

2023-2024

## Holly Area Schools

# Elementary Parent-Student Handbook

The  
**Leader in Me™**

great happens here

### Davisburg Elementary

12003 Davisburg Road  
Davisburg, MI 48350  
Office: 248-328-3500  
Attendance: 248-328-3514  
Latchkey: 248-328-3515  
Fax: 248-328-3504

### Holly Elementary

801 East Maple Street  
Holly, MI 48442  
Office: 248-328-3600  
Attendance: 248-328-3614  
Latchkey: 248-328-3615  
Fax: 248-328-3604

### Patterson Elementary

3231 Grange Hall Road  
Holly, MI 48442  
Office: 248-328-3700  
Attendance: 248-328-3714  
Latchkey: 248-328-3615  
Fax: 248-328-3704

### Rose Pioneer Elementary

7110 Milford Road  
Holly, MI 48442  
Office: 248-328-3800  
Attendance: 248-328-3814  
Latchkey: 248-328-3815  
Fax: 248-328-3804

Food Service: 248-328-3033

Transportation: 248-328-3090

Please note that the policies and procedures described in the Student Handbook are subject to review and revision at the discretion of Holly Area Schools and/or the Holly Area Schools Board of Education. Revision(s) adopted for effective operation of the school will be posted for public review on the school and district websites.

# INTRODUCTION AND EXECUTIVE SUMMARY

Holly Area Schools believes when schools and parents work together, children feel a consistent level of support and encouragement, and they are given a uniform message about the value of a quality education. Our student, school, and parent partnerships shall be based on civility, the act of showing mutual respect toward one another.

Practicing civility and civil discourse allows everyone to share viewpoints and listen to each other. It does not mean we have to agree, but it means we can disagree respectfully.

It is through this foundation of respect that Holly Area Schools has developed the following Code of Ethics.

Holly Area Schools believes

- all students can reach their highest potential with the support of the entire community;
- effective communication is essential to building and sustaining positive school-family partnerships;
- in maintaining an environment that promotes the safety, dignity and growth of all students;
- in protecting the confidentiality and privacy of all students; and
- in resolving conflicts, whenever possible, privately, and respectfully in accordance with district policy.

Holly Area Schools expects all students, parents and staff

- to work together to promote a positive learning environment that supports continued growth and achievement for all students;
- to respect the dignity, worth, and uniqueness of each individual;
- to exhibit civil discourse, whether face to face, via phone, email, or social media, that supports the best interest of the school community;
- to support all students' educational, academic, personal, and social needs;
- to respect all students' values, beliefs, and cultural background(s);
- to challenge the limits of their academic, athletic, and social potential; and
- to use their knowledge and skills to develop the capacity of others.

## RESTORATIVE PRACTICES

In order to support the beliefs and expectations of Holly Area Schools, our staff and leadership will utilize the Restorative Practices approach to developing and supporting civil and respectful relationships throughout our school community.

School-based Restorative Practices is an approach which engages the school community in positive interventions and behavioral supports. Restorative practices promote a culture of civility by nurturing safety, inclusion, respect, and positive relationships. The use of restorative practices strengthens relationships between individuals as well as social connections within the community enhancing the school's learning environment. Restorative Practices can be used to address misconduct, student conflict and repair harm. Restorative practices may result in a reduction of disciplinary action.

## COMMUNICATING WITH SCHOOL LEADERS

As situations arise when students and parents may have questions or concerns with the educational process, it is important that open communication exists. Many questions can be easily answered by the educator directly involved in the class or program before it becomes necessary to move on to the next level. One of the easiest ways to communicate is via email, or a phone call. As a way to help parents effectively ask questions or communicate a concern, a "chain of command" process has been developed. Holly Area Schools leadership will follow the communication process below, and asks families to use this process as a reference when beginning their communications. You may also print a copy of this process and the contact information from our webpage [Chain of Command](#).

For a complete staff directory, visit <https://www.hask12.org/district/staff-directory/>. We look forward to continuing to develop positive partnerships with all Holly Area Schools parents.

### Instruction and Curriculum

- STEP 1: Classroom Teacher
- STEP 2: Counselor
- STEP 3: Building Principal (see list provided)
- STEP 4: Assistant Superintendent of Curriculum and Instruction  
Jennifer Herbstreit  
[jennifer.herbstreit@hask12.org](mailto:jennifer.herbstreit@hask12.org)  
248-328-3147

### Discipline

- STEP 1: Classroom Teacher
- STEP 2: Building Principal (see list provided)
- STEP 3: Assistant Superintendent of Curriculum and Instruction  
Jennifer Herbstreit  
[jennifer.herbstreit@hask12.org](mailto:jennifer.herbstreit@hask12.org)  
248-328-3147

### Special Education

- STEP 1: Classroom Teacher/Sp. Ed. Teacher
- STEP 2: Building Principal (see list provided)
- STEP 3: Director of Student Services  
Jennifer Lauria  
[jennifer.lauria@hask12.org](mailto:jennifer.lauria@hask12.org)  
248-328-3170

### Athletic Questions or Concerns

- STEP 1: Coach
- STEP 2: Athletic Director  
Casey Lombard  
[casey.lombard@hask12.org](mailto:casey.lombard@hask12.org)  
248-328-3243
- STEP 3: Building Principal (see next page)

## **Building and Grounds**

STEP 1: School Office

STEP 2: Building Principal (see list provided)

STEP 3: Director of Operations  
Jeremy Mason  
[jeremy.mason@hask12.org](mailto:jeremy.mason@hask12.org)  
248-328-3163

STEP 4: Assistant Superintendent of  
Administrative Services  
Steve Lenar  
[steven.lenar@hask12.org](mailto:steven.lenar@hask12.org)  
248-328-3147

## **Transportation**

STEP 1: Transportation Assistant Supervisor  
Victoria Mingo-Williams  
[victoria.mingo-williams@hask12.org](mailto:victoria.mingo-williams@hask12.org)  
248-328-3093

STEP 2: Transportation Supervisor  
Frank Richmond  
[frank.richmond@hask12.org](mailto:frank.richmond@hask12.org)  
248-328-3095

STEP 3: Director of Operations  
Jeremy Mason  
[jeremy.mason@hask12.org](mailto:jeremy.mason@hask12.org)  
248-328-3163

STEP 4: Assistant Superintendent of  
Administrative Services  
Steve Lenar  
[steven.lenar@hask12.org](mailto:steven.lenar@hask12.org)  
248-328-3147

## **Early Childhood**

STEP 1: Classroom Teacher

STEP 2: Early Childhood Principal  
Learning Ladder – Preschool, GSRP,  
Head Start, Latchkey  
Aimee Schwartz  
[aimee.schwartz@hask12.org](mailto:aimee.schwartz@hask12.org)  
248.328.3022

STEP 3: Assistant Superintendent of Curriculum  
and Instruction  
Jennifer Herbstreit  
[jennifer.herbstreit@hask12.org](mailto:jennifer.herbstreit@hask12.org)  
248-328-3147

## **Food and Nutrition Services**

STEP 1: School Main Office

STEP 2: Building Principal (see list provided)

STEP 3: Food Service Director  
Thomas Baranoucky  
[thomas.baranoucky@hask12.org](mailto:thomas.baranoucky@hask12.org)  
248-328-3033

STEP 4: Director of Operations  
Jeremy Mason  
[jeremy.mason@hask12.org](mailto:jeremy.mason@hask12.org)  
248-328-3163

STEP 5: Assistant Superintendent of  
Administrative Services  
Steve Lenar  
[steven.lenar@hask12.org](mailto:steven.lenar@hask12.org)  
248-328-3147

## Building Principals

### Davisburg Elementary

Denise Kott  
[denise.kott@hask12.org](mailto:denise.kott@hask12.org)  
248-328-3501

### Holly Elementary

Aimee Schwartz  
[aimee.schwartz@hask12.org](mailto:aimee.schwartz@hask12.org)  
248-328-3601

