



2023-2024 HOLLY MIDDLE SCHOOL HANDBOOK & CODE OF CONDUCT

Holly Area Schools

**We're a Leader in Me school.
It Brings out the Best in Us.**

MISSION STATEMENT

iLearn
Excel
Achieve
Do

VISION STATEMENT

Our vision at Holly Middle School is to develop habits and skills that INSPIRE us to be compassionate people, leaders, lifelong learners.

HOLLY MIDDLE SCHOOL ADMINISTRATORS AND OFFICE STAFF

Monica Turner	Principal
Haley Street	Assistant Principal
Kristin Godoshian	Counselor
Mark Mattingly	Counselor
Patti Burgess	Administrative Assistant
Natalie Ayers	Secretary
Amber Benedict	Receptionist

Parent/Guardian: It is important that you and your child read and review the contents of this handbook. It contains notices of rights that you and your child have under law as well as rules and policies that affect your child as a student of Holly Middle School.

EXECUTIVE SUMMARY

At Holly Middle School, we firmly believe that well-informed students and parents promote a positive school environment. Consistent with this philosophy, we require that all students and parents review the Student/Parent Handbook to become acquainted with the various phases of school life. This document contains regulations, activities, clubs, expectations and other general information that will aid a student in becoming a productive, successful member of the school community.

Please note that the policies and procedures described in the Holly Middle School Student/Parent 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 website.

INTRODUCTION

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

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

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
248-328-3170

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
248-328-3163
- STEP 4: Assistant Superintendent of Administrative Services
Steve Lenar
steven.lenar@hask12.org
248-328-3147

Transportation

- STEP 1: Transportation Assistant Supervisor
Victoria Mingo-Williams
victoria.mingo-williams@hask12.org
248-328-3093
- STEP 2: Transportation Supervisor
Frank Richmond
frank.richmond@hask12.org
248-328-3095
- STEP 3: Director of Operations
Jeremy Mason
jeremy.mason@hask12.org
248-328-3163
- STEP 4: Assistant Superintendent of Administrative Services
Steve Lenar
steven.lenar@hask12.org
248-328-3147

Athletic Questions or Concerns

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

Early Childhood

- STEP 1: Classroom Teacher
- STEP 2: Early Childhood Principal
Learning Ladder – Preschool, GSRP,
Head Start, Latchkey
Aimee Schwartz
aimee.schwartz@hask12.org
248.328.3022
- STEP 3: Assistant Superintendent of Curriculum and Instruction
Jennifer Herbstreit
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
248-328-3033
- STEP 4: Director of Operations
Jeremy Mason
jeremy.mason@hask12.org
248-328-3163
- STEP 5: Assistant Superintendent of Administrative Services
Steve Lenar
steven.lenar@hask12.org
248-328-3147

Building Principals

Davisburg Elementary

Denise Kott
denise.kott@hask12.org
248-328-3501

Holly Elementary

Aimee Schwartz
aimee.schwartz@hask12.org
248-328-3601

Patterson Elementary

Jacob Haynes
jacob.haynes@hask12.org
248-328-3701

Rose Pioneer Elementary

Michael Beattie
michael.beattie@hask12.org
248-328-3801

Broncho Virtual School

Stephanie Elder
stephanie.elder@hask12.org
248-328-3333

Holly Middle School

Monica Turner
monica.turner@hask12.org
248-328-3401

Haley Street, Assistant Principal

haley.street@hask12.org
248-328-3401

Holly High School

Eric Curl
eric.curl@hask12.org
248-328-3201

Codie Lakin, Assistant Principal

codie.lakin@hask12.org
248-328-3201

Melissa Wachowski, Assistant Principal

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, 248-328-3147 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
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

GENERAL INFORMATION

HMS BUILDING WIDE AGREEMENTS

To create a learning environment that demonstrates civility, respect, and responsibility and one that promotes safety and belonging, HMS has established four building wide agreements.

- Act with civility and respect toward myself, my classmates and adults.
- Accept responsibility for my choices, my actions, my responses and my learning.
- Maintain a safe and clean school environment.
- Give my personal best effort.

ATTENDANCE POLICY

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.

To benefit from the primary purpose of the school experience, it is essential that each student maintain a regular and punctual daily attendance in all assigned classes. Because class attendance is necessary for learning and academic achievement, as well as for developing the habits of punctuality, dependability and self-discipline, it is a relevant objective criterion, which can be related to a student's course grade. The purpose of the attendance procedures is to help students develop these responsibilities and to maintain academic standards for earning passing grades. Compulsory attendance for all students shall be enforced in compliance with the laws of the State of Michigan. It is understood that student attendance is the parents' legal responsibility.

