten (10) days will occur. A recommendation for expulsion may be made to the Assistant Superintendent.
- 4. Persons responsible for destruction of property will make restitution.
- Failure to take a breathalyzer test and/or a field sobriety test is considered an admission of guilt.

**State of Michigan's MIP Law – Public Act 63 of 2004 – MCL 436.1703**

<b>Offense</b>	<b>Punishment</b>	<b>License Action</b>
First	Fine \$100; Substance Abuse treatment; Community Service; Jail is not an option	None
Second	Fine \$200; Substance Abuse Treatment; Community Service	License <b>shall</b> be suspended 90 days; restricted possible after 30. <i>MCL 257.319(7)(a)</i>
	30 Days Jail is possible only upon violation of probation; failure to successfully complete treatment or pay fine	

Third	Fine \$500; Substance Abuse Treatment; Community Service	License <b>shall</b> be suspended 1 year; restricted possible after 60 days. <i>MCL 257.319(7)(b)</i>
	60 Days Jail is possible only upon violation of probation; failure to successfully complete treatment or pay fine	

**Additional Items:**

- “Any bodily alcohol content” is now a violation of the minor in possession law. This is defined as a .02 Blood Alcohol Content (BAC) or higher. *MCL 436.1703(1) and (15)*.
- Under the new law, the court can order diversion for a first offense. Upon successful completion, there is no conviction. This can only be done once. A record of the diversion is kept by the Secretary of State’s office. If successfully completed, and if another MIP charge is bought afterwards, the second charge is a first offense. However, that one can not be diverted. If the diversion was not successful, then a conviction is entered for a first offense. *MCL 436.1703(3)*.
- “In a criminal prosecution,” (i.e. during trial) it is now an affirmative defense if the minor “consumed the alcoholic liquor in a venue or location where that consumption is legal.” *MCL 436.1703(14)*
- The courts are required to report all MIP diversions and all convictions to the Secretary of State’s office. This includes local ordinances substantially corresponding to the MIP law. *MCL 257.732(4)(d) and (5)*. (NOTE: Section five of 257.732 was amended through 2004 PA 62. This is the provision that requires diversions to be reported. It goes into effect 9/1/04).

**MME TESTING**

The Michigan Merit Examination is the state assessment administered to all students enrolled in grade 11 in March of each year. The MME consists of three major components: the ACT college entrance examination, the WorkKeys job skills assessments in reading and mathematics, and Michigan assessments in mathematics, science, social studies, and persuasive writing. The combined MME assessment measures student learning in the Michigan high school standards, benchmarks, and core content expectations.

- **MME TESTING GRADUATION REQUIREMENT – Holt Public Schools students must complete all components of the Michigan Merit Exam (MME) during their 11<sup>th</sup> grade year. In the event that a student does not take the MME or took the exam and did not receive valid scores, the student is required to retake the entire MME (reading, writing, mathematics, science, and social studies) in their senior year, unless excused by the high school administration.**

**MUSICAL DEVICES** – see “Cell Phones / Electronic Devices / Musical Devices”

**NUTRITION BREAK** (10-minute passing)

A 10-minute nutrition break provides an opportunity for students to purchase nutritious snacks, socialize and use the restrooms. This privilege and its continuance depend upon the responsibility of our students to keep the halls litter free. **Students are not permitted to go to the parking areas during the break without a pass.**

**PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences provide a perfect opportunity for faculty and parents to meet and discuss the educational growth of students. The faculty feels strongly that parent-teacher conferences can impact student performance in positive ways. Conferences are held in the commons area at Holt High School during mid-term to offer time for improvement before the grade-reporting period ends. Parents unable to attend can arrange to speak with a teacher by emailing the teacher or calling 694-2162.

**2013-2014 PARENT-TEACHER CONFERENCE SCHEDULE**

FALL SEMESTER	<u>October 2, 2013</u> 5:30 – 8:00 p.m.	<u>October 3, 2013</u> 12:30 – 3:00 p.m. 5:30 – 8:00 p.m.
SPRING SEMESTER	<u>March 13, 2014</u> 12:30 – 3:00 p.m. & 5:30 – 8:00 p.m.	

**PARTICIPATION FEES** – for grades 7-12; this is a district fee schedule and does not preclude individual groups/activities from charging additional fees. **NOTE:** for families with participants in both athletic and non-athletic activities, please refer to the athletic fee schedule first, then the non-athletic fee schedule. Fees are one-time per year fees. **All fees are non-refundable.**

Activity	Individual Fee	Non-Athletic + Athletic Fee(3)
Fine Arts Academy/Musical/Play	\$100.00	\$50 + Athletic Fee
Debate/Forensics/Science Olympiad/Equations/ Clubs (International, Key Club, Quiz Bowl, Student Forum, SADD, PAL, Peer Resistance)	\$40.00	\$25 + Athletic Fee

(3) If a student participates in a district fee sport, the Non-Athletic fee is discounted. As stated above, once the Total Family Cap is reached, Non-Athletic fees are waived.

**No Charge:**

- Activities and/or clubs that do not have a Schedule B stipend paid to an employee that may not be listed.
- Activities as class requirements: Marching Band, Choral performances and competitions, Newspaper, Student Government, NHS, NJHS, high school Yearbook, DECA Club.
- Pit crew or Tech crew

**ATHLETIC INFORMATION 2013-14 (grades 7-12)**

Per student	Free & Reduced Lunch Per student	Total Family Cap Fee (1,2) <i>Includes Junior &amp; Senior High School-sponsored Athletic AND Non-Athletic activities</i>
Grades 9-12 = \$150 Grades 7-8 = \$100	Grades 9-12 = \$75 Grades 7-8 = \$50	<b>\$300 per family</b> <b>(Free &amp; Reduced Total Family Cap Fee \$200)</b>

(1) These Fees do not include sports that already are funded by means of participant fees.

(2) Once Total Family Cap Fee (\$300/\$200 Free & Reduced) is reached, Non-Athletic participation fees are waived.

In an effort to accommodate families with multiple students and students in multiple activities the District has put forth a varied payment plan. The District and our staff will make every effort to adhere to the schedule and minimize the cost to families. The District also accepts that families will have to monitor total costs to minimize their charges.

**PASSES**

Students must have a pass:

- to leave any classroom during instructional time.
- to leave the building to go to the parking areas between 7:30 a.m. to 2:30 p.m.

**PERSONAL CURRICULUM**

The intent of the Personal Curriculum is to increase the rigor and relevance of the educational experience. The use of a personal curriculum (PC) modification is allowed by state statute for only three reasons: 1.) a student wishes to modify the mathematics requirement; 2.) a student wishes to go beyond the academic credit requirements by adding more math, science, English language arts, or languages other than English credits; 3.) a student with a documented disability needs to modify the credit requirements based on his/her disability.

The Personal Curriculum may also be an option for students with disabilities requiring specific modifications of the Michigan Merit Curriculum to ensure progress with their career pathway and postsecondary goals. Parent/guardians requiring more information about the Personal Curriculum should contact the high school office.

**PLAGIARISM: Cheating or copying the work product of another person**

It is the school's intent to promote individual inquiry and self-reliance through independent work. In other words, we expect that students do their own work, not copy directly from written materials or cheat from/with others. The work must represent a student's own labor. Plagiarism is taking writing whether an entire composition, just paragraphs or particular sentences or ideas of another and passing them off as one's own product without acknowledgement of authorship. This includes taking writing from the Internet as well as other sources. Cheating is defined as copying from others, doing someone else's work, or lying about authorship. Students who engage in these actions will receive the following punishments that will carry over throughout a student's high school career.

**First offense:**

- 1) Loss of credit for the assignment, quiz or test.

- 2) Discipline referral sent to the office by the teacher involved.
- 3) Parents notified by the teacher including due process notifications.
- 4) Up to a three (3) day suspension out of school from all classes.

**Second offense in any class:**

- 1) Loss of credit for assignment, quiz or test.
- 2) Discipline referral sent to the office by the teacher involved.
- 3) Parents notified by the office including due process notifications.
- 4) Up to a five (5) day suspension out of school from all classes.

**Third or subsequent offense in any class:**

- 1) Up to a ten (10) day suspension with the possibility of a recommendation for expulsion.
- 2) Loss of credit may include for the assignment, quarter, or semester in the class where the current offense is committed.
- 3) Parents notified by the office.

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**PROFANITY & DEROGATORY STATEMENTS**

Students will receive a one (1) day suspension for using profanity or derogatory statement(s) on school grounds. Repeat offenses will result in further disciplinary action.

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**PROM** – refer to “Dances & Prom” earlier in this handbook.

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**PROVISIONAL SENIOR STATUS**

A student with more than 2.5 failed credits may submit an application to be considered a "provisional" senior to the principal no later than September 30 of the respective school year. The application must indicate the student's plan for acquiring the total number of credits required for graduation by the date of commencement. This plan must be approved by the counselor based on verification of enrollment in correspondence, and/or college in addition to the regular program. Students may be re-classified as seniors or juniors depending on their progress toward graduation.

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**REPORT CARDS & PROGRESS REPORTS**

The student earned grades will be available through Skyward Family/Student Access. Mid-term Progress Reports and Report Cards are not mailed out – they are posted in Family Access for viewing.

- Families are provided a web-based service named Family Access that allows parents, students and authorized family members to view “real-time” attendance records, schedules, food service balances, grades, assignments, progress reports. For details see “Family Access” earlier in this handbook.

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**RESPECT FOR STUDENTS & STAFF**

**DEFINITION OF MISCONDUCT:** Any physical, spoken, or written act of abuse, violence, harassment, intimidation, extortion, the use of vulgarity, cursing, making remarks of a personally destructive nature toward any other person, and any restriction or prevention of free movement of an individual. This prohibition applies whether the act is deliberate, intentional or unintentional, or is directed toward an individual or group regarding race, color, creed, national origin, sex, sexual orientation, physical or mental disability, political or religious ideology. Federal law and State of Michigan rules and regulations will apply. Disrespectful behavior that is determined by administration will result in disciplinary action, which may lead to expulsion from school.

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**SCHEDULE CHANGES**

Students may inquire at the counseling office with questions on this topic.

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**SCHOOL STORE – “H-TOWN”**

Students in Retail Management classes operate the school store during the school year; during lunch periods and 15-minutes before and after school. The store has a selection of H-Town spirit clothing and fan/cheering gear as well as beverages and snacks. Mr. Knechtel is the teacher/advisor. Call 699-6435 for store questions.

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**SEARCHES**

**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.

**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.

**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.

**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.

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### **SECURITY & SURVEILLANCE**

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

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

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### **SENIOR ANNOUNCEMENTS, CAPS & GOWNS**

National Recognition Products (NRP) provides graduation attire and announcements to seniors. A company representative takes orders in November for senior announcements, caps and gowns (a deposit will be required at that time with final payment due on your merchandise when it is delivered to the school in the spring.) Items are delivered in April or May. Place orders online at [www.nrponline.com](http://www.nrponline.com).

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### **SENIOR PICTURES**

Holt High School has selected Okemos Studio of Photography as the official school photographer for the school year. This studio is available to photograph seniors for the **Rampages** yearbook and assist yearbook staff in its production, providing yearbook staff with technical assistance, film, and processing, as well as photographing the athletic teams and special school events.

