



Holly High School: Student/Parent Handbook 2024-2025

"The mission of Holly High School is to provide a safe environment that encourages academic growth, creativity, personal development, and productive citizenship."

EXECUTIVE SUMMARY

At Holly High 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 High 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.

HOLLY HIGH SCHOOL ADMINISTRATION

| | |
|-------------------|---------------------|
| Eric Curl | Principal |
| Codie Lakin | Assistant Principal |
| Melissa Wachowski | Assistant Principal |
| Casey Lombard | Athletic Director |

HOLLY HIGH SCHOOL GUIDANCE COUNSELORS

| | |
|-----------------|--------------------|
| Jenny Carl | Grades 9-12 (A-G)* |
| Jody Godman | Grades 9-12 (H-O)* |
| Kimberly Redmer | Grades 9-12 (P-Z)* |

*Subject to change as enrollment numbers vary

HOLLY HIGH SCHOOL ATTENDANCE LINE

(248) 328-3227

***** Note:** All attendance calls are answered through voicemail. Parents/guardians please leave your student information through a recorded message following the directions provided on the automated message. *******

BELIEFS

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.

HAS STUDENT-PARENT SCHOOL COMPACT

Students, Parents, and Staff all share responsibility for student learning. The Student-Parent-School Compact helps to set clear expectations and foster a collaborative environment that supports student success. The Compact is a reminder of how everyone contributes to a student’s success.

| HAS STANDARDS AND EXPECTATIONS | | |
|--|---|---|
| <p style="text-align: center;"><u>STUDENT</u></p> <ul style="list-style-type: none"> Attend school regularly and on time Come to class on time, ready to learn, and dressed appropriately I will get nutritious food and get adequate sleep. Get involved in extracurricular activities | <p style="text-align: center;"><u>PARENT/GUARDIAN</u></p> <ul style="list-style-type: none"> Make my child’s education my #1 priority Ensure my child attends school on time every day; is appropriately dressed; and has had adequate sleep, physical activity, and nutrition. Attend Parent-Teacher Conferences and other parent-involvement events | <p style="text-align: center;"><u>SCHOOL STAFF</u></p> <ul style="list-style-type: none"> Provide a safe and welcoming environment Provide communication to students and parents Provide parents with resources and learning opportunities Encourage student & parent involvement in school activities |
| LEARNING | | |
| <p style="text-align: center;"><u>STUDENT</u></p> <ul style="list-style-type: none"> I have the right to learn in a safe, healthy environment and my actions cannot infringe on that right. I will be an active learner and take responsibility for learning. Ask for help when needed | <p style="text-align: center;"><u>PARENT/GUARDIAN</u></p> <ul style="list-style-type: none"> Will monitor homework and academic progress Provide time/space at home for schoolwork Help my child learn life skills, planning, goal setting, and good decision-making Read School Communications | <p style="text-align: center;"><u>SCHOOL STAFF</u></p> <ul style="list-style-type: none"> Set high standards for student performance Make recommendations to further student’s educational goals Provide a quality curriculum and research-based instructional practices |
| CODE OF CONDUCT | | |
| <p style="text-align: center;"><u>STUDENT</u></p> <ul style="list-style-type: none"> Show respect for myself, my school, the staff, and other students Follow and abide by all school expectations and procedures | <p style="text-align: center;"><u>PARENT/GUARDIAN</u></p> <ul style="list-style-type: none"> Familiarize oneself with the student handbook Support school administration by reinforcing school policies at home Ensure their child understands and adheres to school expectations, & behavior agreements/contracts. | <p style="text-align: center;"><u>SCHOOL STAFF</u></p> <ul style="list-style-type: none"> Maintain a positive and safe learning environment. Uphold the Student Code of Conduct Update parents on their child’s progress |

SAFE AND DRUG-FREE SCHOOLS

| <u>STUDENT</u> | <u>PARENT/GUARDIAN</u> | <u>SCHOOL STAFF</u> |
|---|--|---|
| <ul style="list-style-type: none">● Follow school policies, including Anti-Vaping Rules and cell phone policies.● Avoid making threatening statements or engaging in threatening behavior that can have Legal and School Consequences.● Take care of my school● Respect the rights and safety of others● Inform an adult about any unsafe behavior● Keep myself safe and drug-free | <ul style="list-style-type: none">● I will talk with my student about the dangers of Vaping and THC products and monitor for any signs of use.● Discuss with your child the seriousness (Legal & School Implications) of a student making threatening statements or engaging in threatening behavior.● Set an example for my child● Educate my child about the dangers of social media and excessive cell phone use | <ul style="list-style-type: none">● Maintain positive, safe learning environment● Provide students & parents with resources● Enforce Code of Conduct Violations and communicate with Law Enforcement● Providing families with supportive measures through education and resources● Set example for our students● Implement anti-vaping, anti-bullying, cell phone policies |

RESPECT AND CIVILITY

| <u>STUDENT</u> | <u>PARENT/GUARDIAN</u> | <u>SCHOOL STAFF</u> |
|---|---|--|
| <ul style="list-style-type: none">● Show Respect for Teachers, Staff/Admin, and Classmates● Be a role model for peers by making healthy and positive choices | <ul style="list-style-type: none">● Model respect by interacting with Staff and Admin in an appropriate & civil manner.● Understand that aggressive, disrespectful, and/or profane communication will not be tolerated and will be subject to being prohibited from district property.● Follow the Chain of Command for questions or to address a concern | <ul style="list-style-type: none">● Interact with Parents/Guardians in a respectful and civil manner● Respect students' values, beliefs, and cultural background(s)● Support students' educational, academic, personal, and social needs |

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 ask 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: Executive Director of Educational Services
Michelle Szczechowicz
248-328-3147

Discipline

STEP 1: Classroom Teacher

STEP 2: Building Assistant Principal

STEP 3: Building Principal

STEP 4: Executive Director of Educational Services
Michelle Szczechowicz
248-328-3147

Special Education

STEP 1: Classroom Teacher/Sp. Ed. Teacher

STEP 2: Building Assistant Principal

STEP 3: Building Principal

STEP 4: Director of Student Services
Jennifer Lauria
248-328-3170

Athletic Questions or Concerns

STEP 1: Coach

STEP 2: Athletic Director
Casey Lombard
248-328-3243

STEP 3: Building Principal (see next page)

Building and Grounds

STEP 1: School Office

STEP 2: Building Principal (see list provided)

STEP 3: Director of Operations
Jeremy Mason
248-328-3163

STEP 4: Assistant Superintendent of
Administrative Services
Steve Lenar
248-328-3147

Transportation

STEP 1: Transportation Assistant Supervisor
Victoria Mingo-Williams
248-328-3093

STEP 2: Transportation Supervisor
Frank Richmond
248-328-3095

STEP 3: Director of Operations
Jeremy Mason
248-328-3163

STEP 4: Assistant Superintendent of
Administrative Services
Steve Lenar
248-328-3147

Early Childhood

STEP 1: Classroom Teacher

STEP 2: Early Childhood Principal
Preschool, GSRP, Head Start, Latchkey
Candice Davies
248.328.3022

STEP 3: Executive Director of Educational
Services
Michelle Szczechowicz
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
248-328-3033