### Patterson Elementary

Jacob Haynes  
[jacob.haynes@hask12.org](mailto:jacob.haynes@hask12.org)  
248-328-3701

### Rose Pioneer Elementary

Michael Beattie  
[michael.beattie@hask12.org](mailto:michael.beattie@hask12.org)  
248-328-3801

### Broncho Virtual School

Stephanie Elder  
[stephanie.elder@hask12.org](mailto:stephanie.elder@hask12.org)  
248-328-3333

### Holly Middle School

Monica Turner  
[monica.turner@hask12.org](mailto:monica.turner@hask12.org)  
248-328-3401

Haley Street, Assistant Principal

[haley.street@hask12.org](mailto:haley.street@hask12.org)  
248-328-3401

### Holly High School

Eric Curl  
[eric.curl@hask12.org](mailto:eric.curl@hask12.org)  
248-328-3201

Codie Lakin, Assistant Principal

[codie.lakin@hask12.org](mailto:codie.lakin@hask12.org)  
248-328-3201

Melissa Wachowski, Assistant Principal

[melissa.wachowski@hask12.org](mailto:melissa.wachowski@hask12.org)  
248-328-3201

## UNRESOLVED QUESTIONS OR CONCERNS

If questions or concerns have not been resolved after discussing them with teachers, principals or other school leaders, you may contact the superintendent. For high-level concerns, issues may be advanced to the Board of Education after they have advanced through each level of the chain of command.

**Superintendent**                      Scott Roper, 248-328-3100 [scott.roper@hask12.org](mailto:scott.roper@hask12.org)

**Board of Education**                <https://www.hask12.org/district/board-of-education>

## SOCIAL MEDIA GUIDELINES

Holly Area Schools utilizes social media (Facebook, Twitter, and other networking sites) to connect with our school families and the community for the purpose of sharing information rapidly. Our posts are intended to provide information about what's going on across the district. This information will often include various announcements, postings about upcoming events, promotion of clubs, teams, programs, academics, and celebrations of success. Specific questions or concerns will not be addressed on the district's social media sites, but rather through our "chain of command" process referenced on our district website and in our student/parent handbooks. Students, parents, staff, and community members are expected to use social media in a responsible manner that reflects the highest standards of honesty,

respect, and consideration of others. Under no circumstances will offensive or negative comments about students, staff, community, or the district be tolerated. Posts and comments should build and support a positive school community. Misuse of the District's social media sites could be regarded as a violation of these guidelines and may result in restrictions and disciplinary action in accordance with district and state policies.

## **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth.

As such, Holly Area Schools does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

Holly Area Schools also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

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

### **DISTRICT COMPLIANCE OFFICERS**

Holly Area Schools designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators")

Assistant Superintendent of Curriculum and Instruction

Mrs. Jennifer Herbstreit

(248) 328-3100

920 Baird St., Holly, MI 48442

Director of Human Resources

Mrs. Patricia Murphy-Alderman

(248) 328-3100

920 Baird St., Holly, MI 48442

## INVESTIGATION AND COMPLAINT PROCEDURE

Any student who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures as listed in Board Policy 2260. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Upon completion, or at any point in the grievance process, complainants have the right to file a complaint with the Office for Civil Rights, U.S. Department of Education, Washington, D.C. 20201. The complainant should first be directed to the following address:

Office For Civil Rights  
1350 Euclid Avenue, Suite 325  
Cleveland, Ohio 44115  
Phone: (216) 522-4970  
Fax: (216) 522-2573  
TDD: (216) 522-4944  
E-mail: [ocr.cleveland@ed.gov](mailto:ocr.cleveland@ed.gov)  
Web: <http://www.ed.gov/ocr>.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used.

Scott Roper, Superintendent  
Holly Area Schools  
920 Baird Street  
Holly, Michigan 48442  
(248) 328-3147

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

Holly Board of Education  
Holly Area Schools  
920 Baird Street  
Holly, Michigan 48442  
(248) 328-3147

[Complaint Form](#)

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# HANDBOOK CONTENT

## ABSENCES / ATTENDANCE

Daily attendance at school is the first and most important step in preparing all Bronchos for success and the jobs of tomorrow. It is essential to school success, but too often students, parents and schools do not realize how quickly absences — excused and unexcused — can add up to academic trouble. Chronic absence — missing 10 percent of the school year, or just 2-3 days every month—can translate into third-graders unable to master reading, sixth-graders failing courses and ninth-graders dropping out of high school. Missing time in the classroom, for whatever reason, can never truly be recaptured.

The good news is this is a problem we can fix when schools and communities work with students and families, starting in the early grades to identify barriers to getting to school, help students overcome these barriers and cultivate a culture of attendance that encourages showing up every day even when it isn't easy.

Holly Area Schools is required by the State of Michigan to enforce the regular attendance of students. The district recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instill incentives for the student to excel.

As a reminder, the district recognizes the following factors to be reasonable excuses for time missed at school:

- Illness with an approved Dr. Note. **Dr. Notes/Medical Documentation should be turned into your school's building office within 5 school days.**
- Recovery from an accident
- Required court attendance
- Professional Appointments
- Death in the immediate family
- Observation or celebration of a bona fide religious holiday
- Such other good cause as may be approved by the Superintendent

When it comes to attendance: every day counts, and every Broncho matters.

If a child is going to be tardy or absent from school, please call the attendance line by 9:00 AM. Calling the attendance line saves a tremendous amount of time when verifying your child's absence and eliminates the need for you to send in a note to explain your child's absence. If you do not call in, please send in a note to your child's teacher when they return. Please see district attendance policy for information on absenteeism related to truancy.

| Building Name           | Instructional Start Time | AM Tardy          | AM Absence         | PM Absence         | PM Tardy          | End Time | Attendance Line |
|-------------------------|--------------------------|-------------------|--------------------|--------------------|-------------------|----------|-----------------|
| Davisburg Elementary    | 8:45 am                  | 8:46 am - 9:45 am | 9:46 am - 12:00 pm | 12:00 pm - 2:45 pm | 2:46 pm - 3:45 pm | 3:46 pm  | 248.328.3514    |
| Holly Elementary        | 8:35 am                  | 8:36 am - 9:35 am | 9:36 am - 12:00 pm | 12:00 pm - 2:35 pm | 2:36 pm - 3:35 pm | 3:36 pm  | 248.328.3614    |
| Patterson Elementary    | 8:55 am                  | 8:56 am - 9:55 am | 9:56 am - 12:00 pm | 12:00 pm - 2:55 pm | 2:56 pm - 3:55 pm | 3:56 pm  | 248.328.3714    |
| Rose Pioneer Elementary | 8:50 am                  | 8:51 am - 9:50 am | 9:51 am - 12:00 pm | 12:00 pm - 2:50 pm | 2:51 pm - 3:50 pm | 3:51 pm  | 248.328.3814    |

Attendance is taken twice daily in the school day (Morning and Afternoon). Students arriving **within the first hour after the start of the school day will be marked tardy** and those who arrive **after one hour from the start of the school day will be marked absent** for the morning. Students leaving **prior to one hour from the end of the school day will be marked absent** and those leaving **within one hour of the end of the school day will be marked tardy** for the afternoon. Please do not ask to have students dismissed in the last few minutes of the day unless you have an emergency or necessary appointment, which requires early dismissal.

\*Absences due to vacation for extended periods are not encouraged. Classroom learning experiences often cannot be recreated outside of the school day, as learning is social, interactive and hands-on. Please understand that alternative assignments are typically not provided.

State law requires attendance in school. **Absences of more than 10% per year will be considered excessive and may be referred to the Oakland County truancy officer.** At the truancy officer's recommendation, some truancy cases may proceed to a court hearing if necessary. Excessive absences may also result in a student being retained at the present grade level for the following school year. Please call the attendance line if your child will be absent. For extended absences, a doctor's note may be needed.