When a student is absent for any reason, parents must call or notify in writing to the attendance office (on the day of the absence or by 3:00 p.m. the following school day). Verifying your child's absence does not "excuse" them for the purposes of the attendance policy (it is used for auditing purposes).

BACKPACK/BOOKBAG AND OUTERWEAR POLICY

Backpacks, bookbags, and outerwear (including head coverings & hoods) may not be carried or worn in the school building during school hours. For a detailed description see page 15.

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. If parents/guardians are dropping off items, they can label the items and leave them in the secure entryway. If parents/guardians need to access the main office or see their child, please let the receptionist know. **To ensure availability of staff regarding questions or concerns, parents and visitors are encouraged to contact the office and set up an appointment.**

CANINE PROTECTION PROGRAM

In an effort to keep our schools and district premises free of illegal contraband, including illicit drugs, alcohol, weapons and gunpowder based items, school authorities may use specially trained, non-aggressive dogs to sniff out and alert staff to the presence of illegal contraband in school lockers and on school property.

CLOSED CAMPUS

In order to ensure the safety of students, we have established a closed campus policy. Simply stated, students are to remain on campus at all times during the school day. All requests to leave the building while school is in session, (including the lunch period), must be first cleared through the main office. Leaving school without permission is classified as truancy. In addition, all students who arrive late must sign in at the Front Office.

COMMUNICATION

Important information including school announcements, newsletters, calendar, bell schedule, etc. can be accessed online at <http://www.hask12.org/schools/holly-middle-school/>

CONFERENCES WITH SCHOOL PERSONNEL

Parents may make appointments for conferences with teachers, counselors, or the building administrators by calling the school office at 248-328-3400. 24-hour notice is recommended when scheduling a conference. Formal Parent/Teacher conferences are scheduled two times a year. The dates and times for these conferences can be accessed online at www.hask12.org/schools/holly-middle-school/

DEBIT CARDS/STUDENT I. D.

At the beginning of the school year each student will receive a debit card/Student I.D. that can be used to purchase food items in the cafeteria. Checks or cash can be credited to the debit card in the cafeteria before school begins each morning. This card is also used to check out books and sign-on to computers; students are asked to keep the card with them at school at all times. Replacement debit cards can be obtained for a \$4.00 fee.

DRESS

The intent of the Holly Area School District Board of Education in enacting a dress code is to promote a good academic environment, maintain discipline, and prevent disruption of the educational process. While the Board of Education recognizes that each student's mode of dress and grooming may be a manifestation of personal style and individual taste, any apparel that is disruptive, distracting, unsanitary or unsafe is prohibited. Parents should consider the dress code when purchasing school apparel. See 'Dress' description under Disciplinary Infractions.

ELECTRONIC DEVICES AND OTHER VALUABLES

Items including but not limited to: cellphones, trading cards, personal tablets, cameras, computer games, etc. should be left at home to avoid being lost, stolen or damaged. If a student needs to have a personal device in school, it should be turned off & secured in a locker unless being used for instructional purposes within the classroom. The school will not be responsible for these and other personal belongings. Staff members will use their discretion regarding the possession or use of these devices in the classroom. See 'Cell Phones and Other Electronic Communication Devices' description under Disciplinary Infractions.

EMERGENCY PROCEDURES/EVACUATIONS

At periodic times throughout the year, students will participate in fire/tornado/lockdown drills. These are important

safety precautions for our students; therefore, it is essential that when the first signal is given, all students obey orders promptly and proceed to their designated area.

EXTRA-CURRICULAR ACTIVITIES

The Board of Education requires athletics and other student activities to be conducted in a fair and consistent manner. The administration has established standards, rules and guidelines for conducting these activities. Participation in them is a privilege, not a right. Students shall be informed by coaches/sponsors/employees of the conduct expected of them when they participate in such activities. Inappropriate conduct may result in the student's ineligibility to participate in extracurricular activities.

Middle school students who participate in athletic activities must meet all academic requirements as outlined in the current athletic handbook approved by the Board of Education. "Athlete" is defined by the Holly Area Schools as any of the following: a member of an athletic team, team manager, cheerleader, or student trainer. All athletes are expected to conduct themselves in a manner that is above reproach, and abide by all school rules whether at school or away from the school.

Hazing activities of any type are inconsistent with the educational process and will be prohibited at all times. Hazing is defined as any willful act done by a student, whether individually or in concert with others, to another student for the purpose of subjecting such student to humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame or disgrace. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition. For further details, see page 17.