STEP 4: Director of Operations
Jeremy Mason
248-328-3163

STEP 5: Assistant Superintendent of
Administrative Services
Steve Lenar
248-328-3147

Building Principals

Davisburg Elementary

Denise Kott
248-328-3501

Holly Elementary

Aimee Schwartz
248-328-3601

Patterson Elementary

Jacob Haynes
248-328-3701

Rose Pioneer Elementary

Michael Beattie
248-328-3801

Broncho Virtual School

Stephanie Elder
248-328-3333

Holly Middle School

Monica Turner
248-328-3401

Haley Street, Assistant Principal

248-328-3401

Holly High School

Eric Curl
248-328-3201

Codie Lakin, Assistant Principal (L-Z)

248-328-3201

Melissa Wachowski, Assistant Principal (A-K)

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

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")

Director of Special Services

Mrs. Jennifer Lauria

(248) 328-3100

6161 E Holly Road, Holly, MI 48442

Director of Human Resources

Mrs. Patricia Murphy-Alderman

(248) 328-3100

6161 E Holly Road, 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
Email: 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
6161 E Holly Road
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
6161 E Holly Road
Holly, Michigan 48442
(248) 328-3147

[Complaint Form](#)

TABLE OF CONTENTS

| | |
|---|-----------|
| BELIEFS | 2 |
| RESTORATIVE PRACTICES | 2 |
| HAS STUDENT-PARENT SCHOOL COMPACT | 3 |
| COMMUNICATING WITH SCHOOL LEADERS | 5 |
| SOCIAL MEDIA GUIDELINES | 7 |
| NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY | 8 |
| DISTRICT COMPLIANCE OFFICERS | 8 |
| INVESTIGATION AND COMPLAINT PROCEDURE | 8 |
| BELL SCHEDULES | 16 |
| FULL DAY BELL SCHEDULE | 16 |
| ADVISORY BELL SCHEDULE | 16 |
| OSTC BELL SCHEDULE | 16 |
| HALF DAY BELL SCHEDULE | 16 |
| HANDBOOK CONTENT | 17 |
| IMPORTANT INFORMATION | 17 |
| ACCOMMODATING PERSONS WITH DISABILITIES | 17 |
| VIDEO MONITORING SYSTEMS | 17 |
| VISITORS | 17 |
| ACADEMIC INFORMATION | 18 |
| ACADEMIC RECOGNITION / AWARDS | 18 |
| GRADING AND GPA CALCULATIONS | 18 |
| ACADEMIC REPORTING | 18 |
| GRADING SYSTEM | 18 |
| INCOMPLETES | 18 |
| REPEATED COURSEWORK | 18 |
| CRITERIA FOR ACADEMIC AWARDS | 19 |
| SENIOR SCHOLARS (Weighted GPA) | 19 |
| LATIN SYSTEM OF RECOGNITION (Unweighted GPA) | 19 |
| ACADEMIC LETTER | 19 |
| ACADEMIC MISCONDUCT | 19 |
| ACADEMIC PROGRESS | 19 |
| COURSE CREDITS | 19 |
| CREDIT FOR ALTERNATIVE COURSES AND PROGRAMS | 20 |
| CORRESPONDENCE COURSES | 20 |
| DISTANCE LEARNING COURSES,INCLUDING VIRTUAL OR ONLINE COURSES | 20 |
| EXCHANGE PROGRAMS | 20 |
| SUMMER SCHOOL AND INDEPENDENT STUDY | 20 |
| FOREIGN LANGUAGE | 20 |
| DUAL ENROLLMENT | 20 |
| GENERAL REQUIREMENTS | 21 |
| HIGH SCHOOL GRADUATION REQUIREMENTS | 22 |
| HOMEBOUND AND HOSPITAL INSTRUCTION | 24 |
| HOMEWORK | 24 |
| MAKE-UP CREDITS | 24 |
| MAKE-UP WORK | 25 |
| TESTING-OUT POLICY | 25 |

| | |
|--|----|
| FULL TIME ONLINE LEARNING - BRONCHO VIRTUAL SCHOOL | 25 |
| ATTENDANCE EXPECTATIONS | 26 |
| PHILOSOPHY | 26 |
| RATIONALE | 27 |
| ATTENDANCE RESPONSIBILITIES | 27 |
| STUDENT RESPONSIBILITIES | 27 |
| PARENT RESPONSIBILITIES | 27 |
| TYPES OF ABSENCES: EXCUSED and UNEXCUSED | 27 |
| UNEXCUSED ABSENCES | 27 |
| EXCUSED ABSENCES | 27 |
| TARDIES | 27 |
| RECORDS/NOTIFICATION | 28 |
| TRUANCY | 28 |
| EXTRACURRICULAR ACTIVITIES | 29 |
| CONCUSSION AWARENESS | 29 |
| ACADEMIC ELIGIBILITY | 29 |
| INTERSCHOLASTIC ACTIVITIES | 29 |
| SPECTATOR SPORTSMANSHIP | 29 |
| CLUBS AND ACTIVITY OFFERINGS | 30 |
| STUDENT FUNDRAISING | 30 |
| NATIONAL HONOR SOCIETY | 31 |
| STUDENT COUNCIL | 31 |
| STUDENT EVENTS | 32 |
| ART SHOW | 32 |
| DANCES | 32 |
| DANCE ELIGIBILITY | 32 |
| HOMECOMING AND SPIRIT WEEK | 33 |
| JUNIOR-SENIOR PROM | 33 |
| SNOWCOMING AND SPIRIT WEEK | 33 |
| TALENT SHOW | 33 |
| THEATRICAL PRODUCTIONS | 33 |
| GENERAL INFORMATION | 34 |
| ANIMALS ON SCHOOL PROPERTY | 34 |
| ASSEMBLIES | 34 |
| BUS TRANSPORTATION | 34 |
| CLASSROOM CONCERNS | 34 |
| COMMUNICABLE DISEASES | 34 |
| DELIVERIES / MESSAGES TO STUDENTS | 34 |
| DRIVER EDUCATION | 34 |
| EMERGENCY MEDICAL AUTHORIZATION | 35 |
| FEES, CHARGES, AND FINES; WAIVER OF STUDENT FEES | 35 |
| FIELD TRIP GUIDELINES | 35 |
| GUIDANCE & COUNSELING | 36 |
| HEAD LICE | 36 |
| HEALTH CLINIC | 36 |
| ILLNESS | 36 |
| IMMUNIZATIONS | 37 |
| LOST AND FOUND | 37 |

