



Holt Junior High Student Handbook

2016-2017

Main Office
517-694-7117

Principal – Mr. Marshall Perkins

Holt Junior High Facebook: <https://www.facebook.com/#!/Holt-Junior-High-1651209978443643/>

Attendance Office
517-694-7188

MarshallPerkin8 - Twitter

mperkins@hpsk12.net

517-699-3432

Counseling Office
517-694-7118

Holt Junior High Website: www.hpsk12.net/juniorhigh

This agenda belongs to: **Please write in PEN so it cannot be erased.**

Name _____

Grade _____

Lunch: M-T-TH-F A B C D circle one Wed. A B circle one

Intervention Teacher: _____/Room # _____

Semester #1

Schedule: 1st Hour _____/Teacher _____/Room # _____
 2nd Hour _____/Teacher _____/Room # _____
 3rd Hour _____/Teacher _____/Room # _____
 4th Hour _____/Teacher _____/Room # _____
 5th Hour _____/Teacher _____/Room # _____
 6th Hour _____/Teacher _____/Room # _____
 7th Hour _____/Teacher _____/Room # _____

Semester #2

Schedule: 1st Hour _____/Teacher _____/Room # _____
 2nd Hour _____/Teacher _____/Room # _____
 3rd Hour _____/Teacher _____/Room # _____
 4th Hour _____/Teacher _____/Room # _____
 5th Hour _____/Teacher _____/Room # _____
 6th Hour _____/Teacher _____/Room # _____
 7th Hour _____/Teacher _____/Room # _____

Please Note: Replacement cost for lost or stolen agenda is \$10 and must be paid immediately as you are required to have your agenda with you at all times. Please purchase additional agendas at the main office.

Bell Schedule for 2016-2017



FULL DAY SCHEDULE

7TH GRADE

1ST HOUR	7:30- 8:30	
2ND HOUR	8:35- 9:30	
3RD HOUR	9:35- 10:30	
4TH HOUR	10:30- 11:00	A Lunch
	11:05- 11:30	Intervention
	10:35- 11:00	Intervention
	11:00- 11:30	B Lunch
5TH HOUR	11:35- 12:30	
6TH HOUR	12:35- 1:30	
7TH HOUR	1:35- 2:35	

8TH GRADE

1ST HOUR	7:30- 8:30	
2ND HOUR	8:35- 9:30	
3RD HOUR	9:35- 10:30	
4TH HOUR	10:35- 11:30	
5TH HOUR	11:30- 12:00	C Lunch
	12:05- 12:30	Intervention
	11:35- 12:00	Intervention
	12:00- 12:30	D Lunch
6TH HOUR	12:35- 1:30	
7TH HOUR	1:35- 2:35	

WEDNESDAY LATE-START SCHEDULE

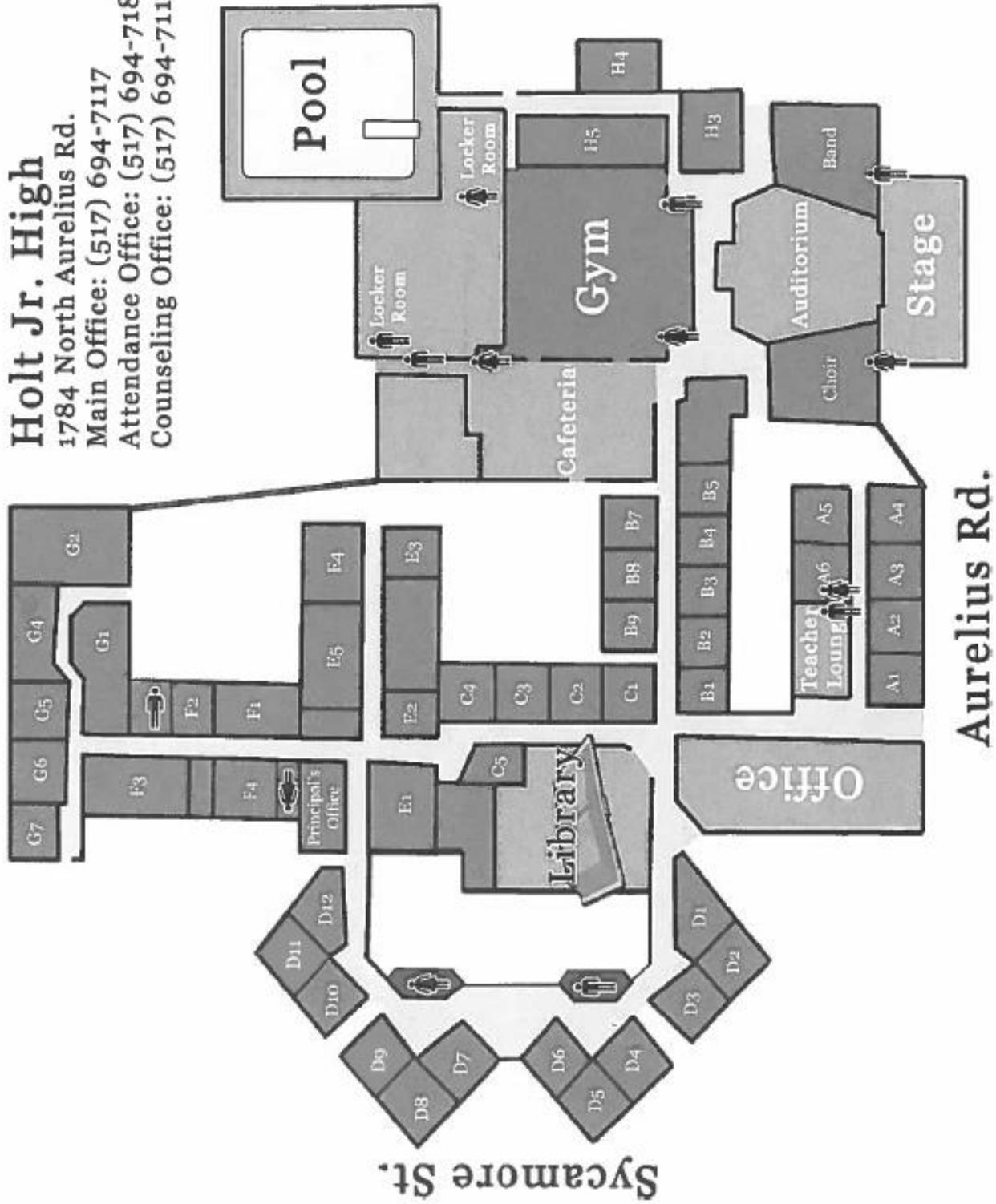
7th GRADE

1ST HOUR	10:05- 10:40
2ND HOUR	10:45- 11:20
3RD HOUR	11:25- 12:00
A LUNCH	12:00- 12:30
5th HOUR	12:35- 1:10
6TH HOUR	1:15- 1:50
7TH HOUR	1:55- 2:35