## **MAKE-UP WORK FOR ABSENCES**

In most cases, students will be given an opportunity to make up work when they return. For extended absences contact the school. **Please allow 24 hours notice for teachers to gather materials.** We ask that you **not** leave a request for make-up work on the attendance line. Please call the office to make these arrangements.

## **ARRIVAL**

**The first bell rings 15 minutes before the start of the school day (instructional start time). The entrance doors are locked and there is NO Staff Supervision before that time.** Students arriving at school prior to this time, please utilize our Latch Key Program or make arrangements for before school daycare.

## **DAVISBURG ELEMENTARY**

### **BUS DROP OFF**

Morning bus drop off is at 8:30 and supervised by staff members. Buses pull up on the west side of the building to allow students off the bus. Students walk directly to breakfast or their classroom.

### **CAR LINE DROP OFF**

Parents will pull into the carline loop in the front of the building. Please be sure to pull all the way around the loop to reduce the number of cars lined up on Davisburg Road. Once a staff member is present outside, students may exit the vehicle from the passenger side. For safety, parents should remain in the vehicle. Students walk directly to breakfast or their classrooms.

## **HOLLY ELEMENTARY**

### **BIKE RIDERS / WALKERS**

Bike racks are provided for students who ride their bikes to school. We encourage you to have your child wear a helmet and to lock and secure their bike when they arrive. Holly Elementary is NOT responsible for stolen or damaged bicycles. Students will enter from the front doors and walk directly to breakfast or their classroom.

### **BUS DROP OFF**

Morning bus drop off is at 8:20 AM and is supervised by staff members. Buses pull up in front of the building to allow students off the bus. Students walk directly to breakfast or their classroom.

### **CAR LINE DROP OFF**

Parents will pull into the carline loop from Elm Street in the back of the building. Please be sure to pull all the way around the loop to reduce the number of cars lined up on Elm Street. Once a staff member is present outside, students may exit the vehicle from the **passenger side**, parents will remain in their vehicle. Once you have dropped off your student(s) you may exit the loop by pulling into the left lane. Students walk directly to breakfast or their classrooms. The front entrance is for bus drop off only and can be dangerous when crossing the parking lot.

## **PATTERSON ELEMENTARY**

### **BIKE RIDERS**

Bike racks are provided for students who ride their bikes to school. We encourage you to have your child wear a helmet and to lock and secure their bike when they arrive. Patterson Elementary is NOT responsible for stolen or damaged bicycles. Students will walk directly to breakfast or their classroom.

### **BUS DROP OFF**

Morning bus drop off is at 8:40 AM and is supervised by staff members. Buses pull up in the South parking lot to allow students to exit the bus. Students should walk directly to breakfast or to their classroom.

### **CAR LINE DROP OFF**

Parents drop students off at the East wing entrance. Students should not exit the car until a staff member is present. Students should walk directly to breakfast or to their classrooms. Do not drop students off or drive through the South parking lot. This parking lot is for staff parking and bus drop off only and can be dangerous for staff crossing the parking lot and students exiting their bus.

### **WALKERS**

Please enter the building through the East entrance. Students will walk directly to breakfast or their classrooms.

## **ROSE PIONEER ELEMENTARY**

### **BUS LANE DROP OFF**

Morning bus drop off is at 8:35 am and is supervised by staff members. Buses pull up in the rear (north) parking lot to allow students off the bus. Students will report to their classrooms to check in and then proceed to breakfast, if needed.

### **CAR LINE DROP OFF**

Car line drop off is in the front (west) area of the building adjacent to Milford Road and begins at 8:35 am. Students are not to exit the vehicle until a staff member is present. Parents will stay to the right, pull forward and drop students off at the designated drop off zone near the crosswalk. Staff will direct students to the appropriate entrance and students will report to their classrooms to check in and then proceed to breakfast, if needed. On-site childcare is available for a fee for those students whose parents need to drop them off prior to 8:35 a.m. Please call 248-328-3615 for registration information.

## **BIRTHDAY TREATS FOR STUDENTS**

Please send a note in advance informing your child's teacher that you intend to send a treat. The treats should be sent in with your child. If sending them with the student is not possible, deliver the treat to the office. Students will pick them up when it is convenient for their classroom. Prepackaged treats, with an ingredient list are preferred.

**Please check with your child's teacher for any food allergies present in the classroom before selecting your child's birthday treat.**

Birthday party invitations may **not** be distributed at school.

## **BREAKFAST**

Breakfast is available everyday at all elementary buildings.

### **DAVISBURG ELEMENTARY**

Students getting breakfast should go directly to the cafeteria upon arrival and take their "grab and go" breakfast to their classrooms. Breakfast will be eaten in the classroom, not the cafeteria.

### **HOLLY ELEMENTARY**

Holly Elementary offers free breakfast for all students. Any student eating breakfast will be allowed to enter the building at 8:20 am and eat in the cafeteria. Students who arrive after 8:30 am can pick up a breakfast in the cafeteria and take it to their room to eat. Anyone arriving after 8:35 can check in at the office, then pick up breakfast in the cafeteria and take it to class.

### **PATTERSON ELEMENTARY**

Patterson Elementary offers free breakfast for all students. All students, with the exception of preschool students, should go directly to the cafeteria upon arrival and take their "grab and go" breakfast to their classrooms.

### **ROSE PIONEER ELEMENTARY**

Students should first report to their classrooms to check in and then proceed to the main front hallway to get breakfast and take it back to the classroom. Checks, cash or money orders that need to be deposited into a foodservice account should be dropped off at the main office clearly labeled with the child's name, the name of his/her teacher and the amount enclosed. Parents may also deposit funds online by logging into Skyward and using our convenient E-Funds process.

## **BUILDING SECURITY**

Our school building is locked during instructional hours to ensure student safety. Please use the main entrance security intercom system when visiting during the school day. Parents should utilize the drop box for items that need to be delivered to students. **To ensure availability of staff regarding questions or concerns, parents and visitors are encouraged to contact the office and set up an appointment.**

## **BUILDING / FACILITY USE**

All building/facility use requests are arranged through Central Administration. Please call the receptionist for facilities and operations at 248-328-3107

## **BULLYING**

Bullying is a form of harassment. Such conduct is disruptive to the educational process and therefore bullying is not acceptable behavior in this district and is prohibited. For the purpose of this policy, "bullying" is defined as: 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. It may include, but is not limited to, actions such as verbal taunts, name-calling and put downs, including ethnically or gender-based verbal put downs, extortion of money or possessions, and expulsion from peer groups.

Each student shall refrain from bullying and aggressive behavior at school (see District policies for definitions).

Any student who believes s/he has been or is the victim of bullying or other aggressive behavior should immediately report the situation to the principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator.

The discipline for violating these prohibited acts ranges from administrative intervention to expulsion. The actual penalty imposed will depend upon the nature and severity of the offense, the age of the student, the student's prior behavioral records, the recommendation of school personnel, and all other circumstances deemed relevant.

## **BUSSING**

A school bus is a class room on wheels and students shall conduct themselves on the school bus the same way they conduct themselves in the classroom.

Please refer to the transportation homepage for additional policies and procedures. Please contact transportation at 248 328-3090 for additional assistance.

## **CELL PHONES / ELECTRONIC / COMMUNICATION / GAMING DEVICES**

Personal communication devices (such as cell phones) must be turned off (and not turned on **at any time** during the school day including lunch time and recess time) and stored in a locker/backpack once a student enters the building (except for educational reasons approved by the building administrator). When approved for usage, all PCDs must be connected to the school building's wireless guest network and usage must adhere to the district's acceptable use policy. Cell phones found on the person or turned on during the school day will be confiscated.

## **CLASS PLACEMENT**

In the spring of each year, you will receive information in our school newsletter encouraging you to provide input into our classroom placement process. We also know that there may be areas of strength or concern of which you want to make us aware as we place your child. No specific requests for teachers will be accepted. Neither will a request **not** to have a particular teacher be honored. All of the information in letters, which mention specific teachers by name, will need to be disregarded.