| | |
|---|----|
| MEDICATION | 37 |
| OAKLAND SCHOOLS TECHNICAL CENTER – NORTHWEST | 37 |
| PARENT-TEACHER CONFERENCES | 38 |
| PHOTO/ID | 38 |
| PLEDGE OF ALLEGIANCE | 38 |
| POLICE LIAISON OFFICER | 38 |
| RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE | 38 |
| REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING | 38 |
| RESIDENCY REQUIREMENTS | 38 |
| SAFETY DRILL PROCEDURES AND CONDUCT | 38 |
| SCHOOL BREAKFAST & LUNCH PROGRAM | 39 |
| SCHOOL CLOSING | 39 |
| SKYLERT / SCHOOLMESSENGER | 39 |
| STUDENT PARKING | 39 |
| STUDENT PRIVACY PROTECTIONS | 40 |
| SURVEYS BY THIRD PARTIES | 40 |
| SURVEYS REQUESTING PERSONAL INFORMATION | 40 |
| INSTRUCTIONAL MATERIAL | 40 |
| STUDENT RECORDS | 40 |
| TECHNOLOGY USE GUIDELINES | 41 |
| CARE FOR DISTRICT PROVIDED MOBILE COMPUTING DEVICES (MCD) | 41 |
| GENERAL EXPECTATIONS | 41 |
| GENERAL PRECAUTIONS | 41 |
| TRANSPORTING/CARRYING MCD'S | 42 |
| SCREEN CARE | 42 |
| ASSET TAGS | 42 |
| DAMAGE | 42 |
| TUTORING | 43 |
| VARSITY JACKET ORDERS | 43 |
| WORKING PERMITS | 43 |
| YEARBOOK | 43 |
| SCHOOL COUNSELING SERVICES | 44 |
| HOLLY HIGH SCHOOL COUNSELORS | 44 |
| GENERAL | 44 |
| ACADEMIC PLANNING AND MONITORING | 44 |
| CAREER PLANNING | 44 |
| CRISIS INTERVENTION COUNSELING | 44 |
| GRADE LEVEL SERVICES | 44 |
| NINTH GRADE | 44 |
| TENTH GRADE | 44 |
| ELEVENTH GRADE | 45 |
| TWELFTH GRADE | 45 |
| COLLEGE NIGHT | 45 |
| GROUP COUNSELING | 45 |
| ORIENTATION | 45 |
| PERSONAL COUNSELING | 45 |
| REFERRAL AGENT | 46 |
| SCHEDULING | 46 |

| | |
|---|----|
| TESTING AND EVALUATION | 46 |
| STUDENT EXPECTATIONS | 47 |
| BOTTLES | 47 |
| BRONCHOS L.E.A.D | 47 |
| BUS CONDUCT | 47 |
| CELL PHONES / PERSONAL ELECTRONIC DEVICES | 48 |
| LUNCH & CAFETERIA RULES - CLOSED LUNCH CAMPUS | 49 |
| LUNCH RULES | 49 |
| CAFETERIA RULES | 49 |
| COMPUTER USAGE POLICY | 50 |
| DETENTION | 50 |
| SCHOOL DRESS CODE/STUDENT APPEARANCE | 51 |
| DUE PROCESS | 51 |
| EXPULSION | 51 |
| FIELD TRIPS | 51 |
| EXTENDED ABSENCE | 52 |
| FOOD | 52 |
| HALL PASSES | 52 |
| HOMEWORK FOR ABSENT STUDENTS | 52 |
| INDEPENDENT ADULT STUDENTS | 52 |
| INTERNET ACCEPTABLE USE | 52 |
| UNACCEPTABLE USE | 52 |
| NETWORK ETIQUETTE | 52 |
| NO WARRANTIES | 53 |
| INDEMNIFICATION | 53 |
| SECURITY | 53 |
| VANDALISM | 53 |
| COPYRIGHT WEB PUBLISHING RULES | 53 |
| USE OF ELECTRONIC EMAIL | 53 |
| LASER PENS/FIDGET SPINNERS | 54 |
| LOCKERS | 54 |
| PHYSICAL EDUCATION LOCKERS | 54 |
| NON-SCHOOL-SPONSORED PUBLICATIONS/WEBSITES | 54 |
| OUT-OF-SCHOOL SUSPENSION | 54 |
| PUPIL RESPONSIBILITIES | 55 |
| REMOVAL FROM CLASS | 55 |
| SCHOOL RECORDS | 55 |
| SEARCH AND SEIZURE | 55 |
| SIGNING OUT | 56 |
| TELEPHONES | 56 |
| TEXTBOOKS | 56 |
| TIME GUIDELINES FOR STUDENT ACTIVITIES | 56 |
| VISITORS | 56 |
| WITHDRAWAL FROM SCHOOL/TRANSFER TO ANOTHER SCHOOL | 56 |
| VILLAGE ORDINANCES PERTAINING TO SCHOOL PREMISES | 56 |
| DISCIPLINE POLICY | 58 |
| STUDENT DISCIPLINE - GENERALLY | 58 |
| STUDENT CODE OF CONDUCT | 58 |

| | |
|--|----|
| DEFINITIONS | 58 |
| RESTORATIVE PRACTICES | 58 |
| SUSPENSION AND EXPULSION - SPECIFIC EXAMPLES | 59 |
| ACADEMIC DISHONESTY | 59 |
| AIDING AND ABETTING | 59 |
| ARSON | 59 |
| ASSAULT | 59 |
| BACKPACKS/BOOKBAGS/BAGS | 59 |
| BULLYING | 59 |
| CELL PHONES | 60 |
| CLASSROOM MISCONDUCT | 60 |
| CONTRABAND | 60 |
| DRESS CODE | 60 |
| EXTORTION/COERCION/BLACKMAIL | 60 |
| FIGHTING | 60 |
| FORGERY | 60 |
| FUNDRAISING | 60 |
| GANG ACTIVITY | 60 |
| GROSS MISBEHAVIOR | 61 |
| HALLWAY MISCONDUCT | 61 |
| HARASSMENT | 61 |
| HAZING | 61 |
| ILLEGAL SUBSTANCES OR PARAPHERNALIA, INCLUDING ALCOHOL | 61 |
| INCITEMENT | 62 |
| INCORRIGIBILITY (PERSISTENT DISOBEDIENCE) | 62 |
| INDECENCY | 62 |
| INSUBORDINATION | 62 |
| INTERNET MISUSE | 62 |
| LOITERING | 62 |
| MISSED DETENTION | 62 |
| OFFENSIVE LANGUAGE | 62 |
| PEER MISTREATMENT | 63 |
| POSSESSING OR USING WEAPONS | 63 |
| PUBLIC DISPLAYS OF AFFECTION | 63 |
| RACIAL SLURS | 63 |
| RESTROOM CONDUCT | 63 |
| SKIPPING | 63 |
| STEALING | 63 |
| TARDINESS (EXCESSIVE) | 63 |
| THREAT BEHAVIOR | 64 |
| TRUANCY | 64 |
| VANDALISM | 64 |
| OTHER | 64 |
| SCHOOL DISRUPTION RESOLUTION | 64 |
| PROCEDURE FOR SUSPENSIONS | 64 |
| TYPES OF SUSPENSIONS | 65 |
| SCHOOL SAFETY INFORMATION AND THREAT ASSESSMENT | 66 |
| HOLLY AREA SCHOOL DISTRICT | 68 |

| | |
|---|----|
| BOARD OF EDUCATION | 68 |
| ADMINISTRATIVE OFFICE | 68 |
| SCHOOLS | 68 |
| NOTICE OF CAREER & TECHNICAL EDUCATION OFFERINGS AT THE OAKLAND SCHOOLS TECHNICAL CAMPUSES (OSTC) | 69 |

BELL SCHEDULES

FULL DAY BELL SCHEDULE

7:18 1st Morning Bell
7:23 Warning Bell
7:24 Start of 1st Hour
8:37 End of 1st Hour
8:42 Warning Bell
8:43 Start of 2nd Hour
9:55 End of 2nd Hour
10:00 Warning Bell
10:01 Start of 3rd Hour

A LUNCH 9:55 to 10:25
B LUNCH 10:25 to 10:55
C LUNCH 10:50 to 11:20
D LUNCH 11:15 to 11:45
11:45 End of 3rd Hour
11:50 Warning Bell
11:51 Start of 4th Hour
1:03 End of 4th Hour
1:08 Warning Bell
1:09 Start of 5th Hour
2:21 End of 5th Hr./Dismissal

ADVISORY BELL SCHEDULE

1st Morning Bell 7:18
Warning Bell 7:23
1st Period 7:24 - 8:24
2nd Period 8:30 - 9:30
Advisory 9:36 - 10:21
3rd Period 10:27 - 12:22
A Lunch: 10:21-10:51
B Lunch: 10:51-11:21
C Lunch: 11:21-11:51
D Lunch: 11:52-12:22
4th Period 12:28 - 1:21
5th Period 1:27 - 2:21

OSTC BELL SCHEDULE

Note: OSTC Bell Schedule will be updated when made available.