### **Senior Picture Information**

- If Okemos Studio has taken your senior picture, the following requirements will be met without problems and the correct wallet size pictures will be sent to the **Rampages** staff.
- If you elect to use another photographer it is your responsibility for informing your senior photographer of the following requirements.

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

1. One wallet-size copy of your picture must be received **NO LATER THAN Friday, October 18, 2013 at 2:30 p.m.**, on a disk as a high-resolution JPEG or TIFF image. Most large studios will send photos for all students directly to the school. We will accept high-quality hard copies. Be aware that photos taken with digital cameras and printed on photo paper using an at-home printer are not of sufficient quality for the yearbook. Photos taken on digital cameras should be placed on a disk and submitted digitally. This deadline is based on the school's contract for color printing with the publisher. Late photos will be accepted until Friday, October 25, 2013 at 2:30 p.m. for a processing fee of \$25.00 per photo. The yearbook staff will not accept any photos turned in after 2:30 p.m. on Oct. 25, 2013.
2. Plain, single color background (no outdoor shots or bright patterns will be accepted; no background that includes trees or water.)
3. Must be a traditional straight on, head and shoulder shot (no over-the-shoulder poses; no hands in photo; no soft-focus; no cameo finish; no special props, scenes, or outdoor poses.)
4. Must be turned in by the deadline to be in the senior section of the book.
5. Photos are accepted as hard copy or in high resolution TIFF or JPEG format on CD.
6. Please do not e-mail photos as they lose resolution.

The yearbook advisor, Ms. Michelle Fulton, reserves the right to reject publication of any photo not meeting the requirements or HHS dress code. Contact her at [mfulton@hpsk12.net](mailto:mfulton@hpsk12.net).

**THE DUE DATE OF OCTOBER 18, 2013 MUST BE MET IN ORDER  
TO INSURE PUBLICATION OF YOUR PHOTO IN THE YEARBOOK.**

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**SKATEBOARDING, ROLLERBLADING and ROLLERSKATING**

Skateboarding, rollerblading and roller-skating are **not** permitted on school property.

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**SMOKE FREE**

Holt High School is **SMOKE FREE**. Due to State law and the Environmental Protection Agency's classification of second-hand smoke as a class A carcinogen, the Holt school district mandated that students are not allowed to smoke in school buildings or on school grounds at any time. This would include extra curricular events (football games, plays, dances, etc.). Students who smoke off school grounds but are in sight of school buildings before, during, or after school will be considered in school and under the jurisdiction of the Student Code of Conduct, which prescribes disciplinary action for violating the smoking policy.

**Smoking is not permitted on school property at any time by anyone.**

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**STUDENT ASSISTANCE PROGRAM (S.A.P.)**

Student Assistance is a program designed by a committee of Holt parents, students, school board members, community residents and school personnel. This program brings families, school personnel and community agencies together to provide a safe, stable environment for learning and offers help for students experiencing difficulties that interfere with social, emotional and/or academic development.

Students may receive assistance by: asking for help from any core team or faculty member, PAL, or counselor; exhibiting problematic behaviors (things that get in the way of learning); disciplinary issues which may point to the need for help. All S.A.P. services run through the core team which is made up of trained school staff that meet on a regular basis to determine the most appropriate means of helping students. This team is responsible for communicating concerns with the student's family and linking the family with the screening agency when needed.

A local agency, licensed by the State of Michigan, is the screening center for Holt Public Schools. When a referral is made from the core team, the screening center will assess the nature of the identified concerns and make recommendations. Recommendations may include additional support in school such as educational groups and/or referral to other human service professionals. The screening involves the parent/guardian and is offered at no cost to the family or the school district.

(If a student's concern involves alcohol or drug issues, referral may be made without parental consent according to Public Act 241, of 1970, State of Michigan.)

Students that enter in-patient treatment programs may be academically accommodated per the Student Assistance Program policy, which includes follow up services. The S.A.P. is here to help students and is completely VOLUNTARY. Maintaining the confidentiality of both the student and the family is essential at all times. Extreme care is taken to ensure their privacy. Student Assistance information is not included as part of a student's permanent school record.

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**STUDENT CODE OF CONDUCT for Participation in Extra Curricular & Co-Curricular Activities**

Student activities, both extra curricular & co-curricular, are an important part of student life at Holt High School. Students are encouraged to be involved. Participants should be regarded as a privilege and are expected to conduct themselves in such a manner as not to bring discredit or embarrassment to themselves, the group they represent, the school, or community. Students are expected to follow school rules when away from the building. Each advisor will provide detailed written expectations/guidelines to participants prior to the start of the activity. Those expectations/guidelines will include the following rules which are in effect once an activity begins.

1. No smoking, chewing, use or possession of tobacco.
2. No illegal use of drugs or possession of illegal drugs. This includes the misuse of legal drugs, stimulants, steroids, counterfeit drugs, the possession, and /or sale or purchase of these substances. They all contribute to a drug related atmosphere that is unacceptable and unhealthy.
3. No consumption, possession or abuse of a substance containing any alcohol.
4. No theft of goods, equipment, or property belonging to the school or to others.
5. No serious vandalism or illegal destruction of property.

If a participant violates these rules the student will receive a consequence from the advisor and building administrator appropriate for the infraction up to and including suspension from the activity for a percentage of the activity or for the duration of the activity.

## **STUDENT MAKE UP WORK**

In cases of excused absence or suspension, it is the student's responsibility to request daily assignments missed. It is likewise the teacher's obligation to fulfill the student request. This does not pertain to long-term assignments given prior to the date of absence. Time allowed for making up assignments will be **one day for each day missed** (or as provided for by an I.E.P.)

1. An absence due to truancy is classified as **unexcused**. It is the student's responsibility to make up any required work the student may have missed during their excused absence from a regularly scheduled class. Teachers should be asked for make up work the day the student returns to school. Class work is to be made up at a time mutually convenient to the student and teacher involved with one (1) school day of make up time allowed for each day of an excused absence (or as stipulated by an I.E.P.) In cases of absence due to truancy, the teacher is not required to allow students to make up missed assignments or tests. (Also refer to the make up section in the attendance portion printed later in this handbook.)
2. Students with extended absences due to long-term illness will be supplied with materials and assignments upon request to maintain their classroom status.
3. An "incomplete" on a report card must be removed within a period of three weeks after the end of each marking period except in cases where a student still has time to complete his/her assignments as indicated above. Any change from an "incomplete" to a grade shall be recorded both in the teacher's class record book and on the official transcript.

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## **STUDENT PARKING**

All vehicles driven and parked at school by student drivers must be registered by the end of the first week of each school year and display their parking permit as required. Applications are available on the Principal's website at [www.hpsk12.net](http://www.hpsk12.net); select "Schools"; select "Principal's Page" or pick up the application in the Attendance Office. Parking permits cost \$5.00 and must be signed by a parent and the student. The driver of any vehicle (registered or unregistered with the school) in which contraband/controlled substances/paraphernalia is found will lose his/her parking privileges for the remainder of the school year. Violation of any terms of the student parking contract may result in a search of the registered vehicle (or unregistered vehicle), vehicle towing at the owners/student's expense, disciplinary action and/or revocation of the parking privileges.

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## **STUDENT RECORDS**

(Policy Concerning Review, Challenge, Disclosure and Maintenance of Student Education Records and Information.)

Holt Public Schools hereby recognizes the following rights of parents or eligible students pertaining to student educational records:

1. The right to annually receive a statement of procedures governing access, disclosure and challenge of student educational records.
2. The right to review and inspect student educational records.
3. The right to request an amendment of a student educational record, including the right to challenge in a hearing, if necessary, the contents of any student educational record believed to be inaccurate, misleading or otherwise in violation of a student's legal rights. If after a hearing, the amendment or challenge is refused, the parent or eligible student is entitled to document any concern with that student educational record with that statement becoming part of that record.
4. The right to prevent disclosure of personally identifiable information, with certain limited exceptions noted within this policy, in the absence of that parent's or students prior written consent.
5. The right to file a complaint with the Family Educational Rights and Privacy Act office for alleged violations of this policy or federal laws.

### **The Right to be Informed** (see FERPA information in the beginning of this handbook)

Parents or eligible students in attendance shall receive annual notice from the district of their rights pertaining to the collection, maintenance, challenges to and the dissemination of student educational records. This notice may be given personally, in the school newspaper, by letter, or in the student handbook. The notice shall state that full copies of the written policy of Holt Public Schools adopted by the Board of Education may be obtained and reviewed at the District's Administration Office, 5780 W. Holt Road, Holt, Michigan 48842.

Furthermore, Holt Public Schools will provide for the need to effectively notify parents of students identified as having a primary or home language other than English of their rights under this policy.

## **STUDENT SUCCESS PROGRAM**

Parents and students are encouraged to take advantage of the Student Success Program at Holt High School, and take an active role in supporting your student.

1. **Talk with your student.** Identify their strengths and build on them. Promote responsibility and responsible behavior. Assist your student in creating an improvement plan.
2. **Talk with your student's teacher** (e-mail, phone, conference.)
3. **Take advantage of extra instruction options.** Most teachers are available after school for additional instruction as needed or on a fixed schedule. Contact your student's teacher for times.
4. **Take advantage of the Student Success program.** The success program hours and location will be posted in the counseling office.
5. **Sign up for Family Access.** Family Access is an internet based program allowing you to monitor your student's academic progress. Apply on the Holt Public Schools district website at [www.hpsk12.net](http://www.hpsk12.net).
6. **Contact a Student Success Coordinator** in the attendance office. Mrs. Weil is available for additional academic assistance, credit recovery or remediation options.

Talk with your student's teacher and ask about "**IN CLASS PEER SUPPORT**". Your student may be paired with a strong academic in-class peer. The peer would help your student understand the learning.

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## **STUDENT VACATIONS** (Vacation Form)

Family vacation absences may be pre-excused for three (3) days or more of class time by the following procedure. A vacation form must be taken to each teacher for signatures and comments, then home for parent/guardian signatures, and finally returned to the attendance office prior to the student leaving on vacation. The final step requires that the parent/guardian call the attendance office prior to leaving and confirm the exact days to be excused and to confirm the parental review of the teacher comment form. **Student's must plan vacation time around exam dates** -- the calendar in this handbook lists all final exam dates for each semester. Plan personal/family events accordingly to the best of your ability. **All students are expected to take their final exams on the posted dates.**

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## **SUMMER SCHOOL**

Holt's Community Education Department offers a summer school program for students needing to make up classes or take classes that don't fit in schedules during the regular school year. Community Ed. – 694-3411.

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## **SUPPLIES**

Students/parents are responsible for the supplies student's use other than books. Paper and pencils will be supplied by the school. Come to class prepared.

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## **TESTING OUT OPTION**

Public Acts 123 and 124 require the school to grant a student credit if the student earns 1.) a qualifying score, (see below) or 2.) the student earns a qualifying score on one or more assessments developed or selected by the district that measures a student's understanding of the subject area content expectations or guidelines that apply to the credit. The student must attain a grade of not less than C+ on a written assessment, or by exhibiting mastery through the basic assessment used in the course, which may consist of a portfolio, performance, paper, project, or presentation. The grade will not be included in the computation of the G.P.A.

Once credit is granted by testing out a student may not receive credit for a lower course in that course sequence. The new law also allows students to test-out of any of the credit areas required for graduation and does not limit this to specific credit areas.