Class placements take many factors into account, and strive to maximize the academic, social and emotional growth for all students. Class grouping is also important, since we must take gender balance, academic and social needs as well as class size into account. We work diligently to use your feedback and our knowledge of your learner to create a positive learning environment for each of our students.



# **CODE OF CONDUCT / DISCIPLINE**

## **STUDENT DISCIPLINE - GENERALLY**

It is the Board's policy to provide students and staff with a safe learning environment free from substantial disruption. Consistent with this policy, the District may discipline students who engage in misconduct. Discipline may, but need not, include suspension or expulsion from school.

It is the Board's policy that students should rarely be suspended or expelled from school and that steps should be taken to minimize occurrences of suspension and expulsion. It is further the Board's policy to comply with all applicable state and federal laws related to student discipline.

It is the Board's expectation that this Board Policy, especially those provisions that require consideration of specific factors and the possibility of restorative practices before suspending or expelling a student, will reduce the number of out-of-school suspensions that exceed 10 days and the number of expulsions.

This Board Policy applies to all student conduct that occurs: (1) on school property; (2) at a school-sponsored or school-related event; (3) on the school bus; (4) traveling to or from school, including at a school bus stop; and (5) at any other time or place if the conduct has a direct nexus to the school environment.

## **STUDENT CODE OF CONDUCT**

The Board directs the Superintendent to develop and regularly update a student code of conduct. The student code of conduct must: (1) identify offenses that may result in discipline; (2) identify the possible disciplinary consequences for each offense, which may, but need not, include suspension or expulsion; (3) be consistent with Board policy and applicable state and federal laws, including laws requiring mandatory suspension or expulsion; and (4) include a copy of the section of this Board Policy entitled "Suspension from Class, Subject, or Activity by Teacher."

## **DEFINITIONS**

For purposes of this Board Policy:

- "Suspend" or "Suspension" means a disciplinary removal from school for less than 60 school days.
- "Expel" or "Expulsion" means a disciplinary removal from school for 60 or more school days.
- "Restorative practices" means practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct.

## **RESTORATIVE PRACTICES**

Before suspending or expelling any student (except a student who possesses a firearm in a weapon-free school zone), teachers, administrators, and the Board must first determine whether restorative practices would better address the student's misconduct, recognizing the Board's policy to minimize out-of-school suspensions and expulsions. Likewise, when suspending or expelling a student, teachers, administrators, and the Board must consider whether restorative practices should be used in addition to the suspension or expulsion. Restorative practices, which may include a victim-offender conference, should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment and cyberbullying.

When restorative practices are offered by the school administration, active participation may result in a reduction of total days of suspension. Pending the disciplinary offense and a review of the 7 Factors as noted in the Student Discipline board policy, administration may provide the student an opportunity to participate in restorative justice programming (course, video, instruction, etc.) during after-school hours. Attendance and completion of restorative

practice programming may result in a reduction in the number of days suspended. Parents are strongly encouraged to support and participate with their student in the completion of after-school restorative justice programming as a way to educate the student on positive choices and prevention of the same behavior in the future.

## **PROCEDURE FOR SUSPENSIONS**

1. The student shall be informed of the specific charges that could be the basis for disciplinary action to be taken against him/her and be given a chance to admit or deny the charges.
2. If the student denies the charge, the student will be informed of the nature of the evidence and will have the right to present to the school administrator any relevant information that will support his/her case.
3. If the student is suspended by the school administrator, the administrator:
  - a. Notifies the parents, promptly by phone and/or in writing, of the duration of the suspension, the reasons for it, and the steps necessary to effectuate the student's return; and
  - b. Discusses with the parent(s) or guardian(s) and the student to plan satisfactory return of the student to the school setting.
  - c. When a student is suspended, he/she will not be permitted to use district transportation. Parents or guardians must make arrangements to pick up the suspended student before the end of the school day.
  - d. For the duration of a suspension, the student will not be permitted on school grounds or at any school events.
  - e. Students who are suspended will not be permitted to attend latchkey or the childcare program.

## **SUSPENSION AND EXPULSION - SPECIFIC EXAMPLES**

To ensure a safe learning environment for all students, under certain circumstances a student may be denied the privilege of attending school. Participation in any of the following behaviors/activities may result in a student's removal from school and school related activities:

### **ALCOHOLIC BEVERAGES, DRUGS, ETC.**

Possession, sale, attempted sale, distribution, attempted distribution, use (including perceptible odor or showing signs of being under the influence), or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs. This policy applies while on school property or in any school building, or while being transported to or from school facilities or school-sponsored events.

### **BULLYING**

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. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically based or gender-based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school function. Each student shall refrain from bullying and aggressive behavior at school (see District policies for definitions).

Any student who believes s/he has been or is the victim of bullying or other aggressive behavior should immediately report the situation to the principal. The student may also report concerns to a teacher who will be responsible for notifying the appropriate administrator.

### **CLASSROOM MISCONDUCT**

Flagrant disregard for classroom rules or behavior disruptive to the classroom setting.

**DISRESPECT TO STAFF MEMBERS OR OTHER ADULTS**

To lack special regard, courtesy, or respect by acting rude, impolite, and offensive. Talking back or showing disrespect for authority.

**EXTORTION**

The act of extortion to borrow or attempt to borrow any money or things of value from a student unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.

**FIGHTING**

The act of quarreling involving bodily contact in or on school property, including bus stops, and any activity under school sponsorship (i.e., dance or athletic event).

**FORGERY**

The act of fraudulently using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.

**GROSS MISBEHAVIOR**

The act of deliberate or willful conduct detrimental to normal functions of the program or activity under school sponsorship, or the act of threats to staff members or to the students.

**HARASSMENT**

Deliberate or willful harassment based on race, national origin, sex, disability, religion, height, weight, marital or family status, military status, ancestry or genetic information. Harassment may take on several forms, including verbal, written or electronic communication.

**INDECENCY**

The act of offending against commonly recognized standards of propriety or good taste, including the use of vulgar language, or gestures.

**INSUBORDINATION**

The failure to respond or carry out a reasonable request by a staff member or the act of verbal or physical opposition to a member of the school staff.

**OFFENSIVE LANGUAGE**

The act of using offensive language by students in verbal or written form or in pictures or caricatures in or on any school property.

**POSSESSING OR USING WEAPONS**

In order to provide a safe learning environment for all children, our schools must be weapon-free. Michigan law requires the Board of Education to permanently expel a student for possession of a dangerous weapon on school property or in a school vehicle. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife (blade over 3' in length), a knife opened by mechanical device (regardless of blade length), iron bar, or brass knuckles.

As a matter of District policy, the Board may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle, which may be used to cause or threaten harm to others. Examples include, but are not limited to: BB gun, pellet gun, look-alike gun, knife (blade 3" in length or less), razor blade, box cutter, chains, nunchucks, mace, pepper spray or any item intended for use as a weapon.

## **SEXUAL HARASSMENT**

Harassment can include “sexual harassment” or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. It could also include remarks about a person’s gender.

## **STEALING**

The act of acquiring the property of another by theft, coercion, or fraud.

## **SUSPENSION**

Students guilty of violating school policy may be suspended. A suspension may be for a short-term not exceeding ten school days, or for a longer term, exceeding ten days. A short-term suspension may be imposed immediately upon a student without first affording the student or the parents/guardians a hearing if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school.

## **THREAT BEHAVIOR**

Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property. Determined threats and/or threatening behavior/activities by a student will be subject to school discipline and referred to law enforcement to face criminal penalties as permitted by the law.

## **TOBACCO/NICOTINE**

Tobacco use/possession, including but not limited to tobacco, cigarettes, e-cigarettes, and vaporizers, by a minor child is unlawful in the State of Michigan; therefore, the student is subject to all state and local laws. Students in violation are subject to progressive discipline.