FIELD TRIP 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 4 weeks prior to a field trip and be cleared by the district.

FUND-RAISING

The principal must approve all fund-raising projects. Fundraisers must also meet with the approval of the superintendent's management council and be placed on the school district's activity calendar.

HALL PASSES

Students requesting a pass will access the e-Hall pass system prior to leaving the classroom. Students are expected to remain in the classroom pod for restroom/drinking fountain use. Students not attending class in a pod should use the restroom/drinking fountain assigned to them through e-Hall pass.

HOMEWORK

There are times students will be assigned work for home study throughout the school year. A student's success in class is greatly affected by the completion of such homework. We ask for your cooperation in making sure that your child completes his/her work through the use of a planned study time at home. Staff posts academic information in Schoology.

JAMFESTS

Holly Middle School will periodically offer after school Jamfests; social events that include open gym, dancing, and other activities. Dates, times and expectations for these events will be published online and will be announced in school.

- Only students who are officially enrolled at Holly Middle School may attend this event.
- Jamfests last until 4:00 p.m. It is imperative, for safety purposes, that students remain in the building until 4:00.
- If parents know the student is not able to stay the entire time, the student may not buy a ticket.
- The students are expected to follow the student code of conduct as outlined in this handbook.
- The administrator in charge of the activity has the right to refuse anyone entrance into the activity.
- Jamfests are a reward for students who engage in appropriate behavior.
 - *Students who have been suspended since the previous Jamfest or deemed ineligible by an administrator may not attend.*

Parents should pick up students promptly at 4:00 p.m.; the school is not responsible for supervision after 4:00 p.m.

LIBRARY/MEDIA CENTER

Time in the library is a privilege. There will be opportunities throughout the school year to access the library and its resources.

LOCKERS

Each student is assigned a locker for the storage of books and materials. It is the student's responsibility to see that the locker is kept locked and in order at all times. Use of stickers and defacing or destruction of lockers will result in restitution and progressive consequences. Although the school issues students a locker, we are not responsible for lost or stolen articles; therefore, it is unwise for students to share a locker or their combination with others. Any locker problem should be reported immediately to the student office. Changing the locker combination must be approved by an administrator and can be subject to a charge of \$3.00. Student lockers are school property and remain at all times under the control of the Holly Area School District. School authorities for any reason, may conduct periodic general inspections of lockers at any time, for any reason, without notice, without student consent and without a search warrant.

Students will be permitted to access lockers at scheduled times throughout the school day based on their grade level.

LOITERING

Students are not allowed to loiter in the building or on school property before or after school unless they are involved in a **school-related/supervised** activity. Suspended students are not allowed on school property or any district function.

MAKE-UP WORK

In most cases, a student will be able to access all of their assignments and other important class material via Schoology.

If parents desire that their children be assigned class work that will be missed during a vacation period, they must make this request (on the form provided) through the front office **five school days in advance of the absence.**

It should be understood that such make-up work rarely takes the place of class attendance; class activities and instruction cannot be replicated outside of the classroom. If make-up work is requested and provided, the work is **due on the first day back to school**. In the event a student will be absent beyond five (5) school days, the teacher will not be expected to provide advance work beyond the fifth day of the absence. It is acknowledged that absences beyond five days will be difficult to make up and may severely compromise the student's academic process.

If a student is ill or suspended, a parent may make a homework request by contacting the front office if the absence will extend beyond two days. Teachers are entitled to twenty-four hours to comply with requests; completed work will be expected upon the student's return to school; it is recommended that parents & students access Skyward for assignments & other pertinent information. **It is the student's responsibility to obtain and complete make-up work. Students who do not receive work in advance will be expected to have the assignments completed within the same number of days they were absent.**

Most assignments and resources can be found on the teachers Schoology classroom site.

MEDICATION

In order to have any medication in school, **including over-the-counter**, a form must be obtained from the office & parents must have a physician complete the form before it is returned to the school. All medication will be secured and administered by the appropriate staff. It is the responsibility of the student to arrive at the required time for medication. Student possession and self-medication at school requires **specific written authorization from the student's parent and the prescribing physician**.

NEWSLETTERS

School newsletters can be accessed online at <http://www.hask12.org/schools/holly-middle-school/>

ONLINE STUDENT INFORMATION

Parents will be given instructions at the beginning of the school year for accessing information in Skyward and in Schoology. These platforms allow parents to use any computer (library, office, home) to view district and school information AND communicate 24/7 with school personnel. Sites are confidential as well as secure. Students & parents are given separate access codes to assure confidentiality & to avoid tampering.