HALF DAY BELL SCHEDULE

7:18 1st Morning Bell
7:23 Warning Bell
7:24 Start of 1st Hour
7:58 End of 1st Hour
8:03 Warning Bell
8:04 Start of 2nd Hour
8:38 End of 2nd Hour
8:43 Warning Bell
8:44 Start of 3rd Hour

9:18 End of 3rd Hour
9:23 Warning Bell
9:24 Start of 4th Hour
9:58 End of 4th Hour
10:03 Warning Bell
10:04 Start of 5th Hour
10:34 End of 5th Hr./Dismissal

The building opens each day at 6:55 AM, students will remain in the commons until they are released into the building at 7:10 AM

HANDBOOK CONTENT

IMPORTANT INFORMATION

ACCOMMODATING PERSONS WITH DISABILITIES

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

VIDEO MONITORING SYSTEMS

A video monitoring system may be used on school buses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

VISITORS

Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials or by appointment.

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 High School front office at **248-328-3201**.

The building is equipped with a dropbox at the front entrance so that families may bring and drop off items a student may need throughout the day. The dropbox has instructions for communicating with the office regarding the dropped items. A drop off box is located in the vestibule area of the High School between the exterior and interior doors.

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, using their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as guests and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him/herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

All school volunteers must complete the "Volunteer Information Form" (available in the school office) and be approved by the human resources department before assisting at the school. For school-wide volunteer opportunities, please contact the building principal and fill out the district volunteer form provided below:

[District Volunteer Background Check Form](#)

ACADEMIC INFORMATION

ACADEMIC RECOGNITION / AWARDS

Holly High School recognizes its students for their devotion to learning and the acquisition of knowledge as demonstrated by their outstanding scholarly achievements. The professional staff, in its decision to award an academic letter to those students who qualify, is trying to reinforce the belief that knowledge is strength and that the effort put forth in gaining that knowledge is admirable and worthy of recognition. These are highly prestigious awards.

GRADING AND GPA CALCULATIONS

ACADEMIC REPORTING

Academic report cards will be posted at six (6) week intervals throughout the school year to inform parents and students of academic progress. At the completion of each twelve (12) week period (or trimester) the posted report card is the final report for each course and indicates the student's grade and earned credit.

GRADING SYSTEM

Students will earn both a weighted and unweighted grade point average (GPA) that will be reflected on their transcript.

Unweighted Scale Four (4) point*

| | | | | | |
|----|-----|---|-----|----|-----|
| - | - | A | 4.0 | A- | 3.7 |
| B+ | 3.4 | B | 3.0 | B- | 2.7 |
| C+ | 2.4 | C | 2.0 | C- | 1.7 |
| D+ | 1.4 | D | 1.0 | D- | 0.7 |
| - | - | E | 0 | - | - |

Weighted Scale Five (5) point*^

| | | | | | |
|----|-----|---|-----|----|-----|
| - | - | A | 5.0 | A- | 4.7 |
| B+ | 4.4 | B | 4.0 | B- | 3.7 |
| C+ | 3.4 | C | 3.0 | C- | 2.7 |
| D+ | 2.4 | D | 2.0 | D- | 1.7 |
| - | - | E | 0 | - | - |

*Passing marks are A through D

^The weighted grading scale will **only** be used in Advanced Placement (AP) courses.

INCOMPLETES

Grades posted as "Incomplete" or "I" will revert to an "E" grade after a period of one trimester if the incomplete coursework has not been completed. The earned grade or the "E" will be placed onto the transcript at that time.

REPEATED COURSEWORK

Coursework may be repeated if a student received an unsatisfactory or failing grade. The new grade **will not replace** the original grade. Both grades will be factored into the GPA and both will be reflected on the transcript. Credit recovery courses completed receive credit or no credit, and do not factor into the GPA.

CRITERIA FOR ACADEMIC AWARDS

- Eligibility requires enrollment at Holly High School for a period of at least three consecutive trimesters.
- Award eligibility begins with the fourth trimester of attendance and continues through graduation.
- Eligibility requires successful completion of five classes in the given term.

SENIOR SCHOLARS (Weighted GPA)

- To be eligible for Senior Scholar recognition, a student must complete his/her high school career with a minimum 3.5 (weighted) GPA.
- Senior Scholars are ranked using a formula which incorporates both GPA and SAT score.
- Senior Scholar ranking: $(\text{GPA} \times 1200) + (\text{SAT Score}) = \text{Senior Points}$ (6400 points possible)
- Students who score at least 5700 points are named Senior Scholars. They receive medallions, mention in a district press release, and recognition in the graduation ceremony and program.
- A student may submit valid SAT retake scores through April 1st of his/her Final year.
- Valedictorian and Salutatorian are recognized as the number one (1) and two (2) ranked point scorers.

Note: Holly High School will not maintain an overall class rank.

LATIN SYSTEM OF RECOGNITION (Unweighted GPA)

Summa Cum Laude - (3.9 or above GPA) Students will receive a gold cord for the graduation ceremony, individual recognition during the ceremony, and will be noted in the graduation program.

Magna Cum Laude - (3.7 - 3.89 GPA) Students receive a silver cord for the graduation ceremony, individual recognition during the ceremony, and be noted in the graduation program.

Cum Laude - (3.5 to 3.69 GPA) Students will receive a red cord for the graduation ceremony, individual recognition during the ceremony, and be noted in the graduation program.

Honor Roll - (3.25 and above) Students will receive a red and white cord for the graduation ceremony and be noted in the program.

ACADEMIC LETTER

Students who obtain an annual grade point average (GPA) of 3.5 or above for one academic year (September-June) shall be awarded an Academic Letter. The Academic Letter is similar to the Varsity Letter awarded to athletes. Subsequent 3.5 achievements are honored with Lamp of Learning pins. When worn on the Academic Letter, each pin (bronze, silver, or gold) represents the number of years a student has achieved a GPA of 3.5 or better.

ACADEMIC MISCONDUCT

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, or the unauthorized use of artificial intelligence (AI) tools to complete assignments, tests, or any other academic work. 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 may result in loss of credit for the course(s) involved.

