



2020 - 2021 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

Eric Curl	Principal
Haley Street	Assistant Principal
Kristin Godoshian	Counselor
Mark Mattingly	Counselor
Patti Burgess	Administrative Assistant
Nicole Reister	Secretary
Renee Curtis	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.

This year's handbook contains a section detailing many of the parameters of Holly Middle School's **Phase 4 Reopening Plan**. There are a variety of procedural changes that the school will make to ensure compliance with the MI Safe Schools Return to School Roadmap. Please read the **Plan Policies and Procedures** carefully to understand those changes. There are also several sections of the handbook that do not apply to this school year (Jam Fests, for example). You'll see that those sections are noted with a strikethrough line.

COVID-19 HHS PHASE 4 REOPENING PLAN POLICIES AND PROCEDURES

BASED ON MICHIGAN HEALTH/SAFETY REQUIREMENTS FOR RETURN TO SCHOOL

On June 30th, Governor Gretchen Whitmer released the [MI Safe Schools Return to School Roadmap](#). The Roadmap is the result of bringing together an advisory council of experts in health and education as well as others across state government.

Phase 4 is the first phase of the MI Safe Schools Roadmap that permits in-person instruction. This phase has the most stringent required safety protocols for in-person instruction.

While we want to make the in-school experience as close to typical as possible, students and parents must know and understand that compliance with state recommendations related to the health and safety of our students and staff will result in significant changes to the school day.

The following is an addendum to Holly Middle School's Parent/Student Handbook outlining policies and procedures required to comply with the MI Safe Schools Return to School Roadmap. **A student's failure to meet the standards established in the Phase 4 Reopening Plan Policies and Procedures may result in the student's removal from in-person learning and reassignment to the HAS Online Learning program.**

This document also provides stakeholders with guidelines to help clarify expectations for the upcoming school year. This information will help families make the most appropriate decisions for their student's educational path for the 2020-21 school year.

Holly Area Schools will offer two options for learning in the 2020-21 school year. Families will choose to enroll in either In-Person Learning or the Holly Virtual Learning Program (100% online) for this academic year.

Please keep in mind that should Michigan move from Phase 4 back to Phase 1, 2 or 3 due to a resurgence of the virus, it is possible that the Governor will direct all Michigan schools to move to online learning for all students for a period of time. Because our teachers will use our new Learning Management System, Schoology, to facilitate teaching and learning, and all students have access to a 1:1 device, Holly Area Schools will be prepared to provide teaching and learning in this transition.

Please note that students will be scheduled for a full day, five days a week, whether they choose the in-person person option or the HAS virtual option. See the detailed description of each program below:

1. IN-PERSON LEARNING

PPE (PERSONAL PROTECTIVE EQUIPMENT)

The district will provide 3-ply Ear-Loop Disposable face masks for all staff and students, as well as clear face shields for teaching staff. Staff and students are encouraged to use their own face coverings, which may be appropriately sized and more comfortable for use throughout the school day.

FACIAL COVERING REQUIREMENTS

- Face coverings must cover the nose, mouth and chin of the individual fitting snugly over the ears without handheld assistance.
 - Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
 - Homemade facial coverings must be washed daily.
 - Disposable facing coverings must be disposed of at the end of each day.
- Students are strongly encouraged to bring a second mask to school as a reserve.
- Face coverings must comply with the [dress code at HMS](#), as outlined on p.11 of the Parent/Student Handbook (no inappropriate language, pictures, symbols, etc.).
- **All staff and students must wear masks/facial coverings at all times on school property. This includes all buses, parking lots, hallways, classrooms, restrooms, and common areas within facilities.**
- Mask removal is permitted during meals only after distanced seating is established.
- All requirements for facial coverings are subject to the guidelines addressed in [MI Safe Schools Return to School Roadmap](#).
- For students, face shields are not allowed.
- Medical documentation for a mask exception is required if a student, teacher, or staff member is unable to wear a mask for any reason.

Compliance with the mask regulations is the state requirement for HAS to be open and operating for in-person instruction. Students and staff must abide by these rules. Failure to comply with facial covering requirements may result in disciplinary action.