## **VANDALISM**

The act of willful destruction of school property or the property of others.

# **DISMISSAL**

Dismissal procedures are in place for the safety of all. We appreciate your cooperation. For the safety of our students, we ask that parents have a normal daily routine for their child. Each year we ask for a 5-day per week plan. If you need to alter this routine, please send in a note to the teacher or contact the school office. It is important you call before 3:00 p.m. so the message can be given to the student in a timely manner. Students leaving school early are dismissed from the office. Students are expected to remain in their class until the end of the day. Please do not ask to have students dismissed during the last few minutes of the day. Please have a plan for your child should he/she arrive home and find no one there.

## **DAVISBURG ELEMENTARY**

### **BUS**

Students will be dismissed directly to their bus and supervised by staff. The Bus Loop is on the west side of the building. Please do not park in the Bus Loop.

### **CAR LINE**

Parents that are using the car line to pick up their students are asked to stay in their cars and follow the line to where the students are waiting to load. Please place your last name sign in your front window to assist with loading. Students are asked to remain in our designated area until their ride is in the loading zone and can be assisted by supervising staff. Students will enter their vehicle from the passenger side for safety and flow of traffic.

We will no longer have office pick up as an option, all students must go to the car line or a bus for dismissal.

## **HOLLY ELEMENTARY**

### **BUS**

The Bus Loop is in front of the building. Please do not park in the Bus Drop Off Loop. Mixing student drop-off and pick-up with bus and delivery traffic is a dangerous situation.

### **CAR LINE**

Parents that are using the car line to pick up their students are asked to stay in their cars and follow the loop to where the students are waiting to load. Please place your last name sign in your front window to assist with loading. Students are asked to remain in our designated area until their ride is in the loading zone and can be assisted by supervising staff. **Students will enter their vehicle from the passenger side for safety and flow of traffic.** Once your car is loaded you may exit the loop by the left lane.

### **WALKERS**

Students walking or riding their bikes will dismiss through the front doors. If you are meeting up with your child to walk home, please meet them on the sidewalk.

## **PATTERSON ELEMENTARY**

### **BUS**

The Bus Loop is on the south side of the building. Please do not drive through or park in the Bus Drop Off Loop. Mixing student drop-off and pick-up with bus and delivery traffic is a dangerous situation. The lot on the east side of the building is for carline pickup.

### **CAR LINE PICK UP**

Parents that are using the car line to pick up their students are asked to stay in their cars and follow the line to where the students are waiting to load. Please place your last name sign in your front window to assist with loading. Students are asked to remain in our designated area until their ride is in the loading zone and can be assisted by supervising staff.

We will no longer have a Parent Pick Up Area where you park and meet your child on the north side of the building. All students must go to the carline or bus for dismissal.

As a reminder, Rolling Hills Drive is not a designated parent pick up area. There is no supervision for students at that location.

### **WALKERS AND BIKE RIDERS**

Students walking or riding their bikes will dismiss through the south doors. If you are meeting up with your child to walk home, please meet them on the sidewalk by our Marque.

## **ROSE PIONEER ELEMENTARY**

### **BUS**

The Bus Loop and staff parking is located in the rear (north side) of the building. Please do not park in the Bus Drop Off/Pick Up Loop. Mixing student drop-off and pick-up with bus and staff parking is a dangerous situation.

## **CARLINE**

The carline is located in the front (west) parking area adjacent to Milford Rd. Parents using the car line to pick up their students are asked to stay in their cars, stay to the right in the car line, and follow the line to the loading zone. Please place your last name sign in your front window to assist with loading. Students are asked to remain in our designated areas until their ride is in the loading zone and can be assisted by supervising staff.

## **DISTRIBUTION OF MATERIALS**

Governmental, tax supported agencies information and school sponsored/related activities information will be distributed with elementary students. As other non-school materials will not be distributed, each elementary school will have a common area for distribution of other information that has been reviewed and approved by the principal. Each elementary school will have a place for such materials near the school's entrance/commons area for parents/guardians, and community members to review and obtain such materials.

## **DRESS CODE**

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency. For example, but not limited to: make-up, bare midriffs, jeans riding low (exposing under garments) without a belt, tight fitting clothes, inappropriate wording/phrases on t-shirts, jewelry, and extreme hair coloring/styles. We expect students to dress appropriately. Shorts are allowed in hot weather. Please keep them fingertip or longer in length. Tank top straps must be 3 finger tips wide. Hats/hoods may not be worn during the instructional day (exception when transitioning in/out of the building). Flip flops may not be worn in the gym or on the playground, please provide a change of shoes for these areas. Tennis shoes are best for gym activities and playground safety.

## **DRUG-FREE SCHOOLS**

Possession, use, distribution, dispensation and/or manufacturing of controlled substances as defined by state and federal law, by students on district grounds, in district buildings and/or in connection with any district activity, is prohibited. This includes anabolic steroids, look-alike drugs and drug related paraphernalia.

## **FIELD TRIPS GUIDELINES**

Field trips are academic activities that are held off school grounds. Field trips are designed to extend curricular learning in a variety of areas for our students. HAS believes that providing students with opportunities for such experiential learning is an integral piece of our instruction. These high quality learning experiences often require chaperones. Chaperones play an important role in supporting the learning experience by aiding in the dissemination of information, managing students, providing a safe and secure experience and supporting the policies and practices of the district.

HAS believes all students who meet eligibility requirements, should have the opportunity to attend field trips that occur during the school day. All field trip permission slips must be filled out prior to the day of the field trip. Students will not be allowed to call home the day of the field trip to get a permission slip signed. Siblings or other children are not permitted to attend field trips. In order to protect our students' privacy, please refrain from taking photographs of other people's children and sharing them on social media. The posting of photographs will be approved by school officials prior to publication. In addition, students must ride to and from field trips with the class, on the bus, unless prior arrangements have been made with the principal. If you believe that the required fees will present a hardship for your family, please contact your child's teacher.

Chaperones may be limited due to the capacity of the trip location or bus guidelines. When the number of chaperones exceeds the number of available spots, the following steps will be taken to select chaperones for an event.

- A random drawing (lottery) will be conducted to select participants.
- Participation will be limited to one adult family member per child.
- If a grade level has multiple field trips in one school year with limited availability for chaperones, then the subsequent field trips will also hold a lottery for chaperone selection and preference will be given to those families who did not have the opportunity to attend a previous field trip.

All chaperones must complete a criminal background check and a Chaperone Agreement Form a minimum of 4 weeks prior to a field trip and be cleared by the district.

[Volunteer Background Check Form](#)

[Field Trip Chaperone Agreement Form](#)

## **FIRE, TORNADO & LOCKDOWN DRILLS**

Necessary fire, tornado and lockdown drills will occur throughout the school year. The drill practice is necessary to assure the safety of everyone in the event that a real emergency occurs. Teachers will explain drill procedures to students and directions for emergency drills are posted in each classroom. We explain to children that it is our responsibility to make sure that we plan for their safety in a variety of situations and that danger can occur from nature, mechanical equipment or even other people. We approach the drills calmly, without creating anxiety among the children about possible "what if" scenarios.

## **FOOD SERVICES**

Breakfast is available everyday at all elementary buildings.

Breakfast, lunch and/or snack money may be added to your child's account by sending cash or check to school or online via e-Funds for Schools. **E-Funds is the preferred method for breakfast/lunch accounts.** If sending money (cash or checks) to school for milk or hot lunch, please send it in an envelope, labeled with your child's name, the name of his/her teacher and the amount enclosed. Please make your check payable to Holly Area Schools. Students turn in lunch money to their classroom teacher and it will be delivered to the cafeteria. **No money will be accepted during lunch times.** Children who forget their lunch money will be given an alternate meal and milk. Breakfast and lunch prices are listed on the monthly menus. See website for costs.

