

HOLT SUMMER SCHOOL POLICIES

ATTENDANCE POLICY

In order to successfully complete the class, students are expected to be in class/lab for all assigned class time. **Students who miss more than 4 hours of class time per session will not receive credit for the course. (They will be dropped from the course without refund.)** Parents will be notified by phone when a student is absent.

MANDATORY PORTFOLIO NIGHT

On the evening before the last day of each session, there will be a “Celebration of Learning” Portfolio Night. This is an important and special event that all students are expected to attend – dressed appropriately and accompanied by a parent/guardian and a sibling or friend. (More detailed information will follow.) **Students who do not attend the required Portfolio Night and meet the required criteria will not receive credit for Summer School and will not get a refund.**

CODE OF CONDUCT

Appropriate disciplinary action will be taken on any student who exhibits unacceptable behavior. The following are examples of unacceptable conduct:

Theft, fighting, profanity, destruction of school property, defiance of authority, disorderly conduct, forgery, cheating, and possession, sale, and/or use of fireworks, weapons, alcohol, tobacco products, other drugs, or drug paraphernalia. Additional behaviors may be considered unacceptable by the summer school teacher or principal.

Inappropriate behavior will lead to disciplinary action and possible expulsion from the program without reimbursement. **Please note: Use of tobacco products, alcohol, and other drugs on school grounds is against the law and prohibited in summer school! This includes inside vehicles on school property.** Violation of the policy will lead to suspension or expulsion.

DRESS CODE

Dress should be appropriate for a school setting and follow the guidelines listed in the Holt High School handbook. Student dress must not be distracting, offensive, or dangerous. Students dressed improperly (short shorts/skirts, sagging pants, low-cut shirts) will be required to go home and change. Clothing, jewelry, or possessions promoting alcohol, drugs, sex, tobacco, offensive language, or gang involvement are prohibited.

PARKING

Student parking will be in the lot directly off Holt Road in front of the 9th Grade Campus. Students are expected to park in designated parking spots and follow safe driving practices at all times when entering and exiting the parking area.

INTERNET USAGE

Students will only be allowed internet access to the e2020 website. During class time, students are prohibited from any other internet access, including youtube, surfing the internet, checking email, and listening to online music. Student computer access will be monitored by the teacher at all times, and students who are caught on other websites during class time will be asked to leave class for the day. (Any missed class time will count as an absence from class.)

ELECTRONIC EQUIPMENT

IPods/mp3 players, cell phones, radios, cd players, video games, palm pilots, and other electronic equipment that may be distracting are strictly prohibited in the classroom/computer lab. Confiscated equipment will be released only to parents. If a student brings a cell phone, it must be turned off and out of sight during class time. Use of cell phones and other electronic equipment are permitted only during breaks. Students are held responsible for any lost, damaged, or stolen electronic equipment.

BREAKS/LUNCH

During each 2-hour class block, students will receive a 15-minute break. During this break, students are required to remain in the building – in designated areas. Between class block A (8:30-10:30) and class block B (11:00-1:00), there will be a 30 minute break. Students taking 2 classes in one session may use this time to eat lunch, if they choose. They may bring their own lunch/snack, or leave campus to eat. Lunch will not be provided for 2010 Summer School.

SUMMER SCHOOL LOCATION

The Holt Summer School program will be held in the Holt High School 9th Grade Campus Building located at 5780 W. Holt Road directly across the street from Holt High School. Since the summer school site is a public access and highly visible location, it is expected that appropriate behavior and language be observed at all times by participants in and around the building and grounds. Inappropriate behavior will be addressed in accordance with the Holt Public School Board of Education Policies regarding student Code of Conduct.

By signing below, you agree to the following statements/policies for the 2010 Holt High School Summer School Program:

- I understand the regulations and policies of the Holt Summer School Program.**
- I agree to abide by these rules and policies at all times.**
- I understand that violations will lead to disciplinary action up to and including dismissal from the summer school program without refund.**

Student Name

Student Signature

Parent/Guardian Signature

Date

Please sign and return this Summer School policy form, along with the Registration sheet (triplicate), emergency card (orange), HS Transcript and payment to:

Holt Community Education Office
(located inside Holt HS 10-12 building)
5885 W. Holt Road
Holt, MI 48842
Hours: M-F 7:00am - 5:00pm
(517) 694-3411