TESTING PROCEDURES AND PROTOCOLS

- COVID-19 symptoms are: cough, fatigue, fever/chills, headache, temperature of 100.4 or higher, nausea/vomiting, loss of taste/smell, shortness of breath, sore throat.
- Isolated sick rooms will be designated at each school for symptomatic students.
- Any symptomatic student will need to be picked up by an adult listed on the emergency card.
- Any student who tests positive for COVID-19 must remain home, based on the protocols below.
- Any individual with a fever cannot return to Holly Area Schools facility until they are 72 hours fever-free without fever-reducing medication.
- Holly Area Schools requires all positive COVID-19 tests from student/staff to be reported to school administration by families to initiate contact tracing. Doctor documentation is required.
- Those with "close contact" with a positive individual should also remain out of school for the same 14-day period and monitor symptoms. This includes all family members.
- The CDC defines "close contact" as: Someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset.
- Holly Area Schools will transition students to remote learning for the duration of the quarantine.

- A classroom, bus route or individual group or activity could be closed under Holly Area Schools protocols.
- If a classroom is required to quarantine, students will move to remote learning until allowed to return to school.
- Should the Oakland County Health Division establish a county-wide school protocol, Holly Area Schools will defer to that process, as recommended by the state Return to School roadmap.
- Students will not be penalized for staying home due to illness and are encouraged to remain home when feeling sick, even if not symptomatic.

BUSING/TRANSPORTATION

- Students are required to use hand sanitizer (district provided) immediately upon entering the bus.
- All bus drivers, staff, and students must wear a mask (district provided if needed) at all times on the bus.
- All students will be given an assigned seat on the bus. Students must remain in their assigned seats at all times, **no exceptions**.
- Symptomatic students are not permitted to ride school busses.

ARRIVAL

- Doors at HMS will be opened at 7:20a.
 - 8th grade will enter the Middle/Main Entrance
 - 7th grade will enter the Cafeteria Side Entrance
 - 6th grade will enter the PE Side Entrance
- Upon arrival, students will go directly to classrooms.
- There will be a grab/go breakfast available to students each day

DISMISSAL

- Students riding busses will be dismissed from their classrooms by announcement only (no bell). When dismissed, students must proceed directly to their busses (no standing/waiting or congregating in commons or hallways).
- Students who are picked up from school will be dismissed and sent immediately to the north (commons) doors. Students will not be permitted to stand or wait in the commons. They will be immediately
- **Parents picking up their child(ren) will be asked to pick up their child at 2:31 p.m. to assist with traffic flow and student dismissal.**

Students who do not comply with busing/transportation requirements will lose busing privileges immediately.

SPACING AND MOVEMENT

- 6-8th grade students will remain in one classroom with a cohort of peers and have limited transitions to other areas of the building. This will allow teachers to rotate into classrooms and reduce student movement.
- Students will have assigned seating within their cohort class and any other class that they transition to.
- Students will not be permitted to congregate in hallways, restrooms or any common area within the school.

- Student presence in the hallways and restrooms will be extremely limited and closely monitored throughout the day.
- Assemblies and large gatherings will not take place during the school day.

Failure to comply with spacing and movement requirements may result in disciplinary action.

CAFETERIA/MEAL PROCEDURES

- Holly Middle School remains a closed campus for lunch. Students will be assigned a designated area for meals.
- Students will have assigned seats for all meals (whether in the cafeteria or any other designated space).
- Students will remain in their assigned seats throughout the lunch period unless granted expressed permission from HAS Staff to leave their seats for a specified purpose (retrieve food, etc.).

HYGIENE/SCREENING/POSITIVE CASES

SUGGESTED PARENT/GUARDIAN RECOMMENDATIONS :

Families are encouraged to check their child’s temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present. Families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider

Once the student enters school property the following precautions will be taken:

- Adequate supplies will consistently be provided in classrooms, offices, restrooms, etc. to support healthy hygiene
- Teach and reinforce proper handwashing
- Cooperate with [Oakland County Health Department](#) regarding implementing any required screening protocols for students/staff
- Cooperate with Oakland County Health Department regarding protocols for any possible confirmed cases of COVID-19
- Any student showing symptoms of COVID-19 will be held in a quarantined sick room for immediate pick-up.
 - Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to [CDC guidelines](#).