Forms can be obtained from our school website for free or reduced lunch program qualifications. Students will not be able to charge lunches.

Free or reduced lunch forms are available at all times in our office. If your child qualified for free or reduced lunch last school year, he/she will qualify for services this year **through September 30th. Forms must be renewed annually even if information has not changed.** If you need assistance completing your form, please contact your student's main office or the food service department at 248-328-3036.

## **HOLLY LEARNING LADDER BEFORE & AFTER SCHOOL CARE**

Before and after school childcare is available from 6:00 a.m. until school begins and from school dismissal to 6:00 a.m. at each of the elementary buildings. These programs offer time for children to do homework as well as time to enjoy being with friends for fun indoor and outdoor activities. For more information contact the Holly Learning Ladder Program at 248-328-3022, or by emailing [chriandra.padilla@hask12.org](mailto:chriandra.padilla@hask12.org) or [bobby.robinson@hask12.org](mailto:bobby.robinson@hask12.org) for more information.

## HOME / SCHOOL PARTNERSHIP

It is important for children to take responsibility for their own learning. It is also important for them to know that their parents take this learning responsibility seriously as well. Children will be expected to bring back completed homework assignments during the school year. At home practice is a necessary and valuable function of school. The amount of homework given will be appropriate to the age of the student. Please support children with the responsibility of checking their backpack and/or agenda to see if he/she has any assigned homework or learning experiences to review.

## HYGIENE

HAS will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).

Students will be allowed a personal water bottle. Water will not be allowed near technology devices. Bottles must be taken home and cleaned daily.

## ILLNESS

Families are encouraged to screen their child daily for symptoms of possible illness. Please help us by keeping children at home if there is an elevated temperature, vomiting and/or diarrhea or a physician's diagnosed communicable disease. A student with a fever at or above 100.4 degrees needs to be fever free, without any fever-reducing medication, for 24 hours prior to returning to school.

Should children become ill at school or should staff suspect illness, we request pick up from school. We are not able to accommodate sick children for extended periods of time. All students must have a minimum of two phone contacts. Please help us by having an established plan in place to pick your child up from school within one hour of receiving a call.

The school follows current public health practices, rules and regulations governing the control and prevention of communicable disease that are set up by the State and County Health Departments. For further information or guidelines visit the website for Oakland County: [www.oakgov.com/health](http://www.oakgov.com/health) or call 248-858-1280 for more information. \*\* Please call the office to arrange for homebound services if your child will be absent for more than five consecutive school days due to a serious illness, accident, injury, surgery, etc. **Homebound services require a physician's request.**

## LIBRARY (INSTRUCTIONAL MEDIA CENTER)

Our library (IMC) contains over 12,000 books that are available for checkout by our students. Students visit the library to check out a book at a scheduled time once per week. A new book may be checked out when the previous book has been returned. A fee will be assessed at the end of the school year for books that are lost, unreturned, or damaged.

## LOITERING / UNAUTHORIZED PERSONS

While we love having former students visit our buildings, visits should not disrupt instruction. Unauthorized persons loitering on or about any school building or on school grounds shall be asked to leave the premises.



## LOST AND FOUND

All coats, hats, boots, and gloves should be labeled with your child's name. Students are encouraged to check for their missing items. Contact the office regarding the location of the lost and found.

## MEDICATION FOR STUDENTS

While the health of the child is the responsibility of the parent, the school recognizes that there are some circumstances when regular attendance and safety of the child in school depends on him/her being able to receive medication during the regular school day.

The policy for Holly Area Schools requires a Medical Administration Form and Health Care Plan to be completed for each medication to be dispensed at school and the specific written request of a physician and the parent.

**Absolutely no medication is to be dispensed/brought to school without the Medication Administration Form and Health Care Plan completed. This includes over the counter medications such as cough drops, aspirin, etc.** These forms are available in the office and **must be renewed on a yearly basis.**

## NEWSLETTERS

### DAVISBURG ELEMENTARY

The "Davisburg Dateline" newsletter will be sent via Skylert twice a month. Copies are available in our school office and on our building website.

### HOLLY ELEMENTARY

"Our Home & School Connection" newsletter will be sent via Skylert and posted to social media on the 2nd and 4th Friday of each month. Copies are available in our school office and on our building website.

### PATTERSON ELEMENTARY

The Pattersen Page newsletter will be published twice per month during the school year. It will be posted on our building website, emailed to all families and posted on our school Facebook page.

### ROSE PIONEER ELEMENTARY

The "Pioneering Adventures" newsletter will be emailed to parents and posted on our school website, Facebook and Twitter every two weeks of each month school is in session. A newsletter link can also be found on our building website.

## ONLINE RESOURCES

The Holly Area Schools website address is [www.hask12.org](http://www.hask12.org). Be sure to visit the individual building sites for a copy of this Parent/Student Handbook, information specific to each school, current newsletters, directions to our school, and much more.

### DAVISBURG ELEMENTARY

Facebook: [Davisburg Elementary School Scoop](#)

Twitter: @DavisburgEL

## HOLLY ELEMENTARY

Facebook: [Holly Elementary Happenings](#)

Twitter: @HollyElementary

## PATTERSON ELEMENTARY

Facebook: [Patterson Elementary](#)

Twitter: @Patterson\_el

## ROSE PIONEER ELEMENTARY

Facebook: [Rose Pioneer Elementary School](#)

Twitter: @RosePioneerEl

## OPPORTUNITIES FOR STUDENTS

See our website for more information

## PARENT TEACHER CONNECTION

We encourage all parents to become active participants in their child's education. The success of any group is dependent on an active and large membership. The first step you can take in contributing to that success is becoming active. Our parent groups have made many valuable contributions. Their support has provided our students with many special events, activities and supplies. Please consider joining the parent-teacher organization at your elementary building. Information on each organization can be found under the Parent/Student Resources link on each building website. Activities will be posted in newsletters and on building websites.

## PETS AND ANIMALS IN THE CLASSROOM

Students or parents **may not** bring animals to school without prior approval from the administrator. If animals are brought to the classroom for educational purposes, prior arrangement and approval **must** be made through the office. Please do not bring pets to school during arrival and dismissal times. Many of our students have serious illnesses/allergies, which are aggravated by animal fur/dander.

## POSITIVE BEHAVIOR SUPPORTS

All students are Leaders and our goal is to empower students to reach their personal best for academics and behavior on a daily basis. Teachers may track behavior differently, but all students will recognize, know, and understand a common language focusing on the 7 Habits of Highly Effective People. Students will be provided many leadership opportunities and be recognized for their leadership contributions.

## RECESS

We believe recess is an important part of the total school curriculum; all students are expected to go outside to get some physical exercise. A doctor's note is required for students to stay in from recess. Exceptions involve conditions such as asthmatic difficulties, injuries, etc. In these situations, a doctor's note is required before we can allow the child to remain indoors. Indoor recess will occur when it is raining or the wind chill factor is below 10. Warm clothing including mittens and boots are required for outside play during the winter. Families finding a financial challenge to provide weather appropriate clothing for their child(ren) should contact our office.

## REPORTING ACADEMIC GROWTH

Regularly scheduled parent-teacher conferences are held in the fall and winter of each school year. These conferences are by appointment and are an important component of the home/school partnership.

We hope you will make a special effort to attend; a conference with your child's teacher is of great importance to the child and helpful to you. The school staff welcome additional conferences. Arrangements can readily be made by calling or emailing the teacher. Please do not plan to communicate with teachers regarding academic or social concerns during the time that they are with students, or unexpectedly, immediately before or after school. It is important for our teachers to be able to direct all of their attention to the students in their classes during school hours.

Report cards are also used to communicate student progress, they will be available at the end of each trimester via skyward. Children receive grades for academic achievement and for work habits. Both are important components for success.

## ROLLERBLADES AND SKATEBOARDS

Students shall not rollerblade, roller-skate or skateboard on school grounds at any time. Students in 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> grade may rollerblade, roller-skate or skateboard to school, but shall remove skates or step off skateboards before entering the school property.