ACADEMIC PROGRESS

Report cards and progress reports are provided to each student at approximately six-week intervals and during parent/teacher conferences via Skyward Family Access or when a hard copy* is requested. School wide mailings are completed at the end of the school year with a full year report card. Letter grades are used to designate a student's academic standing. Conduct grades are also included on all academic progress reports. Attendance profiles are included with all academic progress reports.

*Requesting a hard copy means the desired report will be printed and available for pick-up in the main office

COURSE CREDITS

Students may earn 1/2 credit per class per term. Term classes last approximately twelve (12) weeks. Credits are granted at the end of each term; each term is independent of the other. Students who fail the required course work but demonstrate proficiency on the end of term exam or series of assessments may earn credit for the course, although the failing grade will be calculated into their GPA.

CREDIT FOR ALTERNATIVE COURSES AND PROGRAMS

CORRESPONDENCE COURSES

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by AdvancED;
2. The student is a fourth or fifth year senior;
3. The student assumes responsibility for all fees; and
4. The building principal approves the course in advance.

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.

DISTANCE LEARNING COURSES, INCLUDING VIRTUAL OR ONLINE COURSES

A student enrolled in a **non Holly High School** based distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the superintendent or designee;
2. The student assumes responsibility for all fees (including tuition and textbooks) if required by the District; and
3. The building principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses (excluding courses taken for credit recovery) count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

EXCHANGE PROGRAMS

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Michigan and the school board. The board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

SUMMER SCHOOL AND INDEPENDENT STUDY

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in a curriculum area not offered by the district, provided the student obtains the consent of a supervising teacher as well as the building principal.

FOREIGN LANGUAGE

A student who has demonstrated proficiency in a foreign language outside of a public or private high school curriculum shall be granted credit. Proficiency may be demonstrated by a competency test or other criteria established by the board. The amount of credit will be based on foreign language proficiency achieved.

DUAL ENROLLMENT

High school credit may be granted to students who successfully complete a course of instruction offered by an eligible postsecondary institution. The following requirements apply to such courses of instruction:

1. Application and admission to a postsecondary institution are the responsibility of the student.
2. To receive high school credit for the successful completion of postsecondary institution coursework, the student must obtain prior approval from the high school principal or designee.

Approval will be considered based upon the following factors:

1. Credit earned under this policy section shall be based on a "pass" grade.
2. Upon validation from the issuing post-secondary institution, the student's credit and grade will be recorded on the student's high school transcript. The grade earned by the student shall not be included for any purpose in the

computation of the student's grade point average.

3. It is the student's responsibility to have the post-secondary institution report the student's grade and credit to the high school principal in a timely fashion.
4. Tuition for the course(s) will be paid by the school district for eligible students only in accordance with the requirements of the Postsecondary Enrollment Options Act.*

*Failure to actively participate and/or finish the course may require the reimbursement of the tuition to the school district.

GENERAL REQUIREMENTS

All students shall be enrolled as full-time students and must schedule five (5) classes each term. Each student shall participate in a senior high school program for at least twelve terms, or produce evidence that he/she has completed equivalent coursework and participation requirements in an accredited high school program.

Grade level placement is determined using credits earned as of August 18th in the current school year. See the chart below for credit designation requirements.

| REQUIREMENTS | | | |
|---------------------|-------------|------------------------|-------------|
| Freshman | 0 | | |
| Sophomore | 7.0 | Senior | 21.0 |
| Possible Credits | 7.5 | Possible Credits | 22.5 |
| Pass Percentage | 93% | Pass Percentage | 93% |
| Junior | 14.0 | Graduation | - |
| Possible Credits | 15.0 | Possible Credits | 30.0 |
| Pass Percentage | 93% | Graduation Requirement | 28.0 |
| | | Pass Percentage | 93% |

HIGH SCHOOL GRADUATION REQUIREMENTS

To graduate from high school with a high school diploma, each student must:

- 1) Complete all district graduation requirements.

| High School Graduation Requirements | 2019+ |
|---|-------------------|
| Total Credits Required to Graduate | 28 |
| LANGUAGE ARTS: (Required Course and Credits) | 4.5 |
| Language Arts 9 | 1.5 |
| Language Arts 10: American Literature | 1.0 |
| Language Arts 11: Literature and Language | 1.0 |
| English Elective 12: Track 1 or Track 2 | 1.0 |
| MATHEMATICS: (Required Course and Credits) | 5.0 |
| Algebra I | 1.5 |
| Geometry | 1.5 |
| Algebra II | 1.5 |
| Mathematics or math related class during senior year | 0.5 |
| SCIENCE (Required Course and Credits) | 3.0 |
| Biology | 1.0 |
| Physical Science: Principles of Chemistry | 0.5 |
| Physical Science: Principles of Physics | 0.5 |
| Earth Science or 3rd Year Science | 1.0 |
| SOCIAL STUDIES (Required Course and Credits) | 3.0 |
| World History & Geography | 0.5 |
| U.S. History | 1.0 |
| Economics | 0.5 |
| Government | 0.5 |
| History and Global Issues | 0.5 |
| OTHER: (Required Course and Credits) | 4.0 |
| Visual, Performing & Applied Arts (VPAA) | 1.0 |
| Physical Education^ | 0.5 |
| Health | 0.5 |
| World Language^^ | 2.0 |
| <i>Class of 2028 and beyond - Personal Finance Requirement ^^^</i> | <i>0.5</i> |

Total Required Credits

19.5

*Class of 2028 and beyond**20*

- 2) Successfully complete all of the following credit requirements of the Michigan Merit Standard, which includes:
- At least 4 credits in English language arts that are aligned with state subject area content expectations, including two trimesters each year.
 - At least 3 credits in Science that are aligned with state subject area content expectations, including completion of at least biology and either chemistry or physics.
 - At least 4 credits in Mathematics that are aligned with state subject area content expectations, including completion of at least Algebra I, Geometry, and Algebra II, or an integrated sequence of this course content that consists of 3 credits, and an additional mathematics credit, such as Trigonometry, Statistics, Pre-Calculus, Calculus, Applied Math, Accounting, Business Math, a retake of Algebra II, or a course in financial literacy as described in section 1165.
 - A student may complete Algebra II over two years with 2 credits awarded or over 1.5 years with 1.5 credits awarded for the purposes of this section and section 1278b.
 - A student also may partially or fully fulfill the Algebra II requirement by completing a department-approved formal career and technical education program or curriculum that has appropriate embedded mathematics content, such as a program or curriculum in electronics, machining, construction, welding, engineering, or renewable energy.
 - Each student must successfully complete at least one mathematics course during his or her final year of high school enrollment.
 - At least 3 credits in social science that are aligned with state subject area content expectations, including completion of at least 1 credit in United States History and Geography, 1 credit in World History and Geography, 1/2 credit in Economics, and a 1/2 credit Government course.
 - At least 1 credit in subject matter that includes both health and physical education aligned with state guidelines.
 - At least 1 credit in Visual Arts, Performing Arts, or applied arts aligned with state guidelines.
 - At least 2 credits in a language other than English, based on state guidelines.
- 3) A personal curriculum may be requested for the student that modifies certain Michigan Merit Standard requirements. If all of the requirements for a personal curriculum are met, then a high school diploma may be awarded to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard. All of the following apply to a personal curriculum:
- The personal curriculum shall be developed by a group that includes at least the student, at least one of the student's parents/legal guardian, a teacher, and the student's high school counselor or another designee qualified to act in a counseling role and selected by the high school principal. For a student who receives special education services, a school psychologist should also be included in this group. The teacher included in the group developing the personal curriculum shall be a teacher who is currently teaching the student, who currently teaches in or whose expertise is in a subject area being modified by the personal curriculum, or who is determined by the principal to have qualifications otherwise relevant to the group.
 - The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Standard as is practicable for the student; shall establish measurable goals that the student must achieve while enrolled in high school and shall provide a method to evaluate whether the student achieved these goals; and shall be aligned with the student's Educational Development Plan (EDP).
 - Before it takes effect, the personal curriculum must be agreed to by the student's parent/legal guardian and by the superintendent or his/her designee.
 - The student's parent/legal guardian shall be in communication with each of the student's teachers at least once each calendar quarter to monitor the student's progress toward the goals contained in the student's personal curriculum.
 - Revisions may be made in the personal curriculum if the revisions are developed and agreed to in the same manner as the original personal curriculum.
 - The English Language Arts credit requirements and the science credit requirements are not subject to modification as part of a personal curriculum under this subsection.
 - The mathematics credit requirements may be modified as part of a personal curriculum only after the student has completed, without necessarily having attained a passing grade in, at least 1-1/2 credits of the mathematics credits required and only if the student successfully completes at least 3-1/2 total credits of the mathematics credits before completing high school. The requirement that a student must successfully complete at least one mathematics course during his/her final year of high school enrollment is not subject to modification as part of a