POSITIVE TEST PROCEDURES AND PROTOCOLS

- COVID-19 symptoms are: cough, fatigue, fever/chills, headache, temperature of 100.4 or higher, nausea/vomiting, loss of taste/smell, shortness of breath, sore throat.
- Isolated sick rooms will be designated at each school for symptomatic students.
- Any symptomatic student will need to be picked up by an adult listed on the emergency card.
- Any student who tests positive for COVID-19 must remain home, based on the protocols below:

- Any individual with a fever cannot return to a Holly Area Schools facility until they are 72 hours fever-free without fever-reducing medication.
- Holly Area Schools requires all positive COVID-19 tests from student/staff to be reported to school administration by families to initiate contact tracing. Doctor documentation is required.
- Those with "close contact" with a positive individual should also remain out of school for the same 14-day period and monitor symptoms. This includes all family members.
 - The CDC defines "close contact" as: Someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset.
- Holly Area Schools will transition students to remote learning for the duration of the quarantine.
- A classroom, bus route or individual group or activity could be closed under Holly Area Schools protocols.
- If a classroom is required to quarantine, students will move to remote learning until allowed to return to school.
- Should the Oakland County Health Division establish a county-wide school protocol, Holly Area Schools will defer to that process, as recommended by the state Return to School roadmap.
- Students will not be penalized for staying home due to illness and are encouraged to remain home when feeling sick, even if not symptomatic.

VISITORS AND DROP OFFS

- Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.
[MI Safe Schools Return to School Roadmap.](#)
- All visitors will be screened upon arrival, must wear a facial covering and sanitize hands prior to entering the building.
- It is the policy of Holly Area Schools to schedule meetings virtually. If that is not possible, any visitor intending to meet with a teacher, counselor or administrator, etc. must have an appointment prior to arriving at the school. "Walk-ins" will be required to schedule a future appointment and return at that scheduled time for their meeting. Appointments can be established through the Holly Middle School front office at **248-328-3400**.
- Each building will be equipped with a dropbox at each entrance so that families may bring and drop off items a student may need throughout the day. The drop box will have instructions for communicating with the office regarding the dropped items.
- Please see the Holly Middle School Parent/Student Handbook on page 16 for additional [Visitor Requirements](#).

2. 100% FULL ONLINE LEARNING (REGISTER WITH HAS BY AUGUST 7TH)

For the 2020-2021 school year, Holly Area Schools will offer a virtual learning educational program. Holly Virtual Learning is a yearlong commitment. However, if extenuating circumstances arise, students may request a transition to in-person learning at the end of the semester. change of placement requests will be considered on a case-by-case basis, only at the conclusion of a term.

With this program you will:

- Courses will be taught by certified and highly qualified, certified HAS teachers.
- Engagement will take place on a daily basis with teachers and students in both live and recorded formats.
- Develop strong student and teacher relationships to increase engagement, well-being and academic growth.
- Follow the HAS curriculum with the same level of rigor, pacing, standards, and assessments as found in our in-person environment.
- Participate in learning activities equivalent to an in-person environment.
- Engage in co-curricular activities and electives.
- Gain more flexibility and ownership in your learning.
- Students and staff will use the Schoology Online Learning Management System for delivery, instruction and learning.
- Pacing, assessment, grading, daily attendance and curricular progress would remain consistent with in-person learning expectations.
- Activities, tasks and assessments will be scheduled and required.
- ***After each trimester students will be assigned an academic grade.***
- Students will follow the HAS calendar.
- Students will be provided with Chromebook and technology support through HAS (if desired).
- Both in person and virtual meetings will be conducted to support both students and family needs.
- Students will receive specific course requirements and expectations from their Holly Virtual Learning Teacher at the start of the course.
- Holly Virtual students may participate in educational and extracurricular opportunities, though their schooling would be entirely at home.

ADDITIONAL CONSIDERATIONS

BACKPACK/BOOKBAG

Each student will be encouraged to bring a backpack/bookbag to their classroom with necessary materials, including their district issued device (if applicable).

LOCKERS

Lockers will not be assigned to individual students for the 2020-2021 school year.

ELECTRONIC DEVICES

Students may choose to bring a personal device to school for educational purposes. Please review the guidelines under ELECTRONIC DEVICES AND OTHER VALUABLES on Page 12.

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 used for virtual learning that are broken or fail to work properly must be reported to the Oakland Schools Service Desk as soon as possible so that they can be taken care of properly.

MCD's used for face to face instruction that are broken or fail to work properly must be reported to the classroom teacher as soon as possible so that they can be taken care of properly.

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 PRECAUTIONS

- No food or drink should be next to MCD's.
- 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.
- MCD's should arrive at school fully charged.

CARRYING MCD'S

- Always transport MCD's with care. Failure to do so may result in disciplinary action.
- Never lift MCD's by the screen.
- Never carry MCD's with the screen open.

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 MCD when it is closed.
- Do not store a MCD with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, etc.).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

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.

DAMAGE

- Students (parents/guardians) are responsible for the damage, loss or theft of a district issued computing devices. 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.