PROGRESS REPORTS

Progress reports are distributed to parents attending our Parent-Teacher and Student-Led conferences. Current grades and assignments are also posted online. Parents are encouraged to contact individual teachers if there are questions regarding this report. In the event additional monitoring is needed, we recommend parents contact the counseling office to set up a meeting with the student's teachers.

PROMOTION - RETENTION

The staff of Holly Middle School is committed to the success of every student. Numerous interventions have been established to assist students who are in danger of being retained. Parents should contact their child's counselor and building principal with questions regarding this issue.

REPORT CARDS

At the end of each term, report cards will be accessible on Skyward; dates for progress and report card distribution will be posted on the HAS website. Comments pertaining to your child's performance and conduct are included on the report card. Parents can access current grades online at any time during the school year using Skyward. Parents may also request a hard copy of the student's grades mailed to them.

SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. This information will be shared via a broadcast voicemail from the Superintendent's Office; parents can also call 248-328-3110 for information. The following radio/news stations will also be contacted: **WJBK TV 2, WDIV TV4, WXYZ TV7, WJRT TV12, WKBD UPN50, WWJ TV62, WIOG 102.5 FM, WCRZ 108 FM; WHNN 96 FM, WWJ 950 AM, WJR**. Reports in the morning will be between 6:00 – 9:00 a.m. If no report is heard, it can be assumed that school will be in session. **Please do not call the school or bus garage**. In the event school is called off **after students have arrived**, it is imperative your family have **an emergency plan in place**. This

plan should include a number where you can be reached and an alternate place for your child to go in the event you are unable to meet them at home.

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities may conduct periodic general inspections of lockers and desks at any time, for any reason, without notice, student consent, or a search warrant. A student's failure to permit searches and seizures as provided in the policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

SKATEBOARDS, ROLLER BLADES, ROLLER SHOES AND ROLLER SKATES

Students shall not use roller blades, roller skates, roller shoes or skateboards on school grounds at any time, whether during or after school hours, including all outdoor and indoor recess periods. Please refer to brochures from Transportation regarding restrictions on transporting these and other large items on school buses.

STUDENT COUNCIL (CLASS COUNCIL)

The purpose of the student council is to plan activities to support school & community. Parental permission is required.

STUDENT RECORDS

Each year the HAS is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act ("FERPA"). A copy of the Holly Area School's FERPA policy can be obtained in the main office at HMS.

TECHNOLOGY USE GUIDELINES

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.

MCD's that are broken or fail to work properly must be reported.

If a student is off-site (at home, OTC, etc) , report the issue to the Oakland Schools Service Desk as soon as possible to see if the issue can be resolved remotely.

To submit a ticket with OS Help Desk:

Email : osservicedesk@oakland.k12.mi.us (Describe the issue and include student name and asset tag number)

Call: 248-209-2060

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.

District-owned MCD's should never be taken to an outside computer service for any type of repairs or maintenance.

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

GENERAL EXPECTATIONS

- Students are expected to bring their device fully charged and prepared for learning.
- It is advised that students bring the power cord/charger to school each day to ensure the device is usable the entire school day

- 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 device to school every day for use in the classroom.

GENERAL PRECAUTIONS

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

TRANSPORTING/CARRYING MCD'S

- Always transport MCD's with care. Failure to do so may result in disciplinary action.
- The device should be transported to school in a laptop bag or backpack. Do not overload bags with other items where pressure would be placed on the device.
- 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 devices. Try to store the power cable and other school supplies in a separate compartment from the device.
- 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 device. Carefully set your bag down when devices 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.

ASSET TAGS

- All MCD's 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 device, report this to the student's main office.

DAMAGE

- Students are expected to report any loss or damage to their device immediately to a classroom teacher or the main office.
- If a device was stolen, the student (parent/guardian) should file a police report asap. Then drop off a copy of the police report to your students' schools front 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, loss or theft of a district issued computing device. 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.**

Instructional technology is a valuable resource for HAS students; it plays a critical role in student achievement. Students are expected to use the network in a responsible fashion in compliance with all relevant laws, school policies and guidelines. Specifically, students are not to be online without staff supervision. Students who do not comply with the district's policy and school guidelines will be subjected to consequences including, but not limited to, loss of privilege. In the case of illegal activities, law enforcement will be involved. Accounts and passwords are not to be shared with others outside of the family. Students are not to access inappropriate sites or personal online accounts while on school property or while using school-issued resources. Parent/guardian guidance in proper Internet use is essential.