The testing times will be the last two (2) weeks of the second semester. One may register for testing out anytime preceding the Friday before the testing time. For information, please inquire in the Counseling Office.

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## **THEATER ETIQUETTE**

Please help improve Holt's theater audience etiquette! Whether you are attending a performance at Holt High School, the Wharton Center or Carnegie Hall, there are important points of courtesy to be shown to the performers and others in attendance:

1. **DO NOT ENTER THE THEATER WHEN A PERSON/GROUP IS PERFORMING.**  
Come early enough to find a seat before the performance starts. Late arrivals should wait in the hallway outside the theater until there is a program break.

2. **DO NOT LEAVE THE THEATER WHEN A PERSON/GROUP IS PERFORMING.**  
Plan to stay for the entire program. If you must leave early, please wait until there is a break in the program before getting out of your seat.
3. Hand clapping is the appropriate show of appreciation. Whistling and cheering are not acceptable at a program. If you were especially impressed with a performance standing up and applauding at the end of the program would be appreciated by the performers.
4. Try to save conversation for the breaks in the program. Talking during the program is distracting to the performers and those sitting near to you.
5. Picture taking is least distracting when done during the applause. Please avoid flash pictures during the performance.
6. Putting your feet on or over seats ahead of you is inappropriate behavior.

### **TOP TEN ACADEMIC SELECTION**

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

1. The Academic Top Ten selections are based on eleven trimesters or equivalent semesters of full participation beginning with the 1<sup>st</sup> semester/trimester in grade nine through the 1<sup>st</sup> semester of grade twelve (for example 2014 grads will be evaluated for top ten after six trimesters and three semesters).
2. Students will have accumulated at least six (6) points from the listed classes or their equivalent during the prescribed eleven (11) trimesters or equivalent semester period.
3. Foreign Exchange students who qualify will be offered honorary status, but will not be considered as part of the final top ten list.
4. Transfer students must be enrolled by no later than the start of the school year their senior year to be considered.
5. Points may be accumulated through successful completion of the following courses with a minimum grade of 2.67. After successful completion, each of these courses are worth ½ point per semester:

**\*\* Each course earns ½ point per semester/trimester \*\***

Honors English 9	AP Statistics
Honors English 10	Advanced Algebra Topics
Honors English 11	Analysis and Data
Web Publishing	Computer Programming II
AP English Literature	AP Chemistry
Honors Geometry	Physics
Honors MI Algebra I	Chemistry II
Honors MI Algebra II	AP Economics
Honors Algebra A/B	AP American History
Honors Algebra C/D	AP World History
Advanced Algebra Topics	Ancient Civilizations
Analysis and Data	Spanish III, IV and V
Honors Functions, Stats & Trig	French III, IV and V
Functions, Statistics & Trigonometry	German III, IV
Functions & Statistics 2	Art Seminar
AP Calculus	Dual Enrollment

### **TRANSFER STUDENTS**

Holt High School is a NCA accredited institution of secondary education. Accreditation affirms a set of standards for our curriculum, faculty, and facilities. Insuring the integrity of a diploma granted by Holt Public Schools is the intent of the following terms regarding transfer credit:

- Transfer students shall be granted the credits successfully earned at U.S. Department of Education recognized accredited schools previously attended. G.P.A.'s from such accredited schools will be included for Holt awards and cumulative G.P.A.'s (transfers after first semester of senior year are excluded from awards consideration.)

- Transfers from schools that are not accredited by a U.S. Department of Education recognized institution will have credits transferred without the corresponding grades. Only grades earned at Holt High School will be reflected on the Holt High School transcript and considered for awards, scholarships, etc.
- Transfers from nontraditional educational settings (e.g., home schools) fall into two categories:
  1. First, transcripts issued by an accredited body not recognized by the U.S. Department of Education will be accepted with a maximum of ten credits transferable and no G.P.A. Additionally, Holt High School course placement may be based on pre-testing (e.g. district assessments).
  2. Second, grades and credits reported without an accredited transcript will not be accepted. A student in this condition will have zero credits and building placement (9<sup>th</sup> or 10-12) will be based on age and other factors.

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

### **VISITORS TO HOLT HIGH SCHOOL**

Students are not allowed to bring guests/visitors to school unless prior approval has been obtained from a building administrator. Any visitor with official business must be registered in the counseling office where he/she will be issued a visitor's badge that must be worn to all classes.

### **WEBSITE** - official site at [www.hpsk12.net](http://www.hpsk12.net); choose “School”; choose “Principals Page”

The official website for the high school can be accessed at [www.hpsk12.net](http://www.hpsk12.net); choose “Schools”; choose “Principals Page.” Information is updated weekly and maintained by the principal’s secretary. A student/classroom website is also available at [www.holthighschool.net](http://www.holthighschool.net). This webpage is maintained by the Web Publishing class and is updated as the students learn about maintaining it.

### **WEAPONS and "LOOK ALIKE WEAPONS" (Automatic Expulsion)**

Senate Bill 966 amends the School Code to require the board of a local or intermediate school district or a public school academy or someone designated by it (i.e., a superintendent, principal, or other school district official) to expel, subject to possible reinstatement as outlined in the bill, a pupil who possessed a dangerous weapon in a weapon-free school zone.

***“Dangerous weapon” is defined as a firearm, dagger, dirk, stiletto, knife with a blade over three inches long, pocketknife opened by a mechanical device, iron bar, or brass knuckles.***

**Expulsion** - The expulsion would have to be entered on the pupil's permanent record. Unless a school district operates or participates in a program appropriate for expelled students as specified in the bill and in the districts discretion admitted the person to that program, an expelled student would be expelled from all public schools in the State.

The bill specifies that, generally, alternative programs for expelled students have to be operated in separate facilities or at separate times from those for the general student population. Re-enrollment into regular classes would not be allowed unless the student is reinstated.

**Referral** - Within three days after expulsion a school district official must refer the former student to the appropriate county department of social services or county community mental health agency and notify his or her parents or legal guardian of the referral. Notice would be given to the expelled student if he or she is 18 years old or is an emancipated minor.

**Reinstatement** - A petition for reinstatement may be filed 150 days after the expulsion with reinstatement no sooner than school 180 days for a former student who was in grade 6 or above.

**Review Committee** - A school district must appoint a committee to review a reinstatement petition within ten days of receipt of the petition. Committee membership must consist of two school board members, one school administrator, one teacher, and one parent of a pupil in the school district. The superintendent may prepare and submit to the committee information regarding the circumstances of the expulsion and any factors mitigating for or against reinstatement. Within ten days after the members are appointed they must review the information and submit a recommendation to the school board. The recommendation would have to be for unconditional reinstatement, for conditional reinstatement, or against reinstatement. An explanation of the reasons for the recommendation based on the following factors would have to be included.

- The extent to which the expellee's reinstatement would create a risk of harm to pupils or school personnel;
- The extent to which reinstatement would create a risk of school district, school board or school district personal liability;
- The expellee's age and maturity;
- The expellee's prior school record;
- The expellee's attitude concerning the incident;
- The expellee's behavior since the expulsion and the prospects for his or her remediation and,
- If a parent or legal guardian filed the petition, the degree of cooperation and support that the parent or legal guardian provided and that could be expected if the child were reinstated, including receptiveness toward possible conditions placed on the reinstatement.

Once the committee submits their recommendation, the board must make a decision at the next regularly scheduled board meeting. The board's decision is final.

**Liability** - A school board or administrator that complies with the bill's expulsion provisions is not liable for damages.

**Due Process Rights** - The bill's provisions do not diminish the due process rights under federal law for a pupil who had been determined to be eligible for special education programs and services. The school board must decide to unconditionally reinstate, conditionally reinstate or deny reinstatement of the student.

### **WITHDRAWAL FROM SCHOOL**

Student's planning to transfer from Holt High School to another school will begin the process with Mrs. Hagerman in the Attendance Office. Students may not withdraw from school unless a parent or guardian notifies the school of the withdrawal.

Obtain a check out sheet that must be signed by teachers, a counselor and an administrator. All books must be returned or paid for and any outstanding fees or financial commitments taken care of before transcripts and student records can be released or forwarded. Teachers will record earned grades with the counselors. When parents have consented and everything is in order, the student can leave.

### **WORK PERMITS**

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

### **ZIP – ZERO – ZILCH MICHIGAN LAW** (Public Act 63 of 2004 – MCL 436.1703)

In 1996 the state legislature passed a law allowing zero tolerance of under-aged drinking and driving (under age 21). Just one drink before driving can get you busted! If a breathalyzer test shows you've been drinking even one beer, you will:

- |  |   |
|--|---|
| • Lose your license for 30 to 90 days        | • Have four points added to your driving record |
| • Pay up to \$250 in fines and/or            | • Pay as much as \$2000 in attorney fees        |
| • Perform up to 45 days of community service | • Your insurance will increase                  |

## **CLARIFICATION & ADDITIONAL HELPFUL HINTS**

### **Arriving late to class:**

It is important that all students get to class on time. Punctuality is a personal responsibility and is rated as one of the highest employability skills. Students, who are late to school in the morning or at lunch, must sign in at the attendance office and receive a pass to class. Three tardies are considered to be one unexcused absence.

### **Unexcused absence:**

The following conditions constitute an unexcused absence.

1. A student missing more than 10-minutes of a class period.
2. Missing the bus.
3. Alarm clock not going off/over-sleeping.

4. Car problems i.e., car not starting, fender benders, etc.
5. No parental call-in or excuse within 2 school days of an absence.
6. Leaving a classroom without permission.
7. Leaving the building without parental permission and signing out at the Attendance Office.
8. A false phone call and/or note.
9. Failure to sign in or out when a student is in the clinic, Counseling Office, and/or Attendance Office, or participating in a school activity.

**Excusing an absence:**

Responsibility for regular attendance rests with each student and their parent or guardian. A parent or guardian can excuse the student by sending a written description of the absence with a signature and the date, or call the 24-hour attendance line (694-3446) within 2 days following the absence. A parent can elect to use one personal business description per semester to excuse their student.

**Loving in public:**

The halls and classrooms are not the proper place to display this behavior.

**Littering:**

Please deposit trash and junk in the trashcans, wastepaper baskets, or recycling boxes throughout the building. Protect your right to have an attractive building to work and study in.

**Running around with a pass:**

Students in the hall during class time should always have a pass signed by the person who issued it. They should be going directly to their destination and return quickly to class as soon as their business is completed.

**Plagiarism and Cheating - Guaranteed Failure:**

It is the school's intent to promote individual inquiry and self-reliance through independent work. We expect that students do their own work -- not copy directly from written materials or cheat. The work accepted must represent your labor. Plagiarism is taking writing whether an entire composition, just paragraphs or particular sentences or ideas of another and passing them off as one's own product without acknowledgement of authorship. This includes taking writing from the Internet as well as other sources. Cheating is defined as copying from others, doing someone else's work, or lying about authorship. Students who engage in these actions will receive the following punishments that will carry over throughout a student's high school career.

**First Offense:**

1. Loss of credit for the assignment, quiz or test.
2. Discipline referral sent to the office by the teacher involved.
3. Parents notified by the teacher including due process notifications.
4. Up to a three (3) day suspension out of school from all classes.

**Second Offense in any Class:**

1. Loss of credit for assignment, quiz or test.
2. Discipline referral sent to the office by the teacher involved.
3. Parents notified by the office including due process notifications.
4. Up to a five (5) day suspension out of school from all classes.