personal curriculum. The Algebra II credit requirement may be modified as part of a personal curriculum only if the student meets one or more of the following:

- i) Has successfully completed the same content as one semester of Algebra II.
 - ii) Elects to complete the same content as Algebra II over two years, with a credit awarded for each of those two years, and successfully completes that content.
 - iii) Enrolls in a formal career and technical education program or curriculum and in that program or curriculum successfully completes the same content as one semester of Algebra II.
- h) The social science credit requirements may be modified as part of a personal curriculum only if all of the following are met:
- i) The student has successfully completed 2 credits of social science credits, including the government course.
 - ii) The modification requires the student to complete one additional credit in English Language Arts, mathematics, or science or one additional credit in a language other than English.
- i) The Health and Physical Education credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete one additional credit in English Language Arts, Mathematics, or Science or one additional credit in a language other than English.
- j) The visual arts, performing arts, or applied arts credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English.
- k) If the parent/legal guardian requests as part of the student's personal curriculum a modification of the Michigan Merit Standard requirements that would not otherwise be allowed under this section and demonstrates that the modification is necessary because the student is a child with a disability, the school district may allow that additional modification to the extent necessary because of the student's disability if the group determines that the modification is consistent with both the student's Educational Development Plan and the student's Individualized Education Program.

*Students may substitute 2.0 terms of marching band to meet the Physical Education requirement.

**Students may opt out after completion of 1.0 credit (see course guide for details)

Additional Graduation Requirement: Junior students must participate in the SAT/Michigan Assessment (MSTEP) as part of their graduation requirements as established by the Holly Area Schools Board of Education.

HOMEBOUND AND HOSPITAL INSTRUCTION

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. For information on homebound or hospital instruction, contact your student's counselor.

HOMEWORK

Homework is used to reinforce concepts learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's ability, grade level and teacher.

MAKE-UP CREDITS

A student who fails courses may need to "make up" credits to remain on track for graduation. It is the responsibility of the student to communicate with his/her counselor to assure that make-up courses are applicable to graduation requirements prior to enrolling or completing them. Students may make up credits in the following ways:

1. Summer School
 - a. Holly High School may offer in-person credit recovery based on staff availability and student interest. Information is shared in late May about this program.
2. Online Programs
 - a. Online or after-school programs may be available through HHS. Consult your counselor about offerings.
 - b. Note: Holly High School does not accept transfer credits from correspondence programs without prior administrative approval. Seniors must be enrolled at Holly High School for at least (1) one term and meet all graduation requirements.

MAKE-UP WORK

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers using their designated Schoology page. Students who are unexcused from school may not be allowed to make up missed work.

Note: For Seniors, the final cutoff date for all make-up coursework is their last day of school (Generally two to three weeks prior to the end of the school year for all other students). Teachers are not permitted to accept late/make-up work past that day. Eligibility for the commencement ceremony is determined based upon a student's academic standing as of their last day in the building. No Senior will be provided an extension past this date.

TESTING-OUT POLICY

Holly Area Schools recognizes that some pupils have acquired knowledge or skills at levels that would allow them to demonstrate a reasonable degree of mastery without taking specific courses. These students will be provided with an opportunity to demonstrate mastery through a comprehensive evaluation that may include exams, written papers, projects, performances, portfolios, laboratories, presentations, or a combination of these. It is the intent of Holly Area Schools to extend to all pupils the opportunity to demonstrate mastery in the range of courses offered in the district.

The following guidelines apply:

1. The policy will apply equally to all students.
2. A letter detailing guidelines and procedures for testing out will be available to all parents of students in grades eight through eleven in early March of each school year.
3. A grade equivalent of B- or better, 80% for the purpose of this test, on the comprehensive examination will be required to demonstrate mastery. Examinations will test content from the entire course.
4. Credits earned by passing a course in this manner will not be counted toward the credits needed to graduate. However, these credits will satisfy distribution and sequence requirements.
5. Credits earned in this manner will not impact G.P.A.
6. In addition, to qualify for the testing-out process, students must
 - a. Be enrolled in the school district during the regular academic year.
 - b. Not enrolled in the class prior to the request to test out
 - c. Not previously attempted to test out of the same class.
7. Deadlines for submitting testing-out requests for the following school year will be May 1st. The test date will be determined by HHS administration.
8. Prior to testing out, the student and parents will be required to meet with a high school counselor to plan for the student's educational future.
9. Guidance Counselors will inform students and parents of test results prior to the next school year.

FULL TIME ONLINE LEARNING - BRONCHO VIRTUAL SCHOOL

Holly Area Schools offers a virtual learning educational program. Broncho Virtual School is a yearlong commitment. However, if extenuating circumstances arise, students may request a transition to in-person learning at the end of the current trimester. All requests will be reviewed on a case-by-case basis, only at the conclusion of the semester. If approved, students will be allowed to transition to in-person classes.

All students must follow the guidelines as defined in the [Broncho Virtual School Handbook](#).

Please contact Dr. Stephanie Elder at 248.328.3333 for any Broncho Virtual School questions.

ATTENDANCE EXPECTATIONS

Michigan law requires that whoever has custody or control of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall ensure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district. Michigan law includes the following exceptions to the mandatory school attendance requirement:

1. The parent/legal guardian of a child who is at least age 16 has provided to school officials a written notice that the child has the permission of the parent/legal guardian to stop attending school.
2. The child is attending a state-approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade.
3. The child is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply.
4. The child is age 12 or 13 and attends confirmation classes conducted for a period of 5 months or less.
5. The child is regularly enrolled in a public school while attending religious instruction classes for not more than two class hours per week, off public school property during public school hours, upon written request of the parent/legal guardian.
6. The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

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.