8th GRADE

1ST HOUR	10:05- 10:40
2ND HOUR	10:45- 11:20
3RD HOUR	11:25- 12:00
4TH HOUR	12:05- 12:40
B LUNCH	12:40- 1:10
6TH HOUR	1:15- 1:50
7TH HOUR	1:55- 2:35

Holt Jr. High
 1784 North Aurelius Rd.
 Main Office: (517) 694-7117
 Attendance Office: (517) 694-7188
 Counseling Office: (517) 694-7118



Message from the Principal:

Dear Student,

On behalf of the faculty and administration, I would like to personally welcome you to Holt Junior High School. We are excited for the new school year and the success that you will experience over the next several months. As your building principal, I believe in setting high expectations for my student body, with the belief that all students will rise to those expectations and make the most out of their learning opportunity.

Attending school on a daily basis is highly suggested in order to properly take advantage of the learning opportunities taking place. Students who fail to attend school regularly miss out on important information and statistically perform significantly poorer on in-class assignments, homework, final examinations and standardized tests.

All students are required to follow school rules and behave appropriately. Our school learning community is built around being **RESPONSIBLE, RESPECTFUL, ACCEPTING, MOTIVATED**, and **SAFE**. Our faculty will provide you with outstanding learning opportunities along with academic and behavior support to ensure your success. Do your part and take advantage of the educational gift you have been given.

Increased academic challenges await you at Holt Junior High School. With the increased curriculum standards in all areas, you will need to develop effective study habits and learning strategies that will help you perform well academically. You are required to earn 8 out of 12 promotional points to earn the right to move to the next grade level. If you fail to earn 8 promotional points you may be required to repeat the same grade level the following school year.

The use of individual class folders and using your agenda to keep track of daily assignments, homework, and upcoming tests will greatly enhance your chances of earning good grades. There will be limited opportunities to turn in assignments past the due date, so stay organized. Take advantage of your intervention period as well as after-school study sessions when offered by your teachers after school. This is a good time to focus on the material you may be struggling with or a chance to ask last minute questions before a test.

To achieve your full academic potential, it is our goal to help you become responsible for your own learning and develop the necessary skills for you to monitor your own progress and be able to articulate for yourself your areas of strength and areas needing additional growth. Our teachers are utilizing the formative assessment process to help provide you with clear learning goals and formative data to help you determine areas you need to improve on before major assessments are given. This approach is purposeful in that we believe and honor the fact that students learn at their own rate and therefore should not be penalized for that rate of speed in which they learn. Please support their efforts in utilizing this process by always writing down the learning targets provided in class and taking time to review your materials when formative assessments and learning checks are given. This additional work required by staff is for your benefit in helping you to be the very best student you can be.

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

Respectfully,



Marshall Perkins
Principal
Holt Junior High School



Our Mission: We achieve academic success by being responsible, respectful, accepting, motivated, and safe.

Our Vision: To do 'whatever it takes' to establish a responsible, respectful, accepting, motivated, and safe learning community. Students will be challenged by a rigorous curriculum that promotes global citizenship along with college and career readiness.

Responsible: We will promote collaborative responsibility for our vision by increasing stakeholder involvement through communication and outreach.

Respectful: All members of our school community will model positive behavior and support one another.

Accepting: Members of our school community will embrace diversity through a variety of character education programs and humanities curriculum. As ambassadors of the district, stakeholders will positively represent Holt Public Schools at all school functions, in and out of district.

Motivated: Our professional learning community will use data-driven decision making processes, including I CAN statements, to challenge students to expand their intellectual, emotional and social capacities. Students will be encouraged to expand their emotional and social capacities through various incentive and acknowledgement programs.

Safe: We will be proactive to the physical, emotional and educational needs of all learners to help ensure a safe learning community.

Academic Culture:

Academic Culture is the explicit teaching of active engagement, grit, and perseverance strategies to encourage student ownership of learning in order to be more successful in the future. We encourage every student, to become a **self-regulated learner** who takes control of and evaluates one's own learning and behavior. Students who are self-regulated learners believe that opportunities to take on challenging tasks, practice their learning, develop understanding of subject matter, and exert effort will give rise to academic success. Self-regulated learners are successful because they control their learning environment and usually exhibit a high sense of self-efficacy. They exert this control by directing and regulating their own actions toward their learning goals and attribute successes or failures to internal factors including effort expended on a task and effective use of strategies.

References: 1) (Butler & Winne, 1995; Winne & Perry, 2000; Perry, Phillips, & Hutchinson, 2006; Zimmerman, 1990; Boekaerts & Corno, 2005). 2) control (Dweck & Leggett, 1988; Dweck, 2002). 3) Corno, et al., 2002; Pintrich, 2000; Winne & Perry, 2000). 4.) Palincsar & Brown, 1984



Holt Junior High Responsibility Contract

I, _____, understand the importance of practicing responsibility as a benefit to myself and the community of Holt Junior High. Responsibility is an important characteristic that will help me to succeed at Holt Junior High and beyond (high school, college, and career.)

I commit to use language that is suitable for school and dress in a manner that represents Holt Junior High positively when on school grounds and when attending school activities. I also commit to responding immediately to requests made by a staff member and to reasonable peer requests. I will enter and exit areas of the building quietly and consult a teacher or adult with any concerns.

I will come to each classroom prepared and ready to learn with the necessary materials. During classroom instruction and activities, I will be an active listener and stay on task. I will complete assignments thoughtfully and on time. I will use my agenda every day and in every class to help support my academic success at Holt Junior High.

When in the hallway areas, I will walk and maintain conversational volume. If I use the hallways and/or bathrooms outside of passing times, I will have an agenda pass. I will use my time wisely in order to arrive to classes on time and minimize missed instruction. I will help to keep hallways and bathrooms clean and organized, which also means cleaning and organizing my own locker as well as making sure to keep my locker locked. I will keep my locker combination private and only use the locker assigned to me.