**Third or Subsequent Offense in any Class:**

1. Up to a ten (10) day suspension with the possibility of a recommendation for expulsion.
2. Loss of credit may include for the assignment, quarter, or semester in the class where the current offense is committed.
3. Parents notified by the office.

**Gambling:**

Gambling on school grounds is not permitted.

**Gang Paraphernalia:**

It is the school's intent to promote a safe, orderly environment. Hats, bandanas or any other item worn to signify gang involvement are not permitted at any time. It is a matter of courtesy to not wear hats in the building at any time.

**\*FOR MORE SPECIFIC DO'S AND DON'TS, REFER TO THE  
STUDENT CODE OF CONDUCT IN BACK OF THIS HANDBOOK.**

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## CLUBS and ORGANIZATIONS

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In order to encourage the social development of each individual student, HHS provides assorted clubs and organizations that appeal to a wide variety of interests. The following pages list advisors and short descriptions of clubs and organizations at Holt High School.

A student's participation in a club or organization is subject to the Student Code of Conduct or other agreements between the district and the student. A student's conduct may be subject to any action, but not limited to, the loss of a club trip, i.e. Band trip to Florida, etc. Participants in clubs and organizations will not be allowed to participate for the season if they have not passed four out of six courses from the previous semester.

Band	International Club	Students Against Destructive
Choir	National Honor Society	Decisions (SADD)
Color Guard	Newspaper ( <i>Ramparts</i> )	Science Olympiad
Debate	Peer Assistance Listeners (PALS)	Spanish Club
Forensics	Peer Resistance Program/TATU	Student Council
French Club	Plays & Musicals	Tech Society
Gay-Straight Alliance	PomPon	Winter Guard
German Club	Quiz Bowl	Yearbook ( <i>Rampages</i> )

### **BAND**

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

**Mr. Michael Emerson, director**

### **CHEERLEADING**

Holt High School sponsors two cheerleading squads – Varsity and Junior Varsity. Cheerleaders must be outstanding school leaders who promote high standards of sportsmanship and school spirit. They lead cheers at games, plan and lead pep assemblies, plan special activities to develop student body support for the athletic teams and take responsibility for encouraging sportsmanship at games.

**Ms. Harris, coach**

### **CHOIR**

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

**Mr. Monty Bishop, director**

### **COLORGUARD**

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

### **DEBATE**

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

**Mr. Guil Northrup, advisor**

### **FORENSICS**

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

**Mr. Brandon Currin, advisor**

### **FRENCH CLUB**

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

**Mr. Agbeko Agbenyiga, advisor**

### **GAY-STRAIGHT ALLIANCE (G.S.A.)**

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

**Mr. Dave Runyon / Ms. Erin Umpstead**

### **NATIONAL HONOR SOCIETY**

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

**Ms. Heidi Misaras / Ms. Sara Bieda, advisors**

Honor Society meetings are held at the school during activity hour at the direction of the N.H.S. cabinet.

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

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

## **ARTICLE X - DISMISSAL**

- Section 1. The procedure for dismissal shall be determined by the faculty council in compliance with the rules and regulations of the National Honor Society. A written description of the dismissal procedure shall be available to interested parties.
- Section 2. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or civil laws a member does not necessarily have to be warned.
- Section 3. The faculty council shall determine when an individual has exceeded a reasonable number of warnings.
- Section 4. In all cases of impending dismissal, a member shall have a right to a hearing before the faculty council.
- Section 5. A member who has been dismissed may appeal the decision of the faculty council under the same rules for disciplinary appeals in the school district.
- Section 6. The National Council and the NASSP shall hear no appeals in dismissal cases.

### **PEER ASSISTANCE LISTENERS (PALS)**

**Ms. Rebecca Fedrigo, advisor**

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

### **PEER RESISTANCE PROGRAM**

**Ms. Elizabeth Graf, advisor**

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

### **QUIZ BOWL**

**Mr. Dave Hildebrandt, advisor**

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

### **S.A.D.D.**

**Ms. Kellie Sweitzer, advisor**

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

### **SCIENCE OLYMPIAD**

**Ms. Heather Peterson, advisor**

The Holt High School Science Olympiad Team has impressive statistics. The team placed second at Regional competition and completed at States. A new team is formed early in the school year so see the advisors if you would like to try out.

### **SPANISH CLUB**

**Spanish Teachers**

Spanish Club focuses on learning more about Spanish people, their culture and language. \*Should be taking Spanish.

### **STUDENT COUNCIL**

**Mr. Grant Melville, advisor**

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

### **TECH SOCIETY**

**Mr. Jeff Miller, advisor**

We BUILD stuff! And light stuff, and amplify stuff, and fly stuff, and broadcast stuff... in fact, if it's not acting or playing in front of an audience, we do it.

Tech Society members may volunteer to work on the high school plays by separate arrangement with the Plays & Musicals account and agree to volunteer their services to help out all Holt Public Schools productions -- concerts, assemblies, elementary plays, etc. or touring shows in the HS theater or JH Pernert Auditorium.

### **WINTERGUARD**

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

### **YEARBOOK**

**Ms. Michelle Fulton, advisor**

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

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## ATHLETICS

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### ATHLETIC DIRECTOR, *Mr. Rick Schmidt*

The Holt Public Schools believes that interscholastic sports:

- are an integral part of the total education process for all students.
- provides opportunities and experiences that assist students in their personal development.
- helps meet the students needs.
- provides good training habits necessary to learn sportsmanship, self-discipline, leadership and teamwork.
- should strive for excellence.
- provides the spirit of competition and sportsmanship for athletic teams.

A quality athletic program is the shared responsibility of the students, staff, parents and community. It requires a supportive environment that allows for participation among students, staff, and parents. It is our expectation that our athletes hold themselves to the highest standards whether they are in the classroom, on the playing field, or out in the community. It is our expectation that our staff, coaches, and parents also represent themselves and the school in a very positive way when they attend any athletic event home or away. As with any successful team, we must all work together to ensure that Holt Athletics continues a tradition of excellence.

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### Participation Fees

#### ATHLETIC INFORMATION 2013-14

Per student	Free & Reduced Lunch Per student	Total Family Cap Fee(1,2) Includes Junior & Senior High School-sponsored Athletic AND Non-Athletic activities
Grades 9-12 = \$150 Grades 7-8 = \$100	Grades 9-12 = \$75 Grades 7-8 = \$50	\$300 per family (Free & Reduced Total Family Cap Fee \$200)

These are one-time per year fees. **All fees are non-refundable.**

(1) This fees do not include sports that already are funded by means of participant fees.

(2) Once Total Family Cap Fee (\$300/\$200 Free & Reduced) is reached, Non-Athletic participation fees are waived.

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Any student interested in playing sports has a wide variety of sports to choose from. Every season (fall, winter, and spring) has a number of different events available. For people who do not wish to compete at reserve and varsity levels, there are also many intramural programs that offer something to do after school or on weeknights. These programs are run through the Delhi Parks & Recreation Department (694-1549). The CAAC has many fine teams and plenty of good competition, so enjoy some of the extra hours by taking advantage of Holt's fine athletic program.

#### CAPITAL AREA ACTIVITIES CONFERENCE

##### Blue Division

East Lansing  
Grand Ledge  
Holt  
Jackson  
Lansing Eastern  
Lansing Everett  
Lansing Sexton  
Okemos

##### Gold Division

Charlotte  
Eaton Rapids  
Jackson Northwest  
Jackson Lumen Christi  
Mason  
Waverly

##### Red Division

DeWitt  
Fowlerville  
Haslett  
Ionia  
Owosso  
St. Johns

##### White Division

Corunna  
Lakewood  
Lansing Catholic  
Portland  
Stockbridge  
Williamston

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#### HOLT RAMS BOOSTERS CLUB

The club exists for the purpose of promoting the involvement of students, student families, the community and the school through support of the interscholastic athletic program. The club works to achieve this through active participation of as many parents as possible in the club programs and in concentrated support for individual sports, working closely with coaches, athletic director and the principal.

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#### ATHLETIC COUNCIL

The Athletic Council membership is made up of teachers, coaches, students, Booster Club representative, athletes and administration. The purpose of this body is to listen and deal with matters related to athletic eligibility, athletic

awards, athletic program development, Athletic Code of Conduct, appeals of suspension from athletic teams and other guidelines related to the athletic program. Should concerns or questions arise, the coach, student/athlete, or parent involved ought to work towards a resolution by beginning at the most direct level:

- A. Athletes and parents should first speak with the coach concerned.
- B. Coaches ought to consult with the head coach or athletic director as appropriate.
- C. Further contacts should follow the steps outlined below.

**Chain of Command**

- |                               |                       |
|-------------------------------|-----------------------|
| 1. Assistant Coach            | 4. Building Principal |
| 2. Head Coach                 | 5. Superintendent     |
| 3. Building Athletic Director | 6. Board of Education |

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**INTERSCHOLASTIC ATHLETICS STUDENT CODE OF CONDUCT** *Policy A5039*

Interscholastic athletics is a part of the total development of students. The goal of the Holt Public Schools athletic program is to build character in our youth by teaching the importance and meaning of commitment, loyalty and sacrifice, by developing healthy attitudes about winning and losing, and by fostering positive interpersonal relationships among team members as well as competitors.

This athletic code of conduct constitutes the agreement between the district and each athlete concerning the terms and conditions of participating in interscholastic athletics. It should be noted that the agreements set forth in this athletic student code of conduct are supplemental to the agreements, expectations and rules of conduct, proposed penalties and the student due process procedures set forth in the student handbook code of conduct.

A student’s participation in athletics may be suspended or be subject to other action by the district for conduct which may not specifically violate this athletic student code of conduct, but otherwise violates the student handbook code of conduct or other agreements between the district and the student. In addition, a student may be subject to disciplinary action under the student handbook code of conduct and in areas such as school attendance, grades or other privileges, for violating this athletic student code of conduct. Finally, students may be subject to action under both this athletic student code of conduct as well as under other provisions of the student handbook code of conduct.

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**AGREEMENT CONCERNING PARTICIPATION IN ATHLETICS** Holt Public Schools

- 1. It is agreed that the use of substances such as tobacco, alcohol, illegal drugs or steroids is prohibited.

**Penalties for Substance Abuse Violations:**

**IN SEASON** – (first official day of practice until completion of the last contest.)

**First Offense** – Suspension for one third of that sport season. If the suspension occurs during the last third of a season, that student will complete the suspension during the next season of participation.

**Second Offense** – Termination of participation in that sport and forfeiture of all school athletic awards for that sport, as well as ineligibility for interscholastic athletic participation for the remainder of that academic school year.

**Third Offense** – Termination on participation in the athletic program for the remainder of that student’s high school career.

**OFF SEASON:**

**First Offense** – Ineligibility to participate in 25% (rounded to nearest whole number) of contests for the next team on which the student is a member.

**Second Offense** – Ineligibility for interscholastic athletic participation for the remainder of that academic school year.

**Third Offense** – Termination of participation in the athletic program for the remainder of the student’s high school career.

**Self-Disclosure** – An athlete who voluntarily discloses violation of the substance abuse policy prior to any reports, charges or complaints of violations shall be required to follow the chemical assessment/treatment procedures provided by the district. The athlete will be charged with a first offense of the policy, but will not be suspended pending completion of the assessment/treatment requirements. The self-disclosure exemption is available to an athlete only once during his/her high school career.