PHILOSOPHY

Recognizing a high correlation between attendance and academic achievement, and in keeping with the mandatory attendance laws of Michigan, it is our expectation that all Holly High School students attend school unless extenuating circumstances prevent them from doing so. It is only through consistent school attendance that students are able to take full advantage of the educational opportunities afforded them. The interaction of students with one another in the classroom and their participation in planned learning activities under the supervision of school personnel are irreplaceable components of the learning process. In addition, lifelong patterns of responsibility and self-discipline are developed by the attention given to consistent attendance and participation in school.

RATIONALE

In 2006, the State of Michigan enacted the *Michigan Merit Curriculum (MMC)*. While the MMC has many components, the main point of emphasis is to ensure academic proficiency and mastery of content standards for all students receiving a high school diploma.

With regard to attendance and grade calculations, the Michigan Department of Education (MDE) has made the following statement:

*"Once a student registers for and attends a class, he or she agrees to the district's requirements for earning a grade in the class, **including attendance**, homework, etc. However, the district must grant credit if a student passes an exam or series of exams used for testing out, which the district has determined measures a student's proficiency in meeting the Michigan Merit course/credit content expectations." (MDE – Updated 11.07)*

ATTENDANCE RESPONSIBILITIES

STUDENT RESPONSIBILITIES

1. Attend class promptly and regularly;
2. Check in with the Attendance Office immediately when arriving to school after 7:24 AM;
3. Monitor attendance record accuracy through progress reports and report cards. Initiate corrections within **two weeks** of the mailing of progress reports or report cards;
4. Ensure attendance is accurate by confirming attendance with the teacher when arriving late to class; and
5. Contact teacher(s) for missing work or assignments when absences are anticipated or have occurred.

PARENT RESPONSIBILITIES

1. Call the school Attendance Office before 3:00 PM (248-328-3227) on the day of or the day following an absence. If this presents a hardship, special arrangements should be made with one of the building administrators; and
2. Monitor student's attendance record for accuracy through online access, progress reports and report cards. **All corrections must be made within two (2) weeks of the end of the term.**

TYPES OF ABSENCES: EXCUSED and UNEXCUSED

UNEXCUSED ABSENCES

An unexcused absence is any absence from class that is not expressly identified as school related. Unexcused absences are classified as either **documented** or **undocumented**; students are permitted to "make up" class work or assignments for documented absences. The number of "make up" days for missed work will equal the number of days absent. Parents and/or students should provide documentation for all unexcused absences if available. The purpose of this process is to provide students a fair and equitable opportunity to maintain academic success when confronted with absences due to illness, family emergencies, or school-related functions. The following are examples of **unexcused** (non-school related) absences requiring documentation or parent contact:

1. Illness or hospitalization verified by a parent phone call and documentation
2. Serious family illness or emergency
3. Professional appointments which cannot be made after school (dentist, doctor, etc.) if verified by documentation
4. Attending legal appointments (see excused absence)
5. Attending a funeral (see excused absence)

IMPORTANT: Only Unexcused absences apply to the Attendance and Grading Calculation Procedure.

EXCUSED ABSENCES

An excused absence is any absence from class due to school-related events, such as plays, assemblies, and field trips, and is not included in the students total absence count. Students attending funerals, religious functions (written documentation from individual church), or court appointments must have written documentation for absences to be classified as excused.

TARDIES

Prompt arrival to class demonstrates courtesy and respect for fellow students and teachers and promotes effective time management. To further develop skills necessary for success in life and the working world to instill a sense of responsibility, students are encouraged to arrive to class early and to be prepared for the day's lessons. Habitually tardy students cause interruption, which deteriorates the learning environment of the classroom and school community. Consequences for excessive tardiness are as follows:

1. A tardy of ten (10) minutes or more is recorded as an absence. Note: A student who is late to class but has an excused pass from school staff will not be considered tardy or absent.
2. Students leaving ten (10) or more minutes early from a class is recorded as an absence.
3. Six or more tardies: Habitually tardy students are in violation of the Holly Schools truancy policy and shall be subject to appropriate disciplinary consequences, including suspension.

Detentions are served after school and may be determined by a parent's transportation needs. Students will study for their classes, complete homework, or complete assigned Online Modules while serving detention.

RECORDS/NOTIFICATION

The attendance office record is the official record. Student attendance will be included with every progress report or report card mailing. Corrections/changes to attendance records are the responsibility of the student and/or parents and must be made within two (2) weeks of the end of the term in question.

TRUANCY

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not fewer than 2 nor more than 90 days, or both.

EXTRACURRICULAR ACTIVITIES

CONCUSSION AWARENESS

In accordance with Public Acts 342 and 343 of 2012, Holly High School requires all parents to review educational materials and procedural protocols for dealing with concussions. The required documentation is available at the district web site.

ACADEMIC ELIGIBILITY

The board is committed to providing equal opportunity to compete in interscholastic athletics for both boys and girls and directs its superintendent and those responsible for athletic programs to recommend programs that meet this goal.

INTERSCHOLASTIC ACTIVITIES

The board, with the support from its administrative staff, recognizes that competing in athletics is a privilege, not a right. Athletes are expected to assume their responsibilities in adhering to athletic policies established by the athletic council, approved by the board and published in the Athletic Code of Conduct Handbook. Athletes represent themselves, their school, their community, parents and team. Conduct at all times, both on and off the athletic field, will be of the highest standard. Coaches shall inform athletes of the conduct expected of them. Athletes will receive a copy of the Athletic Code of Conduct at least once during their high school career and will be given a copy of the coach's rules prior to participation each season.

A student-athlete, as defined by the Holly Area Schools, is any of the following:

- A. Member of an athletic team
- B. Team manager
- C. Cheerleader
- D. Student Trainer

All coaches will receive a Coach's Handbook informing them of all board policies regarding athletics.

Students participating in athletics at the high school level are subjected to two (2) eligibility checks during their season. The first is in accordance to the MHSAA regulations, both the previous term and current term criteria. The board of education will mandate the second eligibility check.

The board of education mandates that students participating in athletics must be passing at least 4 (four) classes while maintaining a 2.0 GPA. Students who meet the MHSAA and the board of education's standard will be eligible to participate in athletics. Students who meet the MHSAA standard but who do not meet the board of education's standard will be placed on academic probation. Participation will then be determined by weekly progress reports turned into the athletic director every Thursday or Friday. Participation/non-participation will be determined by the weekly progress report. If the standards are NOT met, the student-athlete will be subject to one week of ineligibility (Monday through Sunday). Student-athletes who fail to turn in his/her progress report will be considered ineligible. Student-athletes who are on academic probation and fail to pass four classes and/or earn the 2.0 GPA requirement three times during the season will be dropped from the team. (If the athlete has shown weekly improvement on their progress reports (example 1.6 1.8 1.9), the athletic director may choose to extend the period of probation.) Students are expected to practice while on academic probation.

The athletic director will complete eligibility checks for all athletes in season at the end of the mid-term and term. Incompletes, pending grades due to lack of attendance, or any other conditions from the previous trimester may be made up during a subsequent term, night school, summer school or tutoring. Eligibility may be reinstated during the next term when the school accepts credit.