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 next page)

STEP 4: 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 next page)

STEP 3: Food Service Director
Joanne Schebil
joanne.schebil@hask12.org
248-328-3033

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

Special Education

STEP 1: Classroom Teacher/Sp. Ed. Teacher

STEP 2: Building Principal (see next page)

STEP 3: Director of Student Services
Michelle Flessa
michelle.flessa@hask12.org
248-328-3170

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)

Building and Grounds

STEP 1: School Office

STEP 2: Building Principal (see below)

STEP 3: Assistant Superintendent of
Administrative Services
Steve Lenar
steven.lenar@hask12.org
248-328-3147

Early Childhood

STEP 1: Classroom Teacher

STEP 2: Program Coordinator

GSRP/Head Start

Stephaine Thompson
stephanie.thompson@hask12.org
248.328.3027

Preschool/KIDS Program (Latch Key)

Stephanie Thompson
stephanie.thompson@hask12.org
248.328.3027

Transportation

STEP 1: Transportation Assistant Supervisor

Jaime Klein
jaime.klein@hask12.org
248-328-3093

STEP 2: Transportation Supervisor

Frank Richmond
frank.richmond@hask12.org
248-328-3095

STEP 3: Assistant Superintendent of

Administrative Services
Steve Lenar
steven.lenar@hask12.org
248-328-3147

Discipline

STEP 1: Classroom Teacher

STEP 2: Building Principal (see below)

STEP 3: Assistant Superintendent of Curriculum
and Instruction

Jennifer Herbstreit
jennifer.herbstreit@hask12.org
248-328-3147

Building Principals

Davisburg Elementary

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

Holly Elementary

Monica Turner
monica.turner@hask12.org
248-328-3601

Patterson Elementary

Peggy Kraemer
margaret.kraemer@hask12.org
248-328-3701

Holly Middle School

Eric Curl
eric.curl@hask12.org
248-328-3401

Haley Street, Assistant Principal

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

Holly High School

Peter LoFiego
peter.lofiego@hask12.org
248-328-3201

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

Holly High School (Cont.)
Derek Lindsay, Assistant Principal
derek.lindsay@hask12.org
248-328-3201

Jennifer Fettig, Assistant Principal
jennifer.fettig@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) 328-3143

920 Baird St., Holly, MI 48442

Director of Special Services

Mrs. Michelle Flessa

(248) 328-3073

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

ATTENDANCE POLICY

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.

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. Twenty-four-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, tablets, cameras, laptops, computer games, etc. should be left at home to avoid being lost, stolen or damaged. If a student needs to have an electronic 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.

[Volunteer Background Check Form](#)

[Field Trip Chaperone Agreement Form](#)

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 who find it necessary to be in the hallway (for any reason) while classes are in session must have a lanyard-secured pass from a teacher/administrator. Students without a lanyard pass will be returned to their appropriate classrooms. Students are expected to remain in the classroom pod for restroom/drinking fountain use. Students not attending class in a pod should use the nearest restroom/drinking fountain.

HOMEWORK

Each student will be assigned work for home study throughout the school year. Their 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 on our Schoology, our district learning management system.

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

The library is open for use during all lunches. Time in the library during lunch is a privilege and not meeting behavioral expectations can impact a student's ability to use it during lunchtime.

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.

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

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.**

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. This program allows 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 & avoid tampering.

PROGRESS REPORTS

Progress reports are distributed to parents attending our Fall and Winter 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 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

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 **only in case of an emergency.** Ride arrangements and social plans should be made in advance at home.

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

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 **7:15 a.m.** for students to enter, **please do not drop off your child before 7:15 a.m.** From 7:15 - 7:25 a.m. the cafeteria is supervised. Students must report directly to the cafeteria until the bell rings at 7:25 a.m. when lockers are accessible. Loitering outside is not permissible.

VISITORS

~~Students are not allowed to bring visitors to school. Parents are always welcome, but classroom visits must be pre-arranged with the main office so proper background checks can be completed.~~ For security purposes, any visitor to the building will need to check in with the front office to receive a visitor's pass before entering other parts of the school or school grounds.

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)

WARNING

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

STUDENT CONFERENCE

Student and staff member discuss and resolve behavioral problems.

PARENT CONFERENCE

A conference involving the parent(s) and staff member(s) for the purpose of discussing and solving behavioral problems. 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 problem. 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 a Saturday School experience.*

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 Restorative Practice Room, sign in, conference with RP coordinator upon arrival, and conference with the teacher at a later time. Removal from class may result in further disciplinary actions assigned by administration/teacher.