In the cafeteria, I will remain seated once I have my lunch. I will also clean up my eating area and help others to clean up. I will keep the gym free of food and gum and use gym equipment as intended. When in the gym for physical education, I will dress for P.E. activities.

To ensure safety, when entering or exiting the bus lane or parent-pick-up area (by the Junior High auditorium) I will plan ahead to arrive on time. I will watch for my ride or bus number and enter and exit the bus or vehicle in a timely manner. At the end of the school day, I will exit the building directly to my pick-up area.

By signing this contract, I commit to follow the above expectations in order to behave responsibly as a student of Holt Junior High. I also understand that there may be consequences as outlined in my student handbook for violating these expectations.

I understand this Responsibility Contract, and I agree to do my best to meet all of the expectations listed within the contract.

Student Signature

I have reviewed this Responsibility Contract with my child and I will commit my time, effort, and patience in helping my child meet the expectations listed within the contract.

Parent/Guardian Signature

Holt Junior High Behavior Referral (SWIS Form)

Student: _____

Referred by: _____

Grade: 7 / 8 Date: _____ Time: _____

Repeated Offense: Yes / No

Description of incident:

Location:	
<input type="checkbox"/> Classroom <input type="checkbox"/> Cafeteria <input type="checkbox"/> Bathroom <input type="checkbox"/> Hallway <input type="checkbox"/> Gym <input type="checkbox"/> Bus Lane / Parent Pick Up	
Behavior Concern:	
<input type="checkbox"/> Absences/Tardies <input type="checkbox"/> Authority Defiance <input type="checkbox"/> Bullying <input type="checkbox"/> Computer violation <input type="checkbox"/> Disruption <input type="checkbox"/> Dress Code <input type="checkbox"/> Electronic Device <input type="checkbox"/> Horseplay <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Lying/Cheating <input type="checkbox"/> Misuse of Property <input type="checkbox"/> Physical Aggression <input type="checkbox"/> PDA <input type="checkbox"/> Skip Class <input type="checkbox"/> Vandalism <input type="checkbox"/> Verbal Aggression <input type="checkbox"/> Other	
Violation of Matrix Standard: R²AMS (responsible, respectful, accepting, motivated, safe)	
Responsible Respectful Accepting Motivated Safe	Specific standard violated (see behavior matrix on back): _____ _____ _____ _____
Others Involved	
<input type="checkbox"/> None <input type="checkbox"/> Peers <input type="checkbox"/> Staff <input type="checkbox"/> Teacher <input type="checkbox"/> Guest Teacher <input type="checkbox"/> Unknown <input type="checkbox"/> Other _____	
Teacher Action <i>Already Taken</i>	Administration Action
<input type="checkbox"/> Address behavior with student verbally <input type="checkbox"/> Student sent out to hallway for re-focus time <input type="checkbox"/> Student Assigned 3 Reflection Questions <input type="checkbox"/> Re-teaching of Classroom Behavior Matrix <input type="checkbox"/> Parent Contact (written, phone, conference) <input type="checkbox"/> Detention in classroom (lunch, after school) <input type="checkbox"/> Detention out of class (After School, Wed. AM) <input type="checkbox"/> Other: _____	<input type="checkbox"/> Time in office <input type="checkbox"/> Discussion with student regarding behavior choices <input type="checkbox"/> Parent contact (written, phone, conference) <input type="checkbox"/> Detention in classroom (lunch, after school) <input type="checkbox"/> Detention out of class (lunch, after school, Wed. AM) <input type="checkbox"/> In-school suspension Day(s) / Hour(s): _____ <input type="checkbox"/> Out-of-school suspension Day(s): _____ <input type="checkbox"/> Other: _____
Comments: _____ _____ _____	Comments: _____ _____ _____

Referral Attendee _____ Date _____

Internet Technology and Personal Device Acceptable Usage Policy: We feel that District technology (*software, audio and visual media, computers and hardware peripherals, network telecommunications, video, and audio equipment*) and personal devices (*such as cell phones and tablets*) are useful tools that support instructional goals and the mission of the district. Students are expected to use these resources for educational purposes only. Please review the acceptable use policy in the following paragraphs. Student and parent signature are required for internet/technology use.

Acceptable Use Policy – Students should:

1. Understand that the use of district and personal technology is a privilege that can be revoked at any time.
2. Use appropriate language. This includes public messages, private messages, and material posted on personal web pages.
3. Respect all copyright laws.
4. Respect network limitations when sending and receiving information.
5. Use the computer for its intended educational purpose only. "Surfing," on-line chatting, or instant messaging is not allowed.
6. Understand that the use of the computer, the network, or the personal device for illegal activities is strictly prohibited.
7. Understand that passwords are the property of the user and not to be used by anyone else. Students are not to disclose confidential information except as a part of an appropriate educational use of technology.

The staff of Holt Junior High School will be responsible for:

1. Teaching students the Holt Public Schools District Policies and Procedures for Internet Use.
2. Supervising and guiding student access to the Internet on both district and personal devices.
3. Following through on consequences of Internet and personal device misuse by students.

Process for Reporting Inappropriate Use

If a user believes that there has been a violation of District policies, the user is to contact a teacher, school administrator or supervisor immediately. A good rule of thumb: When in doubt, ask.

Internet Access: All sources and sites on the Internet will be available to your student for research purposes only. This is totally uncensored and relies on the character and good judgment of your student to make appropriate decisions. All sessions on district technology are logged in by a teacher and monitored by the system administrator.

Monitoring: Please read the above policies and discuss them with your student. Both user and parent/guardian signatures must be present for access to the Internet. Students must have this contract *signed and in their agenda at all times*. Students must show this contract to a staff member *every time they wish to access the Internet*.

Holt Junior High Electronics Policy

Students are to utilize electronic devices (cell phones, iPods, laptops, etc.) based on zone descriptions below.

- **Red** zones: These are areas where electronic device use is **prohibited at all times**. This includes rooms where testing is taking place. Electronic Devices should be off and not seen.
- **Yellow** zones: These are areas where electronic device use for educational purposes is based on the teacher's discretion. This includes the media center, classrooms and other instructional areas where learning is happening. Yellow zones may appear as a red or green zone, but they are always dependent upon teacher discretion. In these areas, electronic devices can be used to enhance academic learning during the school day, at the teacher's discretion.
- **Green** zones: These are areas where students can access their devices, excluding voice calls. This includes before and after school. Green zones may become yellow zones if they are being used during instructional time. Voice calls must be made in the office.
- Use of any recording, video, or camera functions without consent of the subject is strictly prohibited. All recording, video, or camera functions are permitted only when authorized by school staff.