## **State of Michigan's MIP (Minor In Possession) Law and Holt High School Policy**

- Being under the influence of or in possession of drugs or alcohol, narcotics or controlled substances.
  - Application of the terms and conditions of this handbook – *see pg. 4 of the student handbook*
1. Parents and the assistant superintendent will be notified immediately and a conference will be held with an administrator.
  2. The incident will be referred to the appropriate law enforcement agency. (Drug free school zone constitutes a doubling of legal penalties.)
  3. A suspension of up to ten (10) days will occur. A recommendation for expulsion may be made to the assistant superintendent.
  4. Persons responsible for destruction of property will make restitution.
- Failure to take a breathalyzer test and/or a field sobriety test is considered an admission of guilt.
2. All athletes agree to return from away games with the team where transportation is provided by the school. The only exception will be where the parents or guardians have personally requested and received prior permission from the coach to provide transportation for their son or daughter.

**1<sup>st</sup> VIOLATION:** Student will be barred from competition in the next athletic contest.

**2<sup>nd</sup> VIOLATION:** The penalty for a repeated violation, which may include immediate suspension from the athletic team for the remainder of the season, will be determined by the athletic director after consultation with the coach.

3. Students have a responsibility and agree to attend all practice sessions and contests, unless excused by the coach.

### **Students further agree to report all injuries and illnesses to the coach.**

Personal illness or injury which necessitates absence from school for one-half of the school day or longer, shall disqualify an athlete from participation in practice or a contest on that day, unless prior approval to participate has been given by the team of athlete's physician.

Injured players who are in attendance at school agree to attend practice or a contest as an observer, even though they are not physically fit to participate, unless the coach excuses them.

Students who have been granted an excused absence from school for non-health related reasons and are physically fit to participate may be permitted to practice or compete.

4. Students agree not to be involved in theft, destruction of property, defiance of authority, fighting, and/or similar acts of misconduct during the period of participation in sports.

**VIOLATION:** The penalty for a violation of this agreement will be determined by the coach and athletic director, taking into account all relevant considerations. Such penalty may include, even in the case of a first offense, immediate suspension from the athletic team for the remainder of the season.

Students who are suspended or expelled from the regular academic program may not participate in the athletic program during the suspension period or expulsion.

Students who are suspended from an interscholastic team for disciplinary reasons during the last third of an athletic season may also be barred, at the discretion of the athletic director, from participation in the athletic season that immediately follows. For example, a student suspended from participation in a spring sport during the last third of the season would not be allowed to participate in any interscholastic sport the next fall. The last third of an athletic season shall be determined by counting the total number of days in a season, starting with the first day of full practice and ending with the last regular season game.

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## **DUE PROCESS PROCEDURE**

In the event of an allegation of a violation of this code of the student handbook code of conduct, the charges shall be referred to the athletic director.

The athletic director has the discretion to temporarily suspend the athlete pending completion of an investigation after consultation with the coach.

The coach of a team also has the discretion to temporarily suspend an athlete for a violation of this athletic code or the student handbook code of conduct when the coach has personal knowledge of the violation, pending

completion of an investigation. The coach shall promptly report such a suspension and the charge upon which it is based to the athletic director.

The athletic director shall promptly conduct an investigation of the alleged violation, including a consultation with the athlete, the parents or guardian, the charging party, any witnesses, and/or members of the athletic department staff involved as the athletic director deems appropriate.

If a violation is found to exist, the athletic director shall consult with the coach to determine the appropriate penalty.

If the athlete denies the charges or believes the penalty is too severe, the athlete and/or the athlete's parents or guardian will be informed of the nature of the violation, the evidence in support of the charges, and the penalty.

The student and/or parents or guardian may request a review as follows:

1. In cases involving a suspension of five (5) days of athletic participation or less, the appeal shall be to the building principal. The student and/or parents or guardian, after being presented with the evidence supporting the charges, shall have the opportunity to submit any explanation or evidence they want considered and to present any evidence concerning extenuating circumstances or in mitigation of the penalty. Upon conclusion of the hearing, the principal may affirm, modify or vacate the violation and/or penalty, in whole or in part.
2. In cases involving a suspension of more than five (5) days of athletic participation, the principal shall convene the athletic council to hear the appeal.
3. The athletic council shall consist of the athletic directors, two administrators selected by the superintendent, one member of the athletic boosters, three coaches, one male and one female student athlete, and one faculty representative selected by the building principal.
4. The student and/or parents or guardian, after being presented with the evidence supporting the charges, shall have the opportunity to submit any explanation or evidence they want considered, and to present any evidence concerning extenuating circumstances or in the mitigation of the penalty. Upon conclusion of the hearing, the athletic council, by majority vote, shall recommend to the principal that the violation and/or penalty be affirmed, modified or vacated. This decision shall be final.
5. In either hearing procedure, the student and/or parents or guardian may bring an advisor or legal counsel, and shall have the right to confront the charging party and request the presence of a witness.
6. Either the principal, the athlete and/or the athlete's parents or guardian shall have the right to appeal from the decision rendered in 1 or 2 above to the superintendent of schools or designee. The superintendent's decision shall be final.

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## **ACADEMIC ELIGIBILITY RULES FOR ATHLETICS**

1. Enrollment
  - a. Residency Policy:
    - Under a six (6) hour day, student athletes must be enrolled in five (5) classes.
    - Under a five (5) hour day, student athletes must be enrolled in five (5) classes.
    - Seniors who have been approved for reduced schedules must be enrolled in a minimum of four (4) classes.
2. Grade Point Averages (GPA)
  - a. A 1.67 (C-) grade point average or higher for each immediately preceding marking period is required for participation in athletics. Students who do not meet this standard but who meet MHSAA standards will be placed on athletic academic probation and must turn in weekly progress reports to maintain their athletic eligibility. Failure to complete the requirements of athletic academic probation may result in an athlete being declared ineligible for the remainder of that sport season.
  - b. Each student athlete must maintain a C- grade point average (GPA) for each immediately preceding marking period.
  - c. Career Center performance will be evaluated and will be included in determining the athlete's GPA.
  - d. In a case where the 2<sup>nd</sup> or 4<sup>th</sup> marking period GPA is less than a C-, but the semester GPA is C- or above, the student is eligible.
  - e. The GPA for each marking period is computed by dividing the letter grade for each class by the number of courses taken. The value of a letter grade is as follows: A=4; A-=3.67; B+=3.33; B=3.0; B-=2.67; C+=2.33; C=2.0; C-=1.67; D+=1.33; D=1.0; D-=.67; E=0.
  - f. Eligibility will be determined each marking period.

In addition to the eligibility rules listed above, all Michigan High School Athletic Association rules and regulations will be in effect. These rules and regulations will be given to athletes at the beginning of each season. Academic eligibility is determined only at the end of marking periods for MHSAA regulations.

**ADMINISTRATIVE WAIVER**

1. An appeal on eligibility will be made to the athletic council for their recommendation to the principal. In all waivers, however, the student must be passing four (4) classes.
2. Examples of why eligibility could be waived by the district:
  - a. Extended illness
  - b. Death in the family
  - c. Students who are placed in specialized programs
  - d. Students who have demonstrated they are working to full potential
3. Summer school credits and grades may apply to fall eligibility, provided the student repeats courses of low grades or failures.
4. If the course is not offered in the student’s regular school or summer school program, any substitutions must be an academic course.

**TRANSFER STUDENTS**

Students transferring from another school system will be granted a waiver of this policy until the student has been enrolled for a complete marking period in the Holt Public Schools. All transfer students are subject to MHSAA transfer eligibility regulations.

**COACHING STAFF**

Girls Soccer	Mr. Smith	Girls Lacrosse	<i>to be named</i>
Football	Mr. Slamer	Volleyball	Ms. Sweitzer
Girls Basketball	Mr. Harkema	Girls Softball	Ms. Reichard
Girls Tennis	Ms. Somers	Baseball	Mr. Potts
Girls Swimming	Mr. Pohl	Girls Track	Ms. Stafford
Boys Golf	Mr. Harkema	Boys Tennis	Mr. Olcheski
Boys Cross Country	Mr. Foy	Boys Track	Mr. Rarick
Girls Cross Country	Ms. Stafford	Boys Soccer	Mr. Smith
Gymnastics	Ms. Stierley	Girls Golf	Mr. Harkema
Cheerleading	Ms. Harris	Hockey	Mr. Gilbert
Boys Swimming	Mr. Pohl	Boys Basketball	Mr. Essell
Wrestling	Mr. Shaft	Bowling	Mr. McClumpha
Dance	Ms. Noss	Boys Lacrosse	Mr. VanAntwerp

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## ATTENDANCE

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**24 Hour Attendance Line 694-3446**

**Email: [HHSattendance@hpsk12.net](mailto:HHSattendance@hpsk12.net)**

**ASSISTANT PRINCIPAL, *Mr. Chris Billingslea***

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### CONTRACTUAL AGREEMENT FOR ATTENDANCE

*(Policies: A5031, A5032, A5033)*

Responsibility for regular attendance rests with each student and their parent/guardian. Both students and their parent/guardian are expected to cooperate with school administrators, teachers and staff to develop employable attendance habits. Michigan law regarding compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child age six to eighteen to send the child to school during the entire school year.

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### PHILOSOPHY

A correlative relationship exists between school and class attendance and student learning and academic performance. Learning results not only from reading assignments and performing homework but also from participating in classroom discussions and receiving classroom instruction. Part of the learning process consists of regular school attendance and attendance in class. It is recognized that the impact of pre-planned or excused absences will vary from situation to situation and will have an impact on a student's grade and academic standing. Students should be responsible for understanding the effect excused absences will have upon their academic standing in each class.

All students are expected to attend both school and their scheduled classes regularly. To encourage regular school attendance, learning and academic performance, the District will record attendance. The District will notify parents/guardians when unexcused absences or tardiness occur via the Skylert automated system.

Students agree to regularly attend and be punctual for classes and school functions. Poor attendance may result in the loss of credit. All absences will count toward the allowable limit with the exception of school or religious related absences.

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### REPORTING AN ABSENCE

Absences can be reported and excused by parents/guardians using one of the following methods:

- Leave a message on the HHS attendance hotline (694-3446)
- Email to Attendance Office secretary ([HHSattendance@hpsk12.net](mailto:HHSattendance@hpsk12.net))
- Write a note and have student bring it to the Attendance Office
- Provide documentation of appointment/court date/illness, etc. to the attendance office within 48 hours
- Personally sign student out and notify staff of student pick up
- Parents are notified of unexcused absences nightly via automated phone message and may excuse absences within 48 hours.

#### **Please note:**

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

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### SIGNING IN AND OUT

If a student arrives late or must leave early, they must sign in/sign out of school at the Attendance Office. If a student leaves school early the student must provide documentation of their appointment or parental permission to the Attendance Office upon their return to school. Parent documentation must include a telephone number where parents can be contacted during the school day. We encourage parents to come inside the building to sign out their students when leaving early. **If this procedure is not followed, absences will not be excused.**

Students who become ill during the day must report immediately to the Attendance Office for appropriate attention after receiving permission from the teacher. If a student should need to go home, a parent/guardian will be contacted and arrangements will be made. Students may only check out of school through the office. Loitering in an unsupervised location in the school, such as a locker room or bathroom, will be viewed as an unexcused absence or tardy.