## SCHOOL CLOSING - WEATHER & EMERGENCY

If it becomes necessary to close school during the day for weather, mechanical or other emergency reasons, elementary children will be released last. **Parents are asked to provide a "second home" for their children to go to, in the event they are released early and the parent is not home. Please plan this before the emergency arises and talk to your child about these arrangements.**

Parents will be notified through Skylert and announcements will be made on the following stations if time permits:

Television Channels: 2, 4, 7, 12, 50, 62

Radio Stations: WCRZ 108 FM, WHNN 96 FM, WIOG 102.5FM, WWJ 95 AM, WJR 760 AM

## SCHOOL DISRUPTIONS/THREATS

Threats of bombs, weapons, or destructive activities (including, but not limited to lists of targeted victims) directed at school personnel, students, school buildings, other school property or school-related events disrupt the instructional programs and other activities of the Holly Area Schools.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

## SCHOOL SUPPLIES

We provide the necessary school supplies; however, some families enjoy purchasing their own supplies. Lists are available on each building's website indicating appropriate supplies for each grade level if you choose to provide them.

## SEARCH AND SEIZURE

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or their person or property, including vehicles, of a student.

## SEXUAL HARASSMENT POLICY

The district policy prohibits sexual harassment of students, employees, or board members by students, employees, or board members.

Sexual harassment is unlawful under both Michigan and Federal laws and is contrary to the commitment of this district to maintain a learning environment that is free from sexual harassment. "Sexual Harassment" is defined as: Unwelcome sexual advances; or Unwelcome requests for sexual favors; or Intimidating, hostile or offensive verbal, nonverbal or physical conduct of a sexual nature.

## SKYLERT

Another form of communication utilized in our district and building is the Skylert telephone message system. Periodically our Superintendent will notify families of school closings, changes in school schedules or other important information for our district families. More frequently, the Skylert message system will be used to let families know of upcoming school events, field trips and other important building information.

## SKYWARD FAMILY ACCESS

Student emergency information and classroom progress can be viewed from the Skyward Family Access portal. Staff may also send messages to families via Family Access. This online tool allows us to share grades or information about learning progress in "real time". While the system updates immediately and allows you to view your student's record at your convenience, please understand that extended written responses and complex projects may take longer to grade and input. Please contact your child's teacher at any time with questions around student progress.

Your username and login information were provided to you via email at time of registration. You can call the main office with any questions.

## SNACKS

Some teachers, at their discretion, may allow snacks at given times in their classrooms, especially if students have a particularly early or late lunchtime. It is up to teachers to determine what they consider to be a nutritious snack. Parents must follow teacher guidelines when sending snacks with children. Snacks are not to be shared.

## STUDENT EMERGENCY INFORMATION

This information may be accessed on the Skyward student data system using your user name and password (contact the office if you need assistance obtaining these). Please update this information as often as needed. In the event of illness or injury, the school needs to know how to contact you, a relative, neighbor or someone willing to care for your child in your absence. **All students must have a minimum of two phone contacts. Only persons listed on the emergency information page in Skyward will be allowed to pick up your child while at school.**

## **SUPPORT STAFF**

### **SPEECH/LANGUAGE PATHOLOGIST**

The speech/language pathologist serves those students who demonstrate special needs in the development of their communication skills. Students may receive their services within the regular classroom through team-teaching or in small groups in the speech room, depending upon the students' needs. Students are evaluated upon the request of the teacher or parent when it appears that the communication skills interfere with his/her success in school. The four primary areas of communication are articulation (speech sound development), language (listening, understanding, verbal expression), voice and fluency.

### **RESOURCE ROOM**

Resource room programs are provided within each school to assist students with special academic needs. Students must be evaluated and be determined by a committee to need assistance in one or more areas according to federal and state guidelines. After this determination has been met, the student may receive instruction in a resource room or the regular classroom through team teaching.

### **SCHOOL PSYCHOLOGIST**

The psychologist works with the staff of each school to identify children who are having learning and/or emotional problems and to work toward developing an appropriate method of handling the difficulty. A function of the psychologist is to observe and evaluate children in order to make recommendations for classroom management or for providing special education services.

### **SOCIAL WORKER**

The school social worker provides counseling for special education students at all grade levels, consults with teachers and parents concerning child management and makes referrals to helping agencies in the community. Other services may include parent education groups and effective education for pupils.

### **OCCUPATIONAL AND PHYSICAL THERAPISTS**

These therapists provide support to our students who have a need for these services documented by a family physician or medical specialist, and who have an Individualized Educational Plan (IEP) in place.

### **INTERVENTION TEACHERS (TITLE I AND 31A)**

Our intervention teachers will provide services to eligible students in the area of writing, reading and/or mathematics. Students may meet individually or in a small group.

## **TEACHER QUALIFICATIONS**

**You Have the Right...**Federal law allows parents to know the qualifications of their child's teacher. If you would like to receive this information, please contact Scott Roper, Superintendent, at 248-328-3100.

## **TECHNOLOGY**

As a user of Holly Area Schools technology, students/parents agree to comply with the district's Acceptable Use Policy. Student/Parent signature pages are required:

I agree to use technology in a responsible manner: (a) login accounts and passwords are not to be shared with others, (b) the use of technology is respected, and (c) individuals and families may be held liable for violations of District policies and/or applicable laws.

Each Holly Area Schools Y5 - 5th grade student will be issued a personal Mobile Computer Device (MCD) for use in the classroom. Families who have chosen to not accept a district-issued MCD will be required to send their child daily with a personally owned MCD and charger. Holly Area Schools is not responsible for personally owned MCDs.

## **TAKING CARE OF YOUR DISTRICT PROVIDED MOBILE COMPUTING DEVICE (MCD)**

Students are responsible for the general care of the MCD they have been issued by the school.

MCDs that are broken or fail to work properly must be reported.

While a student is on-site (at their assigned building) the student should report the issue to their classroom teacher and they will be directed to their front office staff for assistance.

Students should never leave their MCD unattended except locked in their locker.

### **General Expectations**

- Students are responsible for the general care of the Chromebook or iPad the district has provided them.
- If your family opted out of using a district device, your child is expected to bring their personal MCD to school every day for use in the classroom.

### **General Precautions**

- No food or drink should be consumed next to or directly over the MCDs while using the devices.
- Cords, cables, and removable storage devices must be inserted carefully into MCDs.
- MCDs should not be used with the power cord plugged in when the cord may be a tripping hazard.
- MCDs must remain free of any writing, drawing, stickers, and labels.
- MCDs must be properly shut down daily to allow for updates and to prolong battery life.
- Cords and cables should be unplugged before storing the MCD in a case or backpack.
- MCDs must never be placed in unlocked lockers or any unsupervised area or left unattended.

### **Transporting/Carrying MCD's**

- Always transport MCDs with care. Failure to do so may result in disciplinary action.
- Always close the lids or cover and disconnect all cords before carrying.
- While closing the lids be sure there is nothing between the screen and keyboard.
- Power cables should be removed when transporting MCDs. Try to store the power cable and other school supplies in a separate compartment from the MCD.
- Never lift chromebooks by the screen.
- Never carry chromebooks with the screen open or with cords connected.
- If the iPad comes with a case, it should remain on the device at all times.
- Do not hit, drop or throw the laptop bag or backpack (with chromebook or iPad inside) against the wall, locker or floor as it could damage the MCD. Carefully set your bag down when MCDs are inside.

### **Screen Care**

The MCD screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a chromebook when it is closed or on the iPad screen.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, etc.)
- For both the chromebook and iPad, only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Do not poke or scratch at the screen.

## General Chromebook Cleaning

- If the student needs to clean the chromebook it can be completed by using a Clorox type wipe (wrung out thoroughly) and wipe down keys and case.
- Do not use cleaners on the screen.