- Administration and staff will work to ensure that building areas will be marked to indicate zone designation (green, yellow, or red). If a student is in violation of the policy for that zone, consequences will be issued in accordance with the Technology Acceptable Usage Policy and the HJH Electronics Policy. Holt Public Schools is not liable for lost or stolen items.

HJH Red Zones: testing areas, locker rooms, auditorium, hallways during passing time, cafeteria and gymnasium during lunch

HJH Yellow Zones: library, classrooms

HJH Green Zones: before school starts (7:25) in the cafeteria, gymnasium, and hallways; hallways after school

**** Personal devices are used at the student's own risk. Holt Junior High is not responsible for lost, stolen, or damaged devices. See *Personal and Valuable Items* section in handbook. ****

Electronic Device Offenses- Personal device misuse or use during an inappropriate time, including having cell phone/electronic device out, text-messaging, making/answering calls, playing with phone, phone going off in class, checking the time, receiving parent communication, etc.

Student's electronic device will be taken from the student and placed in the attendance office. Student will be issued a Wednesday A.M. detention (7:30-10:00 a.m.) and *Parent Must Pick Up Phone/ Device from the HJH Attendance Office*.

If a student does not attend the assigned detention, he or she will be allowed to reschedule their detention one (1) time. After a 2nd missed detention, the student will serve an out of school (OSS) suspension.

Student contract Regarding the Use of Personal Devices

Student User: I understand and will abide by the Holt Junior High Electronics Policy. I further understand that any violation of the above conditions, rules, and policies will result in disciplinary action and the confiscation of my device.

Date: _____ User: _____ Signature: _____

Contract Regarding the Use of Internet

Parent or Guardian: As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. I hereby give permission to allow my student to use District technology and Internet. I certify that the information on this form is correct.

Date: _____ Parent/Guardian: _____ Signature: _____

Student User: I understand and will abide by the above Acceptable Use Agreement. I further understand that any violation of the above conditions, rules, and policies is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary and/or appropriate legal action may be taken.

Date: _____ User: _____ Signature: _____

LOG IN: _____ USER NAME: _____ PASSWORD: _____

Holt Junior High Rules and Expectations

Academic Expectations:

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

Behavior Expectations:

- Be respectful to your classmates, teachers, and all adults by being polite and following school rules
- Be responsible for your personal belongings, your learning, and your personal behavior
- Be accepting of others differences and support others' unique differences
- Be motivated to become the very best person you can be, not allowing others to pull you down
- Be safe at all times to ensure that you never put yourself or someone else in danger

School Rules:

- Dress appropriately for school by following our school dress code at all times
- Remove hats, sunglasses and head phones upon entering the school building
- Put litter in its proper place
- Cell phones are only allowed in green areas and in yellow areas with teacher approval and supervision
- Appropriate verbal and non-verbal language and tone is expected at all times
- Bullying or harassing students in person, by phone, or by use of any mode of social media is not permitted
- Students must not cause or attempt to misuse or cause damage to school or private property
- Running in the hallways and horseplay are not permitted on school grounds
- Throwing of snowballs and cranberries in the bus lane are not permitted
- Food and beverages must be consumed only in the cafeteria and are never to be eaten in the hallways
- Instigating, watching or escalating a fight is considered disorderly conduct and is not permitted
- Students must identify themselves when asked by school personnel
- Students must comply with any reasonable request made to them by a staff member
- Computers must be used for school related purposes only
- Public displays of affection such as hugging, kissing and hand-holding are NOT appropriate during school

Parent Expectations:

- Support student learning at home by reviewing student agenda, homework, and projects
- Ensure student arrives to school on time and with appropriate materials and clothing
- Serve as a positive role model for your child in all areas of your life
- Sign-up for Skyward Family Access though the Holt Public Schools website
- Check attendance, grades, and lunch account balance on Family Access weekly
- Fill out all necessary enrollment paperwork including our Free/Reduced Lunch forms if applicable
- Communicate with teachers via email regarding important information about your student's well-being, when appropriate

Teacher Expectations:

- Deliver quality instruction that is aligned with the Common Core State Standards
- Provide clear learning targets in the form of I CAN statements within the classroom for each unit of instruction
- Treat all students, parents, and faculty with kindness, patience, and respect at all times
- Update grades every two weeks on Skyward Family Access for student and parent review
- Strive to meet the learning and behavioral needs for each student and understand that each student is indeed unique
- Provide homework for students who have missed class with an excused absence

DRESS AND PERSONAL APPEARANCE:

Dress and grooming is a responsibility of the home and family. Adult society and the world of work make certain demands concerning dress of individuals. There appears to be a definite relationship between good dress habits, good work habits and proper school behavior. Wearing school-appropriate attire and maintaining personal grooming and hygiene establishes both individual and school pride. Personal appearance should not disrupt the educational process, call undue attention to the individual, or affect the safety or welfare of either the student involved or fellow classmates. The attention we give to our dress codes speaks to the professionalism we want to maintain within our building and expresses our commitment to keeping our students physically and emotionally safe. As our empirical data indicates, clothing in years past, has drawn negative attention from both males and females and can be used against the student for purposes of bullying and harassment. **Please note:** Students who fail to follow these guidelines will be required to change or will be sent home.