## **HIGH SCHOOL ATTENDANCE POLICY (Policy A5033)**

While any absence can affect a student's learning and academic performance, it is recognized that some absences are inevitable for some students during a school year.

It is also recognized that absences, which are pre-planned and excused, allow the flexibility of either performing the classroom work prior to the absence or arranging for an academic equivalent.

The District will distinguish, for purposes of record keeping, whether absences have been pre-planned or if the absences are unexcused and the reason for the absences. In addition to affecting the grade and academic standing of a student, an unexcused absence may result in disciplinary consequences being taken against the student. When a student's grade or academic standing is affected, the due process procedures set forth in this section shall exclusively apply. If disciplinary consequences are taken, the disciplinary due process procedures shall apply, but only with respect to the disciplinary consequences.

### **Pre-Planned and Excused Absences**

It is recognized that the following incidents may arise during the school year and result in a student's absence from class or school. In order to constitute a pre-planned or excused absence, the school requires:

- A signed note from the student's parent or guardian, stating the reason and date of absence; or
- A phone/email communication to the Attendance Office from the student's parent/guardian must occur within 48 hours of the absence or the absence will be considered unexcused.

In accordance with the foregoing, the following will constitute pre-planned or excused absences:

- Verified Medical/Dental appointments – Documentation will be kept in the attendance office. This is significant in the appeals process.
- Death of immediate family member
- Religious observations
- Verified court appearances
- Vacations (two or more days of absence)

The student's parent/guardian should contact the Attendance Office in writing one week prior to any vacation. The student is responsible for having her/his teachers initial the "trip slip" showing her/his status in the classroom with reference to the effects the trip may have on her/his grades for each class. The student must then take the "trip slip" home for parental review and signature and must return the "trip slip" to the Attendance Office prior to leaving on the trip. In order for the student to make up and receive credit for time missed, this procedure must be followed.

### **Unexcused Absences:**

Unexcused absences are defined as an absence for any other reason other than those listed excused or exempt. They include but are not limited to:

- Skipping/Truancy
- Leaving the school building or a designated area within the school without permission
  - A student may not leave a designated or assigned area without permission from the teacher.
  - A student may not leave the school building without prior permission from parent/guardian or administrator.
  - A student must sign out and receive permission to leave school.
  - A student who leaves school and whose parent/guardian calls in after-the-fact will be marked unexcused for those class periods.

If a student fails to attend class(es), and a parent/guardian has not called the office within 48 hours of the student's return, the absence(s) will be recorded as unexcused.

### **Skipping school or class**

If a student skips one class, that student will be assigned after-school/Wednesday morning study of 2 hours, either in Study Hall or with a classroom teacher (by arrangement). If a student skips the entire day, that student will be assigned after-school/Wednesday morning study of 6 hours, either in Study Hall or with a classroom teacher (by arrangement).

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## **PLANNED SCHOOL EVENTS OR ACTIVITIES AUTHORIZED BY THE BUILDING ADMINISTRATOR**

Students are allowed three (3) college visits per school year. Prior to visiting the college students must get a College Visit Form from the Attendance Office. The form is signed and dated by a college representative on the day of your college visit and must be returned to the Attendance Office upon the student's return. A parent/

guardian must call the Attendance Office and verify the student's absence prior to the college visit. All college visits must be completed before May 1, 2014 unless approval is obtained from the Attendance Office.

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### **ATTENDANCE CAUSE CONFERENCE**

At any time a student, parent, teacher, counselor, or administrator can call a meeting when there are concerns over a student's pattern of tardiness, and/or absenteeism. The purpose of the meeting is to develop a team oriented relationship with the student and parent(s)/guardian, to gain an understanding of the cause(s), to gain an understanding of the negative impact on the student's ability to learn, to enlist the will and responsibility of the student and parent/guardian to commit to improvement, and to develop specific strategies for improvement. Please be aware that in some cases an Attendance Cause Conference could involve a home visit, or parent/guardian work place visit.

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### **ATTENDANCE MONITORING (FAMILY ACCESS)**

To view student attendance, parents/guardians can sign up for "Family Access" via the Holt Public Schools District website at [www.hpsk12.net](http://www.hpsk12.net). A convenient calendar allows review of absences and tardies at a glance.

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### **LEARNING CONSEQUENCES FOR ABSENCES AND/OR TARDIES**

**Nine Absence Limit** – A student must not exceed nine (9) total absences in each class per semester. Once a student has accumulated ten (10) absences in a class he/she will lose credit in that class. Students have the opportunity to reinstate credit through the following:

1. File an Attendance Appeal Form in the Attendance Office. A mandatory meeting between the student, parent/guardian, teacher, and administration to appeal the loss of credit will be arranged;
2. Earn a passing grade (60%) in the class; and
3. Pass the final comprehensive exam (78%) at the end of the semester.

If (1), (2) and (3) are not achieved, the student will not be eligible to receive semester credit for the class.

- **All absences will count toward the allowable limit with the exception of school, religious, or extended medically related absences.**
- **There is no distinction made between an excused and unexcused absence.**

### **Three (3) Tardies = One (1) Absence**

- A tardy is defined as being no more than ten (10) minutes late to class.
- Three excused or unexcused tardies will equal one absence.
- If a student exceeds three (3) unexcused tardies in one class, that student will be assigned after-school/Wednesday morning study hours either in study hall or with a classroom teacher (by arrangement).
- A student will be allowed up to two (2) excused tardies upon entering the building per semester. These excused tardies will count towards the nine (9) absence limit as a tardy, but will not be included in the study hall count.

**A student reaching nine (9) absences has the ability to earn an "Attendance Buy Back" if he/she displays perfect attendance for a one week period in said class once the absence limit has been reached. One week of perfect attendance will result in one day of absence being looked upon without penalty.**

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### **DUE PROCESS FOR ATTENDANCE APPEALS**

If a student has accumulated over nine (9) days of absences in one class but fails to pass both the class and the final exam the loss of credit applies. If the student fails to meet the attendance policy limit but would have passed the class the student may appeal the loss of credit by following the attendance appeal process.

- Student and parent/guardian document each and every absence within 48 hours of the student's return to class. This documentation will be used in the appeal case.
- Student files the Attendance Appeal Form.
- Earn a passing grade (60%) in the class; and pass the final comprehensive exam (78%) at the end of the semester to be eligible to appeal loss of credit.

At the time of the appeal, the student's attendance file will be reviewed. The appeals committee will consist of a student, parent/guardian, administrator and teacher.

### **Attendance Appeal Outcomes**

- Appeal Granted: Credit is awarded.
- Appeal Denied: Credit is withheld

If credit is withheld a student may earn the credit by:

- Successfully scoring 78% on a comprehensive exam.
- Successfully completing a school approved means for credit recovery such as summer school, correspondence classes, etc.

### **DETAINMENT BY A TEACHER AFTER CLASS**

The teacher responsible for the detainment should issue a student who is detained after class a pass for entrance to the student's next period. Any student who arrives late to class without a pass as a result of detainment by a previous teacher should be sent back to the teacher responsible so that a pass may be issued. If the teacher feels that an unexcused tardiness was unavoidable and unexcused, the student may be admitted without a pass.

### **MAKE-UP WORK**

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

1. For ALL planned absences, students should obtain their assignments in advance of the absence.
2. For unplanned absences:
  - a. If the absence is less than three (3) days, students are advised to contact another student in the same class for assignments.
  - b. Any time a student is absent short term (three (3) days or more) and desires homework assignments, they must give teachers 24 hour notice in order to get work ready for that student. The Attendance Office can handle your request.

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

### **LEGAL BASIS FOR ATTENDANCE**

A child becoming six years of age before December 1 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 that the child's sixth birthday occurs. (MCLA 380.1561)

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

- 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.
- A child who is regularly employed as a page or messenger in either house of the legislature during the period of the employment.
- A child under nine years of age who does not reside within 2½ miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this exemption does not apply.
- A child from the age of 12 to the child's 14 birthday while in attendance at confirmation classes conducted for a period of not to exceed five (5) months in either of those years.
- A child who is regularly enrolled in the public schools 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. (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, no. 5414, 1978)*

### **STUDENT MISCONDUCT, DISCIPLINE AND DUE PROCESS**

*Conduct constituting suspension; action by teacher; report; supervision; conference; return by student; adoption of local policy by school board; definitions. State of Michigan Code Policy 380.1309*

If a teacher in a public school has good reason to believe that a pupil's conduct in a class, subject, or activity constitutes conduct for which the pupil may be suspended from a class, subject, or activity according to the local policy required under subsection (2), the teacher may cause the pupil to be suspended from the class, subject, or activity for up to one (1) full school day. The teacher shall immediately report the suspension and the reason for the suspension to the school principal and send the pupil to the school principal or the school principal's designee for appropriate action. If that action requires the continued presence of the pupil at school, the pupil shall be under appropriate supervision. As soon as possible after a suspension under this section, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. Whenever practicable, a school counselor, school psychologist, or school social worker shall attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests. During a suspension under this section, the pupil shall not be returned that school day to the class, subject, or activity from which he or she was suspended without the concurrence of the teacher of the class, subject, or activity and the school principal.

*Physical assault at school against another pupil; expulsion required; alternative education; definitions. State of Michigan Code Policy 380.1310*

(1) If a pupil enrolled in grade 6 or above commits a physical assault at school against another pupil and the physical assault is reported to the school board, school district superintendent, or building principal, then the school board or the designee of the school board as described in section 1311(1) on behalf of the school board shall suspend or expel the pupil from the school district for up to 180 school days. A district superintendent or building principal who receives a report described in this subsection shall forward the report to the school board. Notwithstanding section 1147, a school district is not required to allow an individual expelled from another school district under this section to attend school in the school district during the expulsion.

(2) If an individual is expelled pursuant to this section, it is the responsibility of that individual and of his or her parent or legal guardian to locate a suitable educational program and to enroll the individual in such a program during the expulsion. The office for safe schools in the department shall compile information on and catalog existing alternative education programs or schools and nonpublic schools that may be open to enrollment of individuals expelled under this section and pursuant to section 1311(2) or 1311a, and shall periodically distribute this information to school districts for distribution to expelled individuals. A school board that establishes an alternative education program or school described in this subsection shall notify the office for safe schools about the program or school and the types of pupils it serves. The office for safe schools also shall work with and provide technical assistance to school districts, authorizing bodies for public school academies, and other interested parties in developing these types of alternative education programs or schools in geographic areas that are not being served.

(3) As used in this section:

- (a) "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.
- (b) "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence.
- (c) "School board" means a school board, intermediate school board, or the board of directors of a public school academy.
- (d) "School district" means a school district, a local act school district, an intermediate school district, or a public school academy.

*Assault by pupil against employee, volunteer, or contractor; expulsion required; alternative services; referral; reinstatement; immunity from liability; petition for reinstatement form; rights of pupils eligible for special education programs and services; eligibility of school for prorated share of foundation allowance; report of assaults; responsibility for enrollment in educational program; definitions. State of Michigan Code section 380.1311a*

(1) If a pupil enrolled in grade 6 or above commits a physical assault at school against a person employed by or engaged as a volunteer or contractor by the school board and the physical assault is reported to the school board, school district superintendent, or building principal by the victim or, if the victim is unable to report the assault, by another person on the victim's behalf, then the school board, or the designee of the school board as described in section 1311(1) on behalf of the school board, shall expel the pupil from the school district permanently, subject to possible reinstatement under subsection (5). A district superintendent or building principal who receives a report described in this subsection shall forward the report to the school board.