TELEPHONES - OFFICE

The office telephone is for school business and available for student use to contact parents/guardians. Ride arrangements and social plans should be made in advance at home. *Students may use cell phones **in the Main Office or Student Office only** to contact a parent or guardian.*

TEXTBOOKS/LIBRARY BOOKS

Books issued to students are loaned with the understanding that they will be kept clean and handled properly. Students will be charged a fee for misused or lost textbooks and/or library books.

TOBACCO

Current Michigan law prohibits tobacco use in all buildings owned by public schools. Violators will be subject to a criminal misdemeanor penalty. This legislation applies to **ALL PERSONS - - students, employees, parents, and visitors**. For further details, see page 19.

TRANSPORTATION POLICY

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

1. Holly Area School District, parents and students are committed to providing safe transportation on our buses. Each year the transportation department distributes a flyer outlining rules. Riding a school bus is a **PRIVILEGE and not a right**.
2. Treat the bus driver with courtesy and respect, following all requests promptly and politely.
3. Board and exit the bus properly; students may not ride a bus they are not assigned to.
4. Follow all bus safety procedures.
5. Use only appropriate language.

This list of rules is not all-inclusive and other offenses may give rise to student discipline. Serious violations could result in immediate suspension of bus privileges. Violations involving serious infractions may also result in school suspension and/or Board of Education hearing for expulsion. For more information regarding transportation, please access: <http://www.hask12.org/departments/transportation/>

TRANSPORTING STUDENTS TO & FROM SCHOOL- MORNING SUPERVISION INFORMATION

Parents who choose to transport students to and from school are asked to follow the signage in the parking lot for traffic flow and safety purposes. The building opens at **7:25 a.m.** for students to enter, **please do not drop off your child before 7:20 a.m.** Loitering outside is not permissible.

YOUTH ASSISTANCE

Holly Area Youth Assistance is a division of Oakland County Juvenile Court and is designed to try to prevent formal contact with the court system. The caseworker works with the student, parents and school to help resolve problems. Referrals to HAYA are submitted by counseling/administration of HMS.

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.

DISCIPLINARY PROCEDURES

(Not necessarily in progressive order)

DUE PROCESS (or Referral Form) Due Process will include the appropriate hearings and reviews and, in all cases, the rights of individuals will be ensured and protected.

A student has full rights and citizenship as defined by the Constitution of the United States and assumes the responsibility to take positive actions relative to this Constitution; the laws of the State of Michigan; and the policies, rules and regulations of the Holly Board of Education.

- The student shall be informed of the specific charges, which could be the basis for disciplinary action to be taken against him/her and be given a chance to admit or deny the charge.
- 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, which will support his/her case.

WARNING

A notice to a student that a behavioral choice is unacceptable and may result in stronger action if not corrected.

STUDENT CONFERENCE

Student and staff member discuss and resolve behavioral concerns.

PARENT CONFERENCE

A conference involving the parent(s) and staff member(s) for the purpose of discussing and solving behavioral concerns. The emphasis is on enlisting the assistance of the parent(s). The student may also be involved in a parent conference.

REFERRAL TO A RESOURCE AGENCY OR PERSON

Referral to an in-school or out-of-school agency or person may be made whenever it is felt that such an agency or person may be of assistance in the solution of a behavioral concern. A referral normally would be made with the cooperation of the student and/or parent(s).

COMMUNITY SERVICE

Time spent after normal school hours when a student assists a staff person to improve the appearance and/or cleanliness of the school.

DETENTION

Students can be assigned a detention for a variety of violations to the Student Code of Conduct.

Lunch detentions: At teacher's or administration's discretion.

Detentions 1-3: Student is assigned a 45 minute after school detention.

Detentions 4+: Student will serve an in school/out of school suspension, a Saturday School experience.

*If a student does not serve an assigned **after school detention** they will serve an in school/out of school suspension or Saturday School.*

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 Holly Middle School. Participation in any of the following behaviors/activities may result in a student's removal from school and school related activities:

REMOVAL FROM CLASS

If a student is directed to leave class for disciplinary reasons they must report to the Student Office, sign in, conference with their counselor or the assistant principal upon arrival, and conference with the teacher at a later time. Removal from class may result in further disciplinary actions assigned by the administration/teacher.

MEETING WITH A POLICE LIAISON OR SUPERINTENDENT

An intervention intended to impress on the student the seriousness of their misbehavior. If behavior is not corrected, a Board of Education hearing follows.