Dress Code: Clothing must meet the following requirements:

- Does not create a disturbance and is not sexually suggestive
- Is not related to drugs, tobacco, alcohol or violence
- Does not contain obscenities, inappropriate images or play on words, or gang symbols
- Is not offensive or inflammatory to other groups
- Outside jackets or coats may not be worn during the school day
- Head coverings (examples: hats, bandanas, visors, hoods on hooded sweatshirts, etc.) may be worn to school, but should be removed upon entering the building and must remain in the student's locker until school is dismissed for the day. Bandanas can be worn as headbands and must be worn on the top of the head to keep hair back
- All shirts must cover the stomach, back, and bra straps and must provide coverage. Cleavage should not be showing. Half shirts, tank tops with spaghetti straps, bare midriff or halter-tops are not permitted. The bottom hem of skirts/shorts/dresses must be no more than 4" above the middle of the knee
- Tank top straps on the shoulder must be three fingers wide
- Feet must be covered at all times with shoes or sandals. Footies/slippers will not be allowed
- No pajama bottoms, yoga's, leggings, tights, spandex leggings (unless under garment that is no more than 4 inches above knee)
- Students must wear pants at the waist level. Baggy trousers that hang below waist level of student exposing shorts or undergarments must not be worn
- No chains, chained wallets, or studded jewelry are allowed

ACCIDENTS, INJURIES, ILLNESSES

Students are directed to report any accident, injury or illness to the first staff member available. Parents will be notified immediately, if necessary. Students who become ill during the school day must report directly to the attendance office. Office personnel will attempt to determine the severity of the illness and call the parents when necessary. Under no circumstances are students to stay in bathrooms or unsupervised areas during a time of illness.

AEROSOLS, PERFUMES AND ALLERGIES

Holt Junior High has a NO aerosol, NO perfume policy to protect our allergy and asthma sufferers in the building. Students should NOT bring these items to school. For PE class, please refrain from aerosol deodorant and opt for NON-spray varieties. Aerosols will be confiscated and not returned to owner!

AFTER-SCHOOL ACTIVITIES

Activities at the Junior High are sponsored by various clubs and organizations. Events must be chaperoned by teachers and parents. After school activity hours are 2:35 p.m. to 4:00 p.m. unless special permission is granted. School activities, including the 8th grade farewell dance are for Holt Junior High students only. Student behavior at school activities is to be similar to your conduct during the school day. School dress is expected unless otherwise announced. Students will be expected to remain for the entire activity unless prior arrangements have been made. Students who have been suspended from school cannot attend activities while they are under suspension.

AGENDAS

The school agenda or daily planner is purchased by each student at the beginning of the school year. Agendas are like textbooks and should remain intact. Students are to carry this to every class, every day to record their daily assignments and obtain hall passes. Parents are requested to check their student's agenda frequently to monitor homework completion and for communications from teachers. **USE OF THE AGENDA IS PART OF OUR GOAL TO HELP STUDENTS TO BE ORGANIZED.** Students who lose their agenda will need to purchase another from the school office for \$10.00. Agenda passes will not be replaced.

APPOINTMENTS THAT REQUIRE LEAVING THE SCHOOL GROUNDS

For a dental or medical appointment, a parent must report to the attendance office and sign out their student just before leaving the building. When you return to the building from your appointment, the student must sign in again at the attendance office before returning to class. Leaving school grounds without permission is grounds for suspension from school.

ASSAULTS

An assault is defined as the carrying out of unprovoked physical harm. As such, Holt Junior High takes student safety seriously. Physical assaults may result in a recommendation of expulsion from the district to the Deputy Superintendent for Holt Public Schools. Law enforcement officials may also be contacted.

ATHLETICS

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

YEARLY PHYSICALS ARE REQUIRED FOR INTERSCHOLASTIC ATHLETICS. PHYSICALS DATED APRIL 15 OR AFTER ARE VALID FOR THE FOLLOWING SCHOOL YEAR. Students must have a physical examination form on file in the athletic director's office **before** they begin practice/tryouts. Physical forms are available in the main office.

Participation Fee: The junior high sports program is supported by the Board of Education which pays the coaches' salaries. However, there may be a small participation fee to help offset the cost due to transportation, uniforms, officials, etc.

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

Rules of Eligibility

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

1. Be enrolled at Holt Junior High
2. Have a 1.67 GPA or better and be a positive leader
3. Seventh graders must be under 14 years of age September 1st of the current year
4. Eighth graders must be under 15 years of age on September 1st of the current year
5. Have a physical form on file in the athletic director's office before the first day of practice/tryouts
6. Not be a member of a non-school team playing the same sport during the same season

Students who are suspended from school for violation of school rules will adhere to the following disciplinary guidelines:

1. Athlete may not practice during the suspension period
2. Athlete may not participate in games/events during the suspension period
3. Athlete may resume practice when reinstated to classes

Code of Conduct for Athletes: An athlete shall refrain from the following:

1. Drinking and/or possession of alcoholic beverages
2. Smoking and/or use of tobacco including possession
3. Illegal use or possession of drugs and/or controlled substance

Violation of the above will be determined and reviewed by the athletic director after consultation with the coach. This is a serious offense and a suspension could be imposed even if it is a first offense.

- Each athlete is expected to conduct him/herself in a manner that will create a positive reflection upon teammates and the Holt Public Schools community
- All athletes are expected to uphold the traditions of good sportsmanship and fair play at all times. The use of profanity or vulgar gestures is not acceptable
- Athletes are expected to attend all classes and only miss class for legitimate reasons
- All athletes need to return from away games with the team. The only exception will be where the parents/guardians have previously requested in writing to provide transportation for their student
- All Junior High students must be accompanied by an adult when attending High School events

ATTENDANCE

All students are expected to attend school and their classes on a regular basis. In order for students to gain the maximum benefits from our school program, they must have regular, consistent school attendance. We believe when students are not in school, even if on a family vacation, they suffer a loss in academic progress. According to Michigan Compulsory Law, “The child’s parent, guardian, or other person in this state having control and charge shall send the child to a public school during the entire school year from the age of 6 to the child’s 18th birthday.” (PA 380.1561)

ABSENCE: School absences are “Excused” for the following purposes: Medical Appointments/Illnesses, Funerals, Religious observances, Legal appointments, College visits, or School Activities. Written documentation must be presented to the Attendance office within 48 hours of the absence to be considered Excused.

Parents should call the attendance office of the school their child attends before 9:00 a.m. on the day of the absence.

PARENTS CAN USE FAMILY ACCESS TO MONITOR ATTENDANCE

If students become truant, we will make a report to the truancy officer at Ingham Intermediate School District by following these guidelines:

1. Daily automated phone messages will be generated through Skyward for Unexcused Absences and Tardies
2. Automated email notifications will be generated at 4 and 8 absences
3. Once a student has accumulated ten (10) Excused and/or Unexcused Absences, a Truancy Notification Letter may be sent home as a warning
4. Once a student has accumulated thirteen (13) Excused and/or Unexcused Absences, a student will be referred to the truancy officer at the Ingham Intermediate School District (unless there are documented extenuating circumstances that have been communicated with the school)
5. Once a referral has been made to the truancy officer, they will continue to request attendance and grade updates from the school (whether or not the case goes to truancy court)

ASSEMBLY AND PERFORMANCE ETIQUETTE

Assemblies are held periodically at Holt Junior High. These may include fall, winter and spring sports assemblies, school performing arts groups, outside speakers and demonstrations. Students will be expected to conduct themselves appropriately and be a respectful audience. Jeering, shouting, whistling and entering and leaving a concert during a performance will not be tolerated. When students aspire to excellence for an audience, we also expect the audience to strive for excellence in behavior and attentiveness.