(2) If a pupil enrolled in grade 6 or above commits a verbal assault, as defined by school board policy, at school against a person employed by or engaged as a volunteer or contractor by the school board and the verbal assault is reported to the school board, school district superintendent, or building principal by the victim or, if the victim is unable to report the verbal assault, by another person on the victim's behalf, or if a pupil enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board, or the designee of the school board as described in section 1311(1) on behalf of the school board, shall expel the pupil from the school district for a period of time as determined in the discretion of the school board or its designee. A district superintendent or building principal who receives a report described in this subsection shall forward the report to the school board. A district superintendent or building principal who receives a

report described in this subsection shall forward the report to the school board. Notwithstanding section 1147, a school district is not required to allow an individual expelled from another school district under this subsection to attend school in the school district during the expulsion.

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## **SUSPENSION OR EXPULSION OR PUPILS**

State of Michigan Code section 380.1311

(1) Subject to subsection (2), the school board, or the school district superintendent, a school building principal, or another school district official if designated by the school board, may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience if, in the judgment of the school board or its designee, as applicable, the interest of the school is served by the authorization or order. If there is reasonable cause to believe that the pupil is a student with a disability, and the school district has not evaluated the pupil in accordance with rules of the superintendent of public instruction to determine if the pupil is a student with a disability, the pupil shall be evaluated immediately by the intermediate school district of which the school district is constituent in accordance with section 1711.

(2) If a pupil possesses in a weapon free school zone a weapon that constitutes a dangerous weapon, commits arson in a school building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, the school board, or the designee of the school board as described in subsection (1) on behalf of the school board, shall expel the pupil from the school district permanently, subject to possible reinstatement under subsection (5). However, a school board is not required to expel a pupil for possessing a weapon if the pupil establishes in a clear and convincing manner at least 1 of the following:

- a) The object or instrument possessed by the pupil was not possessed by the pupil for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
- b) The weapon was not knowingly possessed by the pupil.
- c) The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
- d) The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

(3) If an individual is expelled pursuant to subsection (2), the expelling school district shall enter on the individual's permanent record that he or she has been expelled pursuant to subsection (2). Except if a school district operates or participates cooperatively in an alternative education program appropriate for individuals expelled pursuant to subsection (2) and in its discretion admits the individual to that program, and except for a strict discipline academy established under sections 1311b to 1311e, an individual expelled pursuant to subsection (2) is expelled from all public schools in this state and the officials of a school district shall not allow the individual to enroll in the school district unless the individual has been reinstated under subsection (5). Except as otherwise provided by law, a program operated for individuals expelled pursuant to subsection (2) shall ensure that those individuals are physically separated from at all times during the school day from the general pupil population. If an individual expelled from a school district pursuant to subsection (2) shall ensure that those individuals are physically separated from a school district pursuant to subsection (2) is not placed in an alternative education program or strict discipline academy, the school district may provide, or may arrange for the intermediate school district to provide, appropriate instructional services to the individual at home. The type of services provided shall meet the requirements of section 6(4)(u) of the state school aid act of 1979, MCL 388.1606, and the services may be contracted for in the same manner as services for homebound pupils under section 109 of the state school aid act of 1979, MCL 388.1709. This subsection does not require a school district to expend more money for providing services for a pupil expelled pursuant to subsection (2) than the amount of the foundation allowance the school district receives for the pupil as calculated under section 20 of the state school aid act of 1979, MCL 388.1620.

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## **CONTRACTUAL AGREEMENT for STUDENT MISCONDUCT, DISCIPLINE, and DUE PROCESS**

Holt Public Schools Board Policy (Policies: A5034, A5035, A5036, A5037)

Students and parents agree that the following constitutes appropriate student behavior in the areas indicated:

### **1. General Conduct**

- a. Students agree to behave in a manner that permits uninterrupted learning to take place.
- b. Students agree to remain drug and alcohol free during school and school-sponsored events and functions.
- c. Students agree to behave in a responsible manner during extra-curricular events and at school-sponsored events.

### **2. Respect for Persons and Property**

- a. Student agree to respect 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 an individual's education.
- b. Students agree to neither take nor damage property of other students, school personnel or the Board of Education.
- c. Students agree that when using books, equipment and other school materials, they will return them in the best condition possible.

### **3. Dress and Personal Grooming**

- a. All students agree to observe basic standards of cleanliness, modesty and good grooming.
- b. Students agree they will not dress in a manner which is disruptive to the educational program or processes.

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### **STUDENT MISCONDUCT** *Holt Public School Board Policy A5034*

The provision of the district's educational programs and activities are contingent upon appropriate student behavior. Students are expected to engage in appropriate conduct at all times. As students advance in age, education and maturity, they will assume greater responsibility for their actions. Misconduct by a student will result in disciplinary action from the district, ranging from a discussion concerning the conduct to expulsion.

#### **Misconduct is defined in this Student Handbook as:**

1. Conduct which interferes with the provision of the district's academic and non-academic programs, policies and activities;
2. Or conduct which interferes with the maintenance of a stable learning environment;
3. Conduct which demonstrates a lack of respect for 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 individual's education;
4. Conduct which presents any risk to property of the district, its employees or students;
5. Or conduct which is contrary to law.

While the district cannot identify or list all forms of misconduct, the following are listed as examples of misconduct together with the general level of action that will be taken by the district for first and subsequent offenses.

The disciplinary actions that will be taken are merely examples and the actual steps that will be taken by the district for acts of misconduct may vary depending upon the individual circumstances.

Disciplinary actions shall reflect mitigating as well as aggravating circumstances, including but not limited to factors such as the age, health, maturity and educational placement of the student, the student's prior conduct and disciplinary record, the attitude of the student, cooperation of parents and the seriousness of the offense.

In addition, Holt Public Schools shall report serious matters or criminal actions to the appropriate law enforcement agency (and by law, students age 17 or older are open to investigation without parental presence or contact).

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### **LOITERING BY UNAUTHORIZED PERSONS**

**First Offense:** Person will be ordered to leave and the incident will be documented.

**Repeat Offense:** Appropriate law enforcement agency will be called to enforce local ordinances and state laws concerning loitering.

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### **CHEATING OR COPYING THE WORK PRODUCT OF ANOTHER PERSON (PLAGIARISM):**

It is the school's intent to promote individual inquiry and self-reliance through independent work. In other words, we expect that students do their own work, not copy directly from written materials or cheat from/with others. The work must represent a student's own labor. Plagiarism is taking writing whether an entire composition, just paragraphs or particular sentences or ideas of another and passing them off as one's own product without acknowledgement of authorship. This includes taking writing from the Internet as well as other sources. Cheating is defined as copying from others, doing someone else's work, or lying about authorship. Students who engage in these actions will receive the following punishments that will carry over throughout a student's high school career.

#### **First Offense:**

1. Loss of credit for the assignment, quiz or test.
2. Discipline referral sent to the office by the teacher involved.
3. Parents notified by the teacher/office including due process notifications.
4. Up to a three (3) day suspension out of school from all classes.

#### **Second Offense in Any Class:**

1. Loss of credit for assignment, quiz or test.
2. Discipline referral sent to the office by the teacher involved.
3. Parents notified by the office including due process notifications.
4. Up to a five (5) day suspension out of school from all classes.

#### **Third or Subsequent Offense in Any Class:**

1. Up to a ten (10) day suspension with the possibility of a recommendation for expulsion.
2. Loss of credit may include for the assignment, quarter, or semester in the class where the current offense is committed.
3. Parents notified by the office.

**HAZING, SENIOR PRANKS, LAST DAY** Holt Public Schools Board Policy No 6320 – Hazing  
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.

#### **Last Day Student Antics**

**Examples: water balloons, shaving cream, squirt cannons, prank behavior – these are acts that violate School Board Policy 6320-Hazing and A5034 Code of Conduct.**

**Violations could result in restitution, community service, and/or loss of privilege to “walk” in Commencement or other graduation activities.**

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**RUNNING OR MAKING EXCESSIVE NOISE, LEAVING THE CLASSROOM WITHOUT PERMISSION, BEING IMPROPERLY DRESSED, INITIATING OR PARTICIPATING IN ANY UNACCEPTABLE PHYSICAL CONTACT, AND BEHAVIOR WHICH IS DISRUPTIVE TO THE ORDERLY PROCESS OF CLASSROOM INSTRUCTION**

**First Offense:**

1. Student – Teacher or administrator conference.
2. Possible suspension of up to ten (10) days.

**Repeat Offense:**

1. Violations will be considered in a cumulative manner with consequences being progressive in nature up to a ten (10) day suspension.

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**THEFT, GAMBLING, FIGHTING, MINOR DESTRUCTION OF SCHOOL PROPERTY, POSSESSION OR USE OF TOBACCO, DEFIANCE OF AUTHORITY, POSSESSION AND/OR USE OF KNIVES OR FIRE-WORKS, INTERFERING WITH SCHOOL FUNCTIONS BY A WALKOUT OR SIT-IN, REPEATED CASES OF DISORDERLY CONDUCT, POSSESSION OF A PAGER OR ELECTRONIC COMMUNICATION DEVICE, FORGERY OF PASSES OR NOTES, PROFANITY, FAILURE TO IDENTIFY ONESELF, AND FAILURE TO ABIDE BY SCHOOL RULES AND REGULATIONS**

**First Offense:**

1. Parents will be notified and a conference will be held with an administrator.
2. Persons responsible for destruction of property will make restitution.
3. Appropriate warnings will be issued and up to ten (10) days suspension given.

**Repeat Offense:**

1. Violations will be considered in a cumulative manner with consequences being progressive in nature up to ten (10) days suspension unless recommendation for expulsion has been made.
2. Persons responsible for destruction of property will make restitution.

**ARSON, POSSESSION OF FIREARM OR DANGEROUS WEAPON, MAJOR DESTRUCTION OF PROPERTY, EXTORTION, OBSCENE BEHAVIOR, THEFT, ALARMS, SEXUAL OR OTHER HARASSMENT, DISCRIMINATION, INAPPROPRIATE STATEMENTS, OR CONDUCT ON THE BASIS OF GENDER, NATIONAL ORIGIN, RELIGION, RACE CULTURE, ETHNIC BACKGROUND, AGE, DISABILITY, PHYSICAL CHARACTERISTICS, AND BEING UNDER THE INFLUENCE OF OR IN POSSESSION OF DRUGS OR ALCOHOL, NARCOTICS OR CONTROLLED SUBSTANCES (i.e. WHITE OUT, ETC.)**

**First Offense:**

1. Parents and the assistant superintendent will be notified immediately and a conference will be held with an administrator.
  2. The incident will be referred to the appropriate law enforcement agency. (Drug free school zone constitutes a doubling of legal penalties.)
  3. A suspension of up to ten (10) days will occur. A recommendation for expulsion may be made to the Assistant Superintendent.
  4. Persons responsible for destruction of property will make restitution.
- Failure to take a Breathalyzer Test and/or a Field Sobriety Test is considered an admission of guilt.