IN-SCHOOL SUSPENSION

Is an alternative setting that removes the student from the classroom and regular school day, while still allowing a student to attend school and complete their schoolwork in an alternative setting within the school, under staff supervision.

OUT-OF-SCHOOL SUSPENSION

Is a temporary suspension from school for a specified number of days (up to 10 days). **While a student is suspended, they are not allowed on campus, at school or district activities or events.**

EXPULSION

This can occur only following action by the Board of Education. As a result, a student is excluded from school for an extended period of time (beyond 10 days).

ANTI-DRUG INTERVENTION

First time violators with alcohol or drug related offenses might be given the option of participating in an anti-drug program, to reduce the length of suspension time or in lieu of school expulsion. The program must be an educational intervention program. Participation of a parent/guardian is mandatory and all fees and transportation are the responsibility of the parent/guardian.

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.

CRIMINAL ACTS

A student's commission of, or participation in, any acts prohibited by federal or state law or local ordinance also violates the student code of conduct when such acts affect the safe and orderly operation of the school, including but not limited to acts committed on school property, on school-sponsored transportation, or related to any school program, function or activity. School officials may take disciplinary action regardless of whether criminal charges result. Examples of such criminal acts include, but are not limited to: arson, assault, battery, theft, extortion, blackmail, threats, vandalism, trespassing, false alarms/reports, and weapon violations.

DISCIPLINARY INFRACTIONS

The rules and policies of the Holly Area School District apply to any student who is on school property, school-affiliated transportation, in attendance at school or at any school-sponsored activity, or whose conduct at any time or place interferes with the operations, discipline, or general welfare of the school, regardless of location, date or time. Our goal is to establish the best possible learning atmosphere for the student, as well as to provide for the health, safety and welfare of all students and employees of the Holly Area School. These standards of conduct apply to all school students for all activities of the Holly Area School District. This list is not intended to be exhaustive, and includes, but is not limited to, the following:

AIDING AND ABETTING

Knowingly and positively assisting another to violate a law, rule or school policy, either before, during, or after the violation. Examples: serving as a lookout, hiding stolen property, giving false or misleading information to hamper an investigation, etc.

ARSON

Purposefully, intentionally, or maliciously setting a fire on school property.

ASSAULT

Causing or attempting to cause physical harm to another through intentional use of force or violence.

BACKPACK/BOOKBAGS/COAT POLICY

Backpacks, book bags, coats, blankets and jackets may not be worn in the school building during school hours.

Exceptions to the policy:

- Suit coats, jogging outfits, sweatshirt jackets, etc. are allowed
- Heating system malfunctions
- Doctor's note for illnesses or special susceptibility
- Students using a gym bag or similar item to transport gym clothing to and from physical education class

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 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. Board Bully Policy can be accessed at www.hask12.org

CAFETERIA BEHAVIOR

Cafeteria expectations: Once in the cafeteria, **remain seated unless given permission to leave your seat.** Use conversational tones, and be polite to other students/staff. Please throw all trash in the garbage cans provided and recycle as outlined in the cafeteria. Students leaving the cafeteria for any reason must have a lanyard-secured pass. Students are required to stay within the cafeteria hallway. **All food & drink must be consumed in the cafeteria.**

CELL PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES

At HMS electronic communication devices (such as cell phones) must be turned off (and not turned on **at any time** during the school day including passing time and lunch time and stored in a locker once a student enters the building. Cell phones found on the person or turned on during the school day will be turned into the front office. If the student persists and the device is confiscated more than once, it will only be released to a parent/guardian/designee. Failure to comply is insubordination and could be subject to disciplinary action.

CHEATING AND PLAGIARISM

Cheating includes, but is not limited to: (1) the use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to an instructor.

Plagiarism or the unauthorized use of purchased, borrowed, or stolen reports or papers is prohibited. This includes, but is not limited to material taken from internet sources and material (classwork, test answers, etc.) given or received from other students. Single violations will result in loss of credit for that assignment, quiz or test. Repeated violations (those occurring on more than one occasion) will be reviewed by administration and result in loss of credit for the course(s) involved.

CLASSROOM MISCONDUCT

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

CONTRABAND

The possession or use of the following items which are disruptive to the educational environment, including, but not limited to: vaporizers and related products, lighters, matches, water balloons, squirt guns, smoke/stink bombs, paintballs, bee bees, fireworks and laser lights. Should a student accidentally bring contraband to school, it should be immediately given to a staff member to avoid consequence.

DRESS

Any apparel that is disruptive, distracting, unsanitary or unsafe is prohibited. Parents should consider the dress code when purchasing school apparel.