AWARDS

Honor rolls will be posted each semester to recognize students with grade point averages of 3.0 and above. Certificates will be awarded to all students who receive a 4.0 at each semester. In addition, awards are given at the end of the year at the annual Junior High Honors Night to recognize students for scholastic achievement such as academic excellence, academic perseverance, and good citizenship. **Students and parents will be notified by letter if they are award recipients.**

BICYCLES

Students may ride bicycles to school but should be very careful to follow safety rules. Bikes should be placed and locked in the racks at school. **The school is not responsible for damaged, lost or stolen bikes.**

BEHAVIOR FOR A SUBSTITUTE TEACHER

If a student's name is left by a substitute teacher for poor behavior, the classroom teacher will investigate by having a conversation with the student to determine if a consequence is necessary. If the teacher deems that a consequence is needed, the teacher will contact the parent and assign an after school or a Wednesday morning detention.

BULLYING

Please see our Bulling Policy #6310 listed on pages 21-22 of this handbook.

BUSES Transportation Department 517.694.0625

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

Students, upon leaving their buses in the morning, must not leave school grounds and should enter the building immediately. After school dismissal in the afternoon, bused students may not leave the property expecting to return and board their buses. Students must enter buses immediately upon leaving the building after dismissal. Bus riding privileges can and will be denied to students who violate the rules. *According to district policy, only those students assigned to ride a specific bus may ride it.*

CHEATING

It is the intent of Holt Junior High 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 from/with others. Plagiarism is taking 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 severe disciplinary action. In conjunction with our PBIS program, faculty members will clearly teach our expectations for academic integrity.

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 7 day a week staff phone number:

1-855-444-3911

Other contact information is:

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

Email: DHS-CIGroup@michigan.gov

Fax Numbers: 616-977-1154
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)*

COLLECTIONS AND MONEY-RAISING PROJECTS

Collections and money raising projects, other than the annual holiday basket drive, must receive prior approval from the Administration. Selling candy or other items for personal profit or non-school groups is forbidden.

COMMUNICATION WITH PARENTS

Parents can have access to their student's grades, attendance and lunch account by signing up for SKYWARD FAMILY ACCESS. Register online at: www.hpsk12.net Click on "Family Access Request On-Line form".

Teachers' email and phone numbers can be found at www.hpsk12.net/juniorhigh.

COUNSELING

Certified counselors are an integral part of the support staff at Holt Junior High. Some possible reasons to seek their services are: academic planning, academic problems, career concerns, family problems, schedule requests, student/student conflicts, student/teacher conflicts, successes to share or testing information. Feel free to contact them any school day to make an appointment. If long-term counseling is necessary, they would be happy to provide a referral to an outside agency.

DETENTION POLICY

If it becomes necessary for an administrator or teacher to assign an after school detention, parents will be given at least a one day notice. This advance notice makes it possible for the student to arrange transportation with parents so the detention appointment can be kept. This is the responsibility of the student. Forgetting will not excuse the detention. Missing a detention will be considered a “no show” and additional disciplinary actions will be taken. Lunch detentions may be issued at administrator or teacher discretion. The student will be allowed to eat.

DISCIPLINE AND THE STUDENT CODE OF CONDUCT

The Holt Public School's Board of Education has adopted a student code of conduct and adheres to a strict policy for student behavior. Students are expected to engage in appropriate conduct at all times. The following disciplinary procedures are dealt with in the code and are also printed here. These are areas determined most pertinent to our students and their success at Holt Junior High. It is absolutely vital that every student be aware of the consequences resulting from unacceptable behavior. Some student behaviors will result in automatic suspension when they first occur. Among these behaviors are a violation of the Internet "acceptable use policy," spitting on others, fist fighting, theft and profanity at adults. Students will also be automatically suspended for possession or use of tobacco, alcohol, drugs or "look-alike" drug substances, other illegal substances, matches, lighters, weapons of any size or other paraphernalia related to drug use. Other behaviors may be included at the discretion of the principal or assistant principal. **When a student is suspended from school, the suspension also includes all school related activities as well as those that take place on school property.**

DISCIPLINARY PROCEDURES

These types of infractions that MAY result in disciplinary action of up to a 10 day out of school suspension. Parents will be notified and a conference will be held with an administrator.

- Bullying/Sexual Harassment/Intimidation /Threat of Violence verbally or through social media
- Cheating /forgery of passes or notes
- Cigarette lighters/Smoking/Tobacco
- Fighting: Verbal/physical
- Horseplay
- Inappropriate behavior during an emergency drill
- Insubordination/Authority defiance
- Skipping/Leaving school building
- Profanity/Profanity toward staff
- Petty Theft
- Petty Destruction of School Property
- Possession and/or use of fireworks
- Repeated cases of disorderly conduct/classroom disruption
- Repeated cases of Public Displays of Affection
- Snowball throwing/horseplay in snow

The offenses contained in the section below, will be reported to the Holt Public Schools Deputy Superintendent. The incident will be referred to the appropriate law enforcement agency. Suspension will occur. Behavior may also include recommendation for expulsion from the building by Administration to the Superintendent.

- Assault and Battery
- Arson
- Bomb Threats
- Carrying of Firearms or Dangerous Weapons or “look-alikes”
- Extortion
- Malicious Destruction of Property
- Major Theft
- Obscene Behavior
- Placing False Alarms
- Possession and/or Use of Alcohol/Drugs-Prescription/Non-prescription or “look-alikes”

EMERGENCY DRILLS

Fire, lock down and tornado (civil defense) drill instructions are given to teachers for each teaching area. These will be discussed with students. When an alarm is sounded, all students must proceed as directed in a quick, quiet and orderly manner. Students will be expected to remain quiet to hear any possible change of instructions. The school bell will ring when the drill is over.