## Asset Tags

- All MCDs will be labeled with a District asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a MCD for tampering with a District asset tag or turning in a MCD without a District asset tag.
- If the student notices the asset tag is loose on the MCD, report this to the student's main office.

## Damage

- Students are expected to report any loss or damage to their MCD immediately to a classroom teacher or the main office.
- Damage caused by another student (non-owner) must be immediately reported to a classroom teacher or the main office.
- Students (parents/guardians) are responsible for damage and loss of a district-issued MCD. The repair fees are set at the beginning of the school year based upon the actual repair costs provided to the district by an authorized repair facility.
- **Students who do not return any device and/or pay for damages/replacement to the District will be excluded from graduation ceremonies and activities. The District reserves the right to press criminal charges and/or bring an action for civil damages against any parent/guardian and/or student who does not return any device and/or pay for damages/replacement to the District, please see attachment for current repair cost.**

## TELEPHONE CALLS / MESSAGES TO STUDENTS

Students are allowed to use the telephone for emergencies only. Students may not call for lunch money, homework, or permission slips. All after school arrangements need to be made with your child before they come to school. **If a message to a classroom is necessary, it will occur just before dismissal.**

**TIP:** Help your child gather all the things they need for the next day before going to bed. Then place their backpack in the same place every evening. It will make your mornings less hectic! It is important that we do not interrupt classes unnecessarily. An announcement to the room to call your child to the office is disruptive to all the children!

## TITLE ONE / EVERY STUDENT SUCCEEDS ACT (ESSA)

Under the ESSA Federal guidelines, Holly Elementary, Patterson Elementary and Rose Pioneer Elementary are school-wide assistance schools for Title One services. This means that any students who are below grade level in a core area of instruction may be evaluated for supplemental assistance.

## TOBACCO USE

A state law effective September 1, 1993 states: "A PERSON SHALL NOT USE A TOBACCO PRODUCT ON SCHOOL PROPERTY." Violators are subject to a \$50.00 fine and are guilty of a misdemeanor.

## TOYS / PERSONAL BELONGINGS / ELECTRONIC DEVICES

Items including but not limited to: trading cards, iPod's, MP3 or CD-players, cameras, laptops, computer games, etc. should be left at home to avoid being lost, stolen or damaged. The school will not be responsible for these and other personal belongings.

## VISITING SCHOOL

Please use the main entrance security intercom system when visiting during the school day. To ensure availability of staff regarding questions or concerns, parents and visitors are encouraged to contact the office and set up an appointment.

## VOLUNTEERING/CHAPERONING/VISITATION OF CLASSROOMS

The district adheres to the following regulations for parent visitations:

1. All exterior doors will be locked according to scheduled school hours.
2. All parent visitations are subject to the approval of the school principal, who is charged by the board with the responsibility of guaranteeing the learning environment and privacy of students.
3. **ALL parents working with children or chaperoning on field trips will need to fill out the Parent Volunteer/Chaperone Background Check form and return to our school office along with a copy of their driver's license.** Form and ID must be turned in at least four weeks prior to the field trip or volunteer activity for processing.
4. Visitors are required to check in at the school office prior to going to the class they wish to visit. They need to follow the individual school procedures for visitor sign-in, passes, escorts, etc.
5. Parents in classrooms are there as guests and are asked to behave as quiet observers of classroom activities, unless specifically requested by the classroom teacher.
6. To protect the privacy of other students, the parents of a student agree to keep any information gained on the behavior or performance of other students strictly confidential.
7. Visitation shall not be allowed during tests or other student classroom examinations/evaluations.
8. Teachers are expected to use the time between classes for preparation, meetings with students and discussions with colleagues. Visiting parents are asked to refrain from using classroom observations for impromptu parent-teacher conferences either during or outside of class time. An appointment should be made with the teacher if the parent wishes to discuss their child's educational progress. Teachers shall refrain from discussing the behaviors or achievement of other students with visiting parents.

Parents who fail to abide by these regulations or who intentionally disrupt the educational process of the school may be asked to leave and/or be denied permission for future visits. The superintendent shall ensure that the provisions of this policy are published in the appropriate handbooks and that copies are provided to visitors.

## PARKING AT DAVISBURG

All parents/guests with an appointment must park in the lot on the east side of the building. Please do not park in the Bus Drop Loop or the Carline. The lots on the west and south sides of the building are for staff only.

## PARKING AT HOLLY ELEMENTARY

All parents/guests with an appointment must park in the front lot of the building. Please do not park in the Bus Drop Off Loop.

## PARKING AT PATTERSON ELEMENTARY

All parents/guests with an appointment must park in the lot on the east side of the building. Please do not park in the Bus Drop Off Loop or the Carline. The lot on the south side of the building is for busing and staff parking only.



## **PARKING AT ROSE PIONEER**

All parents/guests with an appointment must park in the front parking lot on the west side of the building adjacent to Milford Road. Please do not park in the Bus Drop Off Loop or the Carline. The lot in the rear (north) area of the building is for busing and staff parking only.

## **WEAPONS-FREE SCHOOLS**

In order to provide a safe learning environment for all children, our schools must be weapon-free.

A. Michigan law requires the Board of Education to permanently expel a student for possession of a dangerous weapon on school property or in a school vehicle. These students shall be referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall also be notified of the referral. Michigan law defines (but not limited to) a dangerous weapon as a firearm, dagger, dirk, stiletto, knife (blade over 3" in length), a knife opened by mechanical device (regardless of blade length), iron bar, or brass knuckles.

B. As a matter of District Policy, the board may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle, which may be used to cause or threaten harm to others. Examples include, but are not limited to: BB gun, airsoft gun, pellet gun, look-alike gun, knife (blade 3" in length or less), razor blade, box cutter, chains, nunchucks, mace, pepper spray or any item intended for use as a weapon.

All detailed Board Policies are published in a manual available for your information in our school office or at Holly Area Schools website under District -> Board of Education -> Board Policies.

# HOLLY AREA SCHOOL DISTRICT

## BOARD OF EDUCATION

920 E. Baird Street, Holly, Michigan 48442 (248) 328-3100

President Mrs. Leigh Jackson  
Vice President Dr. Deborah Virant-Young  
Treasurer Mr. Peter Deahl  
Secretary Mrs. Jennifer Young  
Trustee Mrs. Linda Blair  
Trustee Dr. Liz Cunningham  
Trustee Mrs. Lisa Oaks

## ADMINISTRATIVE OFFICE

(248) 328-3100

Scott Roper . . . . . Superintendent  
Jennifer Herbstreit . . . . . Assistant Superintendent of Instruction  
Steve Lenar . . . . . Assistant Superintendent of Administrative Services

## SCHOOLS

|   |   |
|---|---|
| Davisburg Elementary<br>12003 Davisburg Rd.   | Denise Kott, Principal<br>(248) 328-3500        |
| Holly Elementary<br>810 E. Maple St.          | Aimee Schwartz, Principal<br>(248) 328-3600     |
| Patterson Elementary<br>3231 Grange Hall Rd.  | Jacob Haynes, Principal<br>(248) 328-3700       |
| Rose Pioneer Elementary<br>7110 Milford Rd.   | Michael Beattie, Principal<br>(248) 328-3800    |
| Holly High School<br>6161 E. Holly Rd.        | Eric Curl, Principal<br>(248) 328-3200          |
| Holly Middle School<br>14470 N. Holly Rd.     | Monica Turner, Principal<br>(248) 328-3400      |
| Broncho Virtual School<br>920 E. Baird Street | Stephanie Elder, Director<br>(248) 328-3333     |
| Special Services<br>920 E. Baird St.          | Jennifer Lauria, Director<br>(248) 328-3100     |
| Transportation<br>800 Elm St.                 | Frank Richmond, Supervisor<br>(248) 328-3090    |
| Central Kitchen<br>920 Baird Street           | Thomas Baranoucky, Supervisor<br>(248) 328-3033 |