1. Items that cover the head or obstruct the face/eyes of a student may not be worn in school (hats, bandanas, hoods, inappropriate head-coverings, sunglasses, masks, etc.) **unless** there is a documented medical/religious reason.
2. All shirts/dresses/tops must have a width of three fingers between the neck and shoulder, full side seams, and cover the midriff. Shirts/dresses/tops that do not meet these criteria are not acceptable unless worn over an acceptable clothing item (e.g. long sleeve shirt, short sleeve shirt, etc.).
3. Students are not to wear clothing with inappropriate slogans, including those that appear to promote the use of drugs, alcohol, tobacco, violence, vulgar language and/or obscene behavior. This includes clothing with anti-religious, anti-racial, or sexually harassing images or statements.
4. All shorts/skirts/dresses should be an appropriate length for the school setting. Appropriate length **may** mean: longer than fingertip length, mid-thigh, or other criteria. Shorts/skirts/dresses that are deemed inappropriate are not acceptable unless worn over an acceptable clothing item (e.g. leggings, pants, etc.)
5. No clothing or accessories worn by students should contain items that could pose a safety hazard (e.g. chains, spikes, etc.)
6. Items that are generally not deemed as clothing; backpacks, purses, flags, blankets, etc. should not be worn.

The judgment of the building staff & administration will be final in determining inappropriate dress.

EXTORTION/BRIBERY

The use of threats or implied threats to acquire money or property belonging to another student is not allowed.

FIGHTING

The act of quarreling involving bodily contact in or on school property, including school vehicles, and any activity under school sponsorship (e.g. dance or athletic events) is prohibited.

FORGERY

To falsely make, alter, forge or counterfeit any writing, including electromagnetic data, or to impersonate another person over the telephone, i.e., attendance calls.

FUND-RAISING

Selling items for personal gain or for out of school organizations is prohibited. These items include, but are not limited to, candy and trading cards.

GANG ACTIVITY

To provide a safe environment for all students in the Holly School District, all gang identifying clothing, items, symbols, signs and activities are strictly prohibited in school, on school property, and at all school related events.

GROSS MISBEHAVIOR

This is any act of deliberate school misconduct.

HALLWAY MISCONDUCT

Misconduct that may include but is not limited to: running, pushing, throwing things, use of vulgar language, bumping into and tripping or touching others unnecessarily.

HARASSMENT Deliberate or willful harassment based on race, color, national origin, sex (including sexual orientation and gender mis-identity), 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. Derogatory racial comments are considered a serious violation of a person's civil rights. 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. HAS will not tolerate sexually harassing behavior, false reports of sexual harassment or retaliation against either person reporting allegations of sexual harassment or persons who cooperate with the investigation. See the complete [Board of Education Harassment Policy](#).

HAZING

Hazing activities of any type are inconsistent with the education process and will be prohibited at all times. Hazing is defined as any willful act done by a student, whether individually or in concert with others, to another student for the purpose of subjecting such student to humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame or disgrace. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

ILLEGAL SUBSTANCES OR PARAPHERNALIA, INCLUDING ALCOHOL: Possession, use, sale, transfer, distribution, or participation in the sale, use, transfer, or distribution of alcoholic beverages, controlled substances or drug-related paraphernalia. Having a perceptible odor of alcoholic beverages or of a controlled substance on or about the student or exhibiting evidence of consumption of alcohol or a controlled substance, or showing signs of being under the influence of alcohol or controlled substances. This includes the unauthorized or unlawful possession, use, sale, transfer, or distribution of physician prescribed controlled substances, anabolic steroids, look-alike drugs and drug-related paraphernalia. Malt beverages labeled as "non-alcoholic" (including but not limited to Sharp's, O'Doul's, Kingsbury Malt Beverage, and Zing Malt Beverage) may contain alcohol. The possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or while a student is associated with any school activity is inappropriate conduct and will subject the student to disciplinary measures under the student code of conduct. 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. Any student in violation of the Student Discipline Policy for a first-time alcohol or drug related offense (excluding sale, transfer, or distribution) may have the option of attending an approved Alcohol/Drug Prevention Program rather than attending a disciplinary hearing at the Board of Education. NOTE: This option does not apply to students who sell or attempt to distribute illegal substances and/or mind altering drugs. These students will be taken before the Board of Education for Expulsion.

INCITEMENT

The act of stimulating or encouraging a fight or disagreement between other individuals is prohibited.

INCORRIGIBILITY (PERSISTENT DISOBEDIENCE)

Chronic school misconduct is incorrigibility.