EVALUATION/PROGRESS REPORTS/REPORT CARDS

At the end of each semester students will take a common assessment final for each of their classes. This final will account for 20% of their final semester grade. Please check grades often using Skyward Family Access as grade reports will only be only provided online and not mailed home. All incompletes are changed to letter grades within a two week period. Make up work needs to be completed prior to the end of that two week period. During each semester, Parent/Teacher Conferences are scheduled. Parents and teachers will receive a paper report card and can use this opportunity to discuss student progress in detail.

GRADE SCALE

Grade	Percent	Grade Point
A	93-100	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
E	59-00	0.00

FINAL EXAM MAKE-UP POLICY

Permission to complete final semester exams prior to the testing date due to a medical condition, planned vacation, moving, etc. will need to be approved by Administration and Faculty.

GUEST STUDENT

Holt Junior High has a closed campus. Only students of HJH are allowed to attend during the instructional day and any after-school dances including our 8th Grade Farewell Dance.

HALL TRAFFIC

All students are expected to move about the school corridors in a careful and considerate manner. Pushing, running and excessive noise will not be allowed. Due to safety concerns, book-bags and back packs are not allowed in halls or classrooms. Students should not be out of their assigned classes during regular periods unless they have their AGENDA WITH THEM. Students are not permitted to leave the building without permission during the day. **Once a student enters the school building they are to remain here until the end of the school day. This includes Wednesday mornings.**

HOMWORK STATEMENT

Each student should set aside a definite time for study each day. It is recommended that time be spent working on homework assignments, reviewing and studying for tests, independent study, READING, and projects. The length of time spent on preparation will depend upon each individual's need. **Junior High students should expect to have some homework every night.**

HOMWORK MAKE UP/STUDENT MAKE UP WORK

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

HOMWORK REQUESTS FOR ABSENT STUDENTS (EXCUSED ABSENCES)

Due to our large enrollment and our desire to serve you quickly and efficiently regarding homework requests, we have developed these guidelines:

- A student has one day for each day absent to make up any missed work
- Work/tests scheduled before your absence will be due/taken upon your return
- Homework should be requested during an extended absence. Two days would be considered an extended absence
- For a day's absence, students often call a classmate for any homework assignments
- Rather than disturb classes during the day for assignments, we ask that you give us a twenty-four (24) hour notice for homework
- When homework is requested, we appreciate having it picked up after school

LAST DAY STUDENT ANTICS

Examples: fighting, horseplay, bullying, food fights, water balloons, shaving cream, squirt cannons, prank behavior. These are acts that violate the School Board Policy 6320-Hazing and A5034 Code of Conduct and are subject to severe disciplinary action.

LIBRARY SERVICE

The library offers a variety of materials such as computers, books, magazines and other resource materials. Students may use the library after school, between classes, during intervention, and with class groups. During class or intervention period, you must have a library pass signed by one of your teachers. Students must notify the librarian when books are lost. You will be charged for lost materials. See Internet/Technology Acceptable Usage Policy on page in the handbook.

LOCKS AND LOCKERS

Students are assigned a hall locker through their seventh period teacher. Gym lockers with permanent combination locks are issued through Physical Education class. Students are encouraged to make full use of these lockers to safeguard their school and personal property. **Students are not to share their combination or locker with anyone else.** Lockers must be fully locked before leaving it. If a student has trouble with his/her lock or locker, he/she is to see a teacher or come to the main office. Locker clean outs are held periodically. A service charge will be made for any cases where changes in combinations must be made due to the carelessness or poor judgment of students in maintaining the secrecy of their combination. The student is authorized to use only the locker assigned to him/her. **LOCKER CHANGES MUST BE CLEARED WITH THE ASSISTANT PRINCIPAL.** Lockers are to be kept neat and clean. No writing or stickers are allowed.

School lockers are the property of Holt Public Schools. Lockers are provided to students for their convenience. There is no expectation of student privacy and therefore lockers may be randomly searched at any time. Open containers of liquid are not permitted in lockers.

LOVING IN PUBLIC /PUBLIC DISPLAYS OF AFFECTION

Holding hands, kissing, groping, and other displays of affection are not acceptable on school grounds.

LUNCH PERIODS

The Junior High has a "closed campus" lunch policy. This means that students must remain in the building throughout the day. Special considerations are handled by the parent and the administration. The gym may also be available. Each student is assigned a lunch shift. Hot lunch, a salad bar and a snack bar are available for students. Milk may be purchased separately. Security personnel are on duty each day. Students must follow their directions. While dining in the cafeteria, students are to remain seated. Students must not "borrow" money from others, either to pay for lunch items or for any other reason. We insist on keeping this rule because of the many problems that come from "borrowing." It is important that the student makes arrangements for lunch every day. Students are unable to charge their lunch. They must have cash in hand, or money in their account. Refunds or change is not given on lunch accounts. **By default, families within the district share the same account even if the students are in different buildings. The parent may choose separate accounts through Family Access.**

MEDICINE

Students who take medication and need to do so in school are asked to notify the office beforehand. Medicine will be kept in the office for the student's convenience and will be available only from authorized office personnel. There is no medication to be kept in hall locker or in class without school authorization.

PASSES

A student must have a properly authorized written pass whenever he or she is out of the classroom during class time. While out of class, a student should ALWAYS be in possession of their agenda. Students without authorized written passes will be returned to the classroom and the matter will be reported to the Assistant Principal. For most purposes students must use the passes in their agenda.

PERSONAL AND VALUABLE ITEMS

Students should NOT bring personal items or large sums of money to school. These include and are not limited to: hand held games, computer games, radios, marbles, IPODs, IPADs, Kindles, cameras, laser pointers (will not be returned), trading cards, playing cards, squirt guns, yo-yo's, etc. Inappropriate use of the above items may result in their forfeiture for the school year or a return to a parent only. Students who choose to bring these items are responsible for their security. Any lost or stolen item will not be the responsibility of the school. Parents are advised to make a police report when property is stolen at school. **The school accepts no responsibility in the loss of such items.** Students violating this will be handled according to the incident. Personal care items such as: hair brushes, make-up, etc., are not allowed in the classroom and should be kept in the locker. In the event personal property is confiscated due to violation of school policy and it is damaged, lost or stolen the district will not replace the item.