**Repeat Offense:**

1. Recommendation for expulsion, if appropriate.
2. Persons responsible for destruction will make restitution.

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**SELLING OR DISTRIBUTING DRUGS, ALCOHOL, NARCOTICS OR CONTROLLED SUBSTANCES**

**First Offense:**

1. The incident will be referred to the appropriate law enforcement agency. (Drug free school zone constitutes a doubling of legal penalties.)
2. Parents will be notified immediately.
3. A suspension of up to ten (10) days will occur. A recommendation for expulsion may be made to the assistant superintendent.

**Repeat Offense:**

1. The incident will be referred to the appropriate law enforcement agency.
2. Parents will be notified immediately.
3. A suspension of up to ten (10) days will occur. A recommendation for expulsion may be made to the assistant superintendent.
4. Accessing Student Assistance Program services as a result of discipline is at the discretion of administration and will be determined on an individual basis. Voluntary cooperation with the S.A.P. may have a mitigating effect on discipline.

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**PROCEDURAL DUE PROCESS**

*Policy A5037*

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.

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**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.

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**SUSPENSION AND EXPULSION OF STUDENTS**

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 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 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, he/she will be given an explanation of the supporting evidence.
  - 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 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 superintendent within ten (10) school days or the right to appeal is forfeited.
  - g. The student and/or parent(s) or guardian(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.

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## **SUSPENSION OR EXPULSION FROM SCHOOL–EXTRA CURRICULAR ACTIVITIES**

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

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## **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.
  - i. 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.
  - ii. 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 parents 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 ten (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 ten (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 ten (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) 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 later 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 educational 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 ten (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 not 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 superintendent of the district.
- e. A parent of the district may appeal an IEPC decision. If appealed, the district will schedule a special education due process hearing and following the special education rules established for this due process hearing. The district will not proceed with any suspension of more than ten (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 uncontested 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 ten (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 ten (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 ten (10) days from the start of this emergency suspension, the IEPC must convene. If, within this ten-day period, the procedures set forth in IV 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*)

### **GUIDELINES FOR STUDENTS ENTERING DRUG TREATMENT PROGRAMS**

Students who enter drug treatment facilities have a major undertaking as they recover sobriety; this process takes considerable time, emotion, and involvement. Drug treatment centers rate sobriety as a number one issue, above everything else. For this reason, time allocated for schoolwork is generally one (1) to two (2) hours per day.

Holt High School recognized the efforts of the recovering student and is prepared to send work with any student; however, there are times that carrying a full academic load would be detrimental to the first and major goal – recovery. Therefore, students are eligible for reduced loads anywhere from carrying one to five classes. Each case is unique and will be handled as such; the final disposition always remains with the building principal. Students are also able to consider all campus options such as correspondence school, alternative education, Career Center; each program needs to be worked through the individual's counselor.

Each class will be given individual consideration during the staffing when teachers, parents, and the student are present. Although the goal is always for success for the student; however, the reality and consequence for chemical use includes failed/ dropped classes. There will be students who will be dropped for attendance/failed classes and they will need to begin with a fresh start as a sober student.

In general, our students attend short-term treatment programs which typically last between 28-45 days. It is generally more possible to coordinate the teaching assignments during a short-term program. The optimum situation is when a certified teacher helps with instruction at the hospital. Long-term treatment can create unique difficulties; when the student enters a new school system as part of

their phase in treatment, she/he is treated as a transfer student. Any student can still continue to work toward Holt's graduation requirements if they plan to return and graduate from Holt. This plan must be worked out with the counselor.

### **SITUATION A: Volunteer treatment**

When students enter drug treatment voluntarily they usually have time to work out arrangements with their teachers for homework/class assignments. When a student decides to enter a drug treatment program, she/he should contact her/his individual counselor.

#### **The counselor will:**

1. Notify all teachers that a staffing is called to discuss the student's progress in class because the student is entering an in-patient treatment program.
2. Chair the staffing on behalf of the student. At this point, each teacher will give the student's current grade and an assessment for future success in the class. Classes that are being failed, will in most cases, be dropped.
3. Coordinate the liaison work between the hospital counselor and the home school teachers.
4. Reintegrate the student when she/he returns to Holt.

#### **The teacher will:**

1. Assess the student's performance and make a recommendation to send homework to complete the course or drop the course with a failed grade.
2. Prepare all lesson plans/instructions if the decision is to continue the course.
3. Evaluate the student's work and assign a letter grade between E – A, *or* credit/no credit. Grading is the discretion of the teacher.
4. Notify the counselor if there are difficulties/concerns with the rate of progress.

### **SITUATION B: Involuntary treatment/crisis placement**

When a student goes to treatment without their prior knowledge and involvement or when there is an emergency placement, the school is unable to have the departure staffing. In this case, the counselor will set up a staffing with all teachers and the parents and the same guidelines will be followed as stated under volunteer treatment. The staffing should be held during the first week that the student is in treatment. If the parent is unable to attend, the staffing will still take place and the counselor will relate the status of the student to the parents.

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### **CORPORAL PUNISHMENT, PHYSICAL FORCE *Policy A 5035***

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 inflicting 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.

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### **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; and
8. Consider and take appropriate action, in accordance with due process, when disruptive behavior warrants suspension or expulsion of a student.

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### **TRANSPORTATION *CONTRACTUAL AGREEMENT FOR TRANSPORTATION Policy A5036***

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. Only regularly enrolled students will be transported to and from school as follows:

- Students in kindergarten and first grade living more than one (1) mile from their school building.
- Qualified students in the second through 12<sup>th</sup> grade who live more than one and one-half (1½) miles from their school building.
- Special education students, notwithstanding distance from their school building.
- Other students granted special permission for reasons such as health and safety.

- 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.
- Students are to be at their bus stop at the scheduled arrival time of the bus. Parents and students will be responsible for supervising student conduct at school bus stops. The district is not responsible for supervising student conduct until the bus arrives at a school bus stop, and after the bus unloads students after school. Students agree to wait for the bus in a safe place off the roadway.
- Requests to take another route to and from school or to exit at a stop other than the student's regular stop on their regular route are to be directed in writing to the building principal.
- Requests for special permission for reasons such as health and safety or requests for students who are not eligible riders to participate in transportation to and from school are to be directed in writing to the supervisor of transportation. Such requests will be granted only for childcare reasons and such authorization shall be granted in the form of a bus pass. Bus passes will be accepted only up to the legally rated capacity of the bus.
- On field trips, only students, teachers and assigned adult chaperons are eligible for transportation.
- On extracurricular activities, only students whose names appear on the sign-up sheet are eligible for transportation.

## **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)*

**For your safety, digital recording cameras are placed on each bus.**

## **TRANSPORTATION CONDUCT**

Cameras are installed in each bus and will record the following:

1. Students will enter the bus in an orderly manner and take a seat immediately.
2. Each transportation driver has the right to make seating assignments.
3. While passengers may converse in a normal tone of voice, they shall cease conversation at railroad crossings and other locations designated by the transportation driver for safety reasons.
4. Passengers are not to extend any part of their body or other objects out of the bus.
5. Passengers are not to throw anything on or out of the bus.
6. There is to be no ignition of matches, lighters or any other pyrotechnical devices on transportation.
7. The emergency exit is to be used only in actual emergency situations or as directed by the transportation driver.
8. Animals are not to be taken on school transportation.
9. Passengers are to be alert for traffic when boarding or leaving a bus and are to cross the road at a location at least 10 feet in front of the bus.
10. The district cannot and will not assume responsibility for supervising student behavior when no school personnel are available for behavioral control.

## **STUDENTS USE OF MOTORIZED VEHICLES**

Student use of a motorized vehicle on Holt Public School property is a privilege. A high school student who possesses a valid driver's license, appropriate and lawful vehicle insurance, and who desires to drive to school, may be granted this privilege after entering into a written student agreement for driving and parking on school property. Students granted this privilege may/will:

1. Drive to school and park their vehicle in lots designated as student parking lots;
2. Apply for, obtain, and post a current year Holt High School driving permit in plain sight on the front lower left side of front windshield (driver side);
3. Drive their vehicles in a reasonable and safe manner while on school premises.

Students driving to the Career Center must have separate written permission from Holt Public Schools and the Career Center principal or designee.

### **Breach of Agreement for illegal parking, no parking permit, and reckless driving may consist of one or more of the following consequences:**

Student failure to abide by the agreement may result in loss of the privilege and the vehicle being towed from school property at the owner's expense. Driving and/or parking privileges may be revoked at the discretion of the principal or assistant principal.

Appropriate action of up to ten (10) day suspension from school, unless a recommendation for expulsion has been made, may be taken subject to the Due Process provisions.

### **First Offense:**

1. A ticket warning.
2. Wednesday morning detention/Saturday community service.

3. Driving and/or parking privileges may be partially or completely revoked at the discretion of the principal or an assistant principal.

**NOTE:** Possession of illegal drugs, including alcohol, will result in an automatic loss of driving/parking privileges on Holt Public School property.

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### **DRIVING POLICIES – Capital Area Career Center Students Driving Policy**

Students are expected to ride the school bus to and from the Career Center. This policy was developed with the safety of our students in mind. There are occasions where students are able to obtain a daily driving pass. Some students might be involved in work on their car, a job related interview, etc. These students must bring a note to the counseling center signed by their parent/guardian which explains the reason for driving to the Career Center. A note from the Career Center teacher is not sufficient. The counseling office personnel will give the student a duplicate one-day permit. One copy of the permit is left on the dashboard of the car and the other copy is given to the attendance office or the Career Center.

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### **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, all employees and volunteers of 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 Human Services **and** to appropriate law enforcement agencies.

Such reports shall be made to the Department at the following toll free, 24 hour and 7day 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 Reporting in Michigan: Michigan Law on reporting**

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) Adopted: August 1991, January 2012, June 2012 Revised: December 2011, May 2012

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## **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 individual's 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 educational and corrective action by the district.

- Corrective action may range from a conference with school administrators to expulsion from school.
- Educational action may include required participation in activities or programs designed to increase understanding and respect for individual differences.

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## **SEXUAL HARASSMENT CONDUCT OF AN UNCOMFORTABLE NATURE**

*Policy A1304*

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. This District will not tolerate sexual harassment of students. 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 offense 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. The District will investigate this matter. 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.

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## **STUDENT GRIEVANCE PROCEDURE FOR ALLEGED DISCRIMINATION, SEXUAL**

### **HARASSMENT OR OTHER CLAIMED VIOLATION OF LAW (*Policies A1302, A1304, A4010*)**

#### **Statement of Compliance with Federal and State Law**

Holt Public Schools Board of Education 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 on the basis of race, color, religion, national origin, age, sex, marital status, height, weight, or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in a program or activity to which it is responsible, or for which it receives financial assistance from the U.S. Department of Education.

#### **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 days after receipt of the local coordinator's response.

The superintendent shall meet with the 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 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 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:

Director

U.S. Department of Education Office for Civil Rights

600 Superior Ave East Suite 750

Cleveland, OH 44114-4970

Phone: (216) 522-4970

Fax: (216) 522-2573

Email: OCR.Cleveland@ed.gov

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## **STUDENT and EMPLOYEE HARASSMENT AND DISCRIMINATION CLAIMS of VIOLATIONS of FEDERAL and STATE LAWS and GRIEVANCE PROCEDURE *Policy 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:

1. 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
2. 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
3. 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 Systems**

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

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

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

Michigan Dept. of Civil Rights  
AND/OR to: 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.

Adopted: April 1989  
Revised: May 13, 1998; April 12, 2010  
Retyped: January 1992; March 2010