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

INSUBORDINATION

The failure to respond or carry out a reasonable request made by a staff member, or the act of verbal or physical opposition to the school staff is considered insubordination. Chronic insubordination is considered incorrigibility and will be referred to the School Board.

INTERNET MISUSE (SEE "TECHNOLOGY USE GUIDELINES" ABOVE)

Students may only use the Internet while under the supervision of staff. Under no circumstances are students to access inappropriate sites or engage in illegal activity on the Internet on school property or while using school accounts.

LOITERING

Students are not permitted to loiter on campus **before or after the school day** unless they are participating in a **supervised** activity. Students can arrive at school at 7:25 a.m.

MISSED DETENTION

Students must be prompt, appropriately behaved and prepared to work in detention. Those who are late, or not behaving appropriately or those who miss detention will be issued a more progressive disciplinary consequence.

PANHANDLING

This is defined as begging other students or staff for money.

PEER MISTREATMENT

the action of mistreating or fact of being mistreated; ill-treatment.

PLAGIARISM

Includes, but is not limited to, the use, whether by paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

POSSESSING OR USING WEAPONS

- A. 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 any school building, or while being transported to or from school facilities or school-sponsored events. 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.
- 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, 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.

PROJECTILES/SNOWBALLS

Throwing snowballs, shooting projectiles (includes shooting objects through straws, rocks, snapping or shooting rubber bands, etc.) is dangerous.

PUBLIC DISPLAYS OF AFFECTION

Demonstration of affection toward another person has an appropriate time and place. Inappropriate display of affection or physical contact is not considered acceptable behavior.

RACIAL SLURS/HARASSMENT

Derogatory racial comments are considered a serious violation of a person's civil rights.

RESTROOM CONDUCT Students loitering in restrooms, including multiple students gathering in the same stall is not permitted.

SEXUAL HARASSMENT

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. HAS will not tolerate sexually harassing behavior, false reports of sexual harassment or retaliation against either person reporting allegations of sexual harassment or persons who cooperate with the investigation.

- Unwelcome sexual advances or
- Requests for sexual favors or
- Intimidating, hostile or offensive verbal, nonverbal or physical conduct of a sexual nature.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, personally offensive, fails to respect the rights of others, or otherwise creates an intimidating, hostile or offensive educational environment. Forms of prohibited "sexual harassment" include, but are not limited to:

Verbal – Sexual innuendos, suggestive comments, rumors or jokes of a sexual nature, sexual proposition, or threats. Suggestions or demands for sexual involvement that are accompanied by implicit or explicit threats concerning an *individual's employment status* or student's educational status (including grades, graduation, participation in curricular or extracurricular activities or other school-related matters).

Non-verbal – Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, whistling, obscene gestures

Physical – Unwanted and/or unwelcome physical contact of a sexual nature, including but not limited to touching, pinching, coerced sexual intercourse, or assault

The district policy prohibits sexual harassment of students, employees or Board members by students, employees, or Board members. Additional information on our Anti-Harassment policy can be found by viewing the district website. All complaints regarding sexual harassment should be forwarded to the building administrator or counselor immediately.

SKIPPING

Any absence from class that is not authorized by the school. This includes students who do not attend class, who refuse to go to class, who leave without permission, or who have challenges being on time for class or leaving early from class.

SPITTING AND SPIT WADS

Intentionally spitting (including spit wads) or wiping saliva or other bodily fluids on others is a potential health hazard.

STEALING/STOLEN PROPERTY

Dishonestly acquiring the property of others or possession of property that has been acquired dishonestly.

Property found by students should be turned over immediately to adult staff.

EXCESSIVE TARDINESS

An unexcused tardy is defined as **"not being in the classroom when the bell begins to ring."**

- One-Three (1-3) tardies under ten minutes to the same class will result in a student receiving a warning by their teacher.
- **Three (3) tardies to the same class = an unexcused absence.**
- Four (4) tardies to the same class = a 45 minute after-school detention.
- Five (5) tardies to the same class = a 45 minute after-school detention.
- Six (6) or more tardies: Habitually tardy students are in violation of the Holly Schools truancy policy and shall be subject to appropriate disciplinary consequences, community service, in school suspension and/or out of suspension, or Saturday School experience.
- **Arriving 10 or more minutes late to a class is an absence.**
- **Leaving a class 10 or more minutes early is an absence.**

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.

TRUANCY

Defined as the act of unauthorized absence from school for any period of time. Chronic tardiness may be considered truancy.

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

Graffiti is a form of vandalism (willful destruction of property belonging to the school or students).

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