PROMOTION/RETENTION OF STUDENTS

At the 7th and 8th grade, each semester class is considered a promotion gauge. As such, each semester class equates to one "Promotion Point". These points act like credits do for grades (9-12). In order to be promoted to the next grade, a student is expected to earn 8 promotion points over the course of the school year. If a student does not earn 8 promotion points they may have to repeat the grade.

REMAINING AFTER SCHOOL

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

SECURITY & SURVEILLANCE

Holt Junior High employs security personnel who are on the school grounds and in the schools each day to assist students and staff. They carry the same authority as faculty and staff. If approached by one, please cooperate. They are enforcing policies and making Holt Junior High a safe environment for learning. In addition, we have multiple security cameras located throughout the school building.

SEXUAL HARASSMENT & INAPPROPRIATE CONDUCT

Sexual harassment of students will not be tolerated by this District. 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. It is the policy of this District that all contact between students, teachers and other adult employees of this District be in keeping with respect for the individual student, be of a nature which does not make a student uncomfortable and be conducive to creating a stable learning environment.

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

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

SKATEBOARDS AND SCOOTERS

Students can ride skateboards, and scooters to school but once on school property, riding of these is not permitted. During the school day, these items must be stored in the student's locker and the school cannot be responsible for loss or theft. These items are not allowed on the bus.

SNOW DAYS

Inclement weather conditions may force the closing of school. If school closing is necessary, announcements will be made on local radio and TV stations, as well as via the District's Skyalert system. **DO NOT CALL** the school or school personnel.

STATE-MANDATED AND DISTRICT TESTING

All 8th graders are required to take the PSAT test in the fall. All 7th and 8th grade students are required to take the MSTEP State of Michigan assessment in the spring. In addition, all students will take screener assessments three times per year in both English and Math classes to determine their individual level of proficiency. Common final exams are given in all core classes at the end of each semester that make up 20% of the students overall grade.

STUDENT LEADERSHIP

This group is comprised of 7th and 8th grade students who are selected by their teachers and will act as the building Student Council team.

SMOKING POLICY

According to the District's Student Conduct Code, junior high school students are not allowed to smoke on school property at any time. (Smoking is prohibited in Holt Public School buildings and on school property as of September 1, 1994.) Students may not have in their possession cigarettes, matches, or lighters. Students found to be in violation of this policy will be suspended from school in accordance with the Student Conduct Code.

STATEMENT OF COMPLIANCE WITH FEDERAL LAW

The Holt Public School's Board of Education complies with all applicable Federal 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 School's Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity to which it is responsible or for which it received financial assistance from the U.S. Department of Education.

TARDY POLICY

When a student has accumulated 5 (five) unexcused tardies in an individual class during a SEMESTER, they will be subject to the following disciplinary action:

- 5 tardies= Note in the student's agenda or teacher/student call home
- 6 tardies=After-school detention (2:35 p.m. - 3:30 p.m.)
- 7 tardies=Wednesday morning detention (7:30 a.m. - 10:00 a.m.)

Please Note: For every tardy after the 7th one, an additional Wednesday a.m. detention will be assigned. If a student does not attend the assigned detention, he/she will be allowed to reschedule their detention one (1) time. After a 2nd missed detention, the student will serve an out of school (OSS) suspension.

TELEPHONES AND MESSAGES

The telephones in the school offices are for school business only. STUDENTS WILL NOT BE CALLED TO THE OFFICE PHONE TO RECEIVE CALLS EXCEPT IN CASES OF EMERGENCY. Students should remember, before leaving home, to let their parents know when to pick them up after school events rather than depend on the use of school phones. Cell phones voice calls are NOT allowed during the instructional day. Cell phones can be used after school, when the bell rings at 2:35 p.m.

TEXTBOOKS AND MATERIALS

All textbooks are owned by the Board of Education and are loaned to each student by the teachers. The responsibility for good care belongs to the student. Charges for lost or damaged books are assessed at the end of each course. If a textbook is lost during the year or not returned at the end of the course, the student should see the secretary in the general office where the value of the lost book will be determined. Some teachers may require certain supplies be purchased for their class.

VANDALISM

Vandalism will not be tolerated and will be dealt with in accordance to the Student Code of Conduct. Anything needing repair or attention is to be reported to teachers or the office. Students should take care of their surroundings and have pride in this building.

VISITORS

Parents are welcome to visit the school. To meet with a specific teacher or administrator please call for an appointment. Upon entering the school, parents are to come to the office first to sign in and receive a visitor badge. School-age friends from other buildings or districts are not permitted to visit classrooms while school is in session, nor are they allowed to come to school activities.

WITHDRAWAL PROCEDURE

When students are permanently leaving the school district, they should notify the counseling center for processing.

Receipt, Sharing and Dissemination of Information

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

The District further recognizes its legal obligation and the staff's professional responsibility to provide necessary information to law enforcement and to ensure that confidential criminal history information and other school safety information gained through interagency collaboration is disseminated only to appropriate school personnel. School Personnel shall use this information only as necessary to assist in the safety of students and staff and the maintenance of a safe school environment. School Personnel shall provide to law enforcement, upon request, detailed and accurate building plans, blueprints, and site plans for district buildings.

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

2015-2016 HOLT PUBLIC SCHOOLS ADMINISTRATION

Dr. David Hornak, Superintendent

Mr. Scott Szpara, Deputy Superintendent of Human Resources and Legal Services

Dr. Ruth Riddle, Assistant Superintendent of Curriculum and Staff

Ms. Kim Cosgrove, Executive Director of Finance and Business Services

BOARD OF EDUCATION

Ms. Lori Zajac, President

Ms. Deborah Roeske, Vice President

Mrs. Jeana McKee, Secretary

Mr. Mark Perry, Treasurer

Ms. Lori Murphy, Trustee

Ms. Julie Bureau, Trustee

Mr. Doug Needham, Trustee

BULLYING

General Prohibition of Bullying, Harassment and Cyberbullying

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

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

Definition of Bullying, Harassment and Cyberbullying

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

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

*Characteristics may include race, color, religion, ancestry, national origin, height, weight, gender, sexual orientation, gender identity or expression; or a mental, physical or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any such characteristic.

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

Cyberbullying for the purposes of this policy means the willful bullying, harassment and intimidation of a person through the use of digital technologies, either currently in use or later developed and used by students including, but not limited to, email, the internet, blogs, texting/sending photos on a handheld device, social websites (e.g., Snapchat, Facebook, Instagram, 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 en-route 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 30th to the Superintendent's office.

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