PARENT CHAPERONE

A parent accompanies his/her student to school and assists supervising the student.

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 PROGRAM

First time offenders of 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. Parent or guardian 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.

ALCOHOL/DRUGS/"LOOK-ALIKES"

Possession, use, sale, transfer, distribution, or participation in the sale, use, transfer, or distribution of alcoholic or "non-alcoholic" (ex: O'Doul's, Malt Beverages & Zing Malt Beverages that may contain alcohol) beverages, prescription drugs, controlled substances or drug related paraphernalia (including chemical irritants and inhalants) is illegal and prohibited. The presence of a perceptible odor of alcoholic beverages on or about the student or exhibited evidence of consumption of alcohol or a controlled substance, or signs of being under the influence of alcohol or controlled substances is included. The unauthorized or unlawful possession, use, sale, transfer or distribution of physician-prescribed controlled substances, anabolic steroids, imitation controlled substances, look-alike drugs (like K-2, spice, etc.), and over-the-counter medications are also included. This policy applies while on school property or in any school building, while being transported to or from school facilities or school-sponsored events.

ARSON

Definition: the willful and malicious burning, or attempt to burn, any building, part of any building, structure or property.

ASSAULT (PHYSICAL) - TO EMPLOYEE

Intentionally causing or attempting to cause physical harm to another through force or violence is forbidden.

ASSAULT (PHYSICAL) - TO STUDENT

Intentionally causing or attempting to cause physical harm to another student through force or violence is forbidden. This applies to any student who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle.

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

BOTTLES

Glass bottles are not allowed in school. Canned beverages and juice boxes, which are sealed, should be consumed in the cafeteria during lunchtime or should be kept in lockers. Plastic bottles must be capped when students are in the hallway on the way to lockers to store them.

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

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 or a pass from a teacher/administrator. Students are required to stay within the cafeteria hallway unless given permission to be elsewhere in the building.~~ **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 **unless under the direct supervision of HMS Staff**) and stored in a locker once a student enters the building. In no case, will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet. 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

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.

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: 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.)

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.

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.

INCITEMENT

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

INCORRIGIBILITY (PERSISTENT DISOBEDIENCE)

Chronic school misconduct is incorrigibility.

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 7:15 a.m. and are to report directly to the cafeteria where they will be supervised. Locker access is available after 7:30 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.

OFFENSIVE LANGUAGE/INDECENCY/"SEXTING"

HMS prohibits the use of language, pictures, caricature and gestures, which are indecent, profane, obscene, vulgar or otherwise inappropriate material directed at another student or at a staff member electronically, or in other forms.

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.

PROJECTILES/SNOWBALLS

Throwing snowballs, shooting projectiles (includes shooting objects through straws, 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.

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.

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 Board has stated its intent to:

1. Prosecute to the fullest possible extent permitted by law, the person(s) responsible for such threats.
2. Seek restitution for the cost of damages or other loss caused by such threats; and
3. Make up all instructional time lost because of such threats, as required by law.

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

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.

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.
- 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.

THREAT BEHAVIOR

Any oral, written, or physical threat, sign, or act, which conveys intent to cause harm or violence, even if made in jest.

TRUANCY

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

TOBACCO/CIGARETTES - Use/Possession

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.

VANDALISM

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

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. 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.

HOLLY AREA SCHOOL DISTRICT

BOARD OF EDUCATION

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

President Michael Newcomb
Vice President Robin Carne
Treasurer Peter Deahl
Secretary Linda Blair
Trustee Amanda Bladzick
Trustee Leigh Jackson
Trustee Teri Weisdorfer

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.	Monica Turner, Principal (248) 328-3600
Patterson Elementary 3231 Grange Hall Rd.	Margaret Kraemer, Principal (248) 328-3700
Rose Pioneer Elementary 7110 Milford Rd.	Michael Beattie, Principal (248) 328-3800
Holly High School 6161 E. Holly Rd.	Peter LoFiego, Principal (248) 328-3200
Holly Middle School 14470 N. Holly Rd.	Eric Curl, Principal (248) 328-3400
Special Services 920 E. Baird St.	Michelle Flessa, Director (248) 328-3170
Transportation 800 Elm St.	Frank Richmond, Supervisor (248) 328-3090
Central Kitchen 920 Baird Street	Joanne Schebil, Supervisor (248) 328-3033