SPECTATOR SPORTSMANSHIP

The principals and athletic directors of the twelve schools who make up the Flint Metro League have agreed to make a strong and united effort in support of good sportsmanship. We have agreed to the following points:

- We believe cheers at games should be of a positive, encouraging nature in support of one's team.
- We believe that fan behavior that baits and derides other teams, individual players, coaches or schools is inappropriate.
- We believe that officials in games have difficult decisions to make and should be treated with respect, whether one agrees with a decision or not.
- We believe that cheers which make use of vulgarities are inappropriate.
- We believe that students should be encouraged to use humor, creativity and good taste in support of their own teams.

With some measure of success, we have sent the message to our students that **respect is the key to good sportsmanship, opponents should be respected, and they are not the enemy, but teenagers who happen to attend other schools.**

Program Offerings

| | Varsity | | Junior Varsity | | Freshman | |
|-------------------|---------|-------|----------------|-------|----------|-------|
| | Boys | Girls | Boys | Girls | Boys | Girls |
| FALL | | | | | | |
| Sideline Cheer | X | X | X | X | - | - |
| Cross Country | X | X | X | X | - | - |
| Football | X | X | X | X | X | X |
| Golf | - | X | - | X | - | - |
| Soccer | X | - | X | - | - | - |
| Swimming | - | X | - | - | - | - |
| Tennis | X | - | X | - | - | - |
| Volleyball | - | X | - | X | - | X |
| WINTER | | | | | | |
| Basketball | X | X | X | X | X | X |
| Competitive Cheer | - | X | - | - | - | - |
| Dance | X | X | - | - | - | - |
| Hockey | X | - | - | - | - | - |
| Swimming | X | - | - | - | - | - |
| Skiing | X | X | - | - | - | - |
| Wrestling | X | X | X | X | - | - |
| SPRING | | | | | | |
| Baseball | X | - | X | - | X | - |
| Golf | X | - | X | - | - | - |
| Soccer | - | X | - | X | - | - |
| Softball | - | X | - | X | - | - |
| Tennis | - | X | - | X | - | - |
| Track | X | X | X | X | - | - |
| Lacrosse | X | X | - | - | - | - |

CLUBS AND ACTIVITY OFFERINGS

A student’s high school experience is tremendously enhanced by choosing to be active in the variety of clubs and organizations that operate within our community. The following are available at Holly High School:

- | | | |
|--------------------------------|-----------------------------------|--|
| Choir** | Jazz Band** | Spanish Club |
| Class Government | Marching Band** | Spanish National Honors Society |
| Common Ground: GSA | Newspaper ** | Student Leadership |
| Concert Band ** | Novel Club | Theatrical Presentations |
| Equestrian Club | National Honor Society | Thespians Society** |
| French Club | National Technical Honors Society | Weightlifting Club** |
| French National Honors Society | Online School Newspaper | Yearbook** |
| Garden Club | Outdoor Club | <i>** indicates a Co-Curricular Activities</i> |
| Girl’s Flag Football | Pep Band** | |
| Holly Bowling Club | Rho Kappa Honors Society | |
| Interact Club | Robotics | |

STUDENT FUNDRAISING

Fundraising activities by school organizations must be approved in advance by administration. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

NATIONAL HONOR SOCIETY

The National Honor Society, organized in 1921, is a national organization of close to 20,000 chapters recognizing outstanding character, leadership, scholarship and service in high school students.

Students whose grade point average is 3.5 or higher at completion of first trimester 11th or 12th grade are given an opportunity to apply for membership. Applications are evaluated on the basis of membership in extracurricular and community activities, demonstrated leadership, character, and service.

The organization participates in community and school service activities.

National Honor Society members who participate in a minimum of 30 hours of community service receive special recognition for this contribution. It should be noted that continued membership in the society is based on maintaining the standards which have been established by the National Honor Society.

STUDENT COUNCIL

The Student Council works as student representation to the administration and coordinates special activities such as Homecoming, dances, fundraisers, and school improvement projects.

Each class elects four students to represent them on Student Council and class officers who become part of the Student Council. Also, eight students elected as class representatives have the option of participating on Student Council as well. The Student Council Executive Board, consisting of a president, vice-president, secretary, corresponding secretary, committee secretary, treasurer, school board representative, and historian, is elected by the Student Council body.

Student Council is an extracurricular activity. Required general meetings are held after school twice a month (first and third Tuesday) to plan upcoming activities. Members are expected to actively participate in committee work.

STUDENT EVENTS

ART SHOW

Holly High School art students will have an opportunity to have their work displayed throughout the year leading up to the K-12 annual art show which is held at Holly High School during the spring. Student work is matted and saved all year for this show as well as for other displays, contests, and shows that occur during the year.

DANCES

Holly High School sponsors a Homecoming, Snowcoming, and Junior/Senior Prom dance each year. These dances (with the exception of Prom) are held at the school and are open to all eligible Holly High School students unless otherwise indicated. No re-entry is permitted if students exit the dance. Dances (with the exception of Prom) end at 10:00 p.m. unless otherwise approved by school administration.

DANCE ELIGIBILITY

ELIGIBILITY

- A discipline referral that occurs at school, on district transportation, at extracurricular activities or events **that leads to a suspension** will impact students' ability to attend the next school dance on the calendar. Example: A student suspension in November will impact their eligibility for Snowcoming in February. A student suspension in June will impact their eligibility for Homecoming in the following Fall.
- Please see the following impact of student suspension on dance eligibility.
 - A student will be **Ineligible** for the next dance if they are suspended for any of the following infractions:
 - Fighting/Assault/Physical Aggression
 - Drugs, Alcohol, Tobacco, Vaping
 - Harassment, Bullying, or other Threatening Behavior
 - Any other higher-level infraction as determined by the building administration
 - A student will be on **Probation** for the next dance if they are suspended for a lower-level infraction as determined or defined by building administration:
 - If a student **earns a discipline referral** for any disciplinary reason after their suspension, they will be **Ineligible** for the next dance
 - If a student **does not earn a discipline referral** after their suspension, they will be **eligible** to attend the dance
- Attendance or attempt to attend a dance by an **ineligible student** will result in a suspension from school and the loss of eligibility for all dances and field trips for one (1) calendar year.
- A student who has failed to serve an assigned detention cannot purchase a ticket until or unless the detention has been served.
- A student who is suspended due to an action that occurred at a dance is not eligible to purchase tickets or attend a dance/prom for one calendar year from the date of the offense.

Guests may attend HHS dances under the following conditions:

- The appropriate guest application form must be submitted to the front office and approved by HHS administration;
- Guests must not be older than 20 years of age and must be escorted by an HHS student;
- The guest's attendance must be pre-arranged through the office;
- The guest's ticket must be purchased by the Wednesday before the dance. If advance ticket sales do not occur, the host student must see the person in charge of the dance to purchase a ticket;
- The guest must turn in a copy of their driver's license (or pic ID) with application and show that ID at the door;
- HHS students may only bring one guest;
- Middle School students may not attend; and
- Guests must be dressed in a manner that is appropriate for the occasion.

HOMECOMING AND SPIRIT WEEK

Usually held in late September or early October, Spirit Week is filled with a series of daily competitions between the four classes and culminates with a pep assembly on Friday.

Homecoming provides an opportunity for alumni to reacquaint themselves with the school. Highlights of Homecoming include the Monday night Powder Puff Game between the junior and senior girls, the Tuesday Activities Nights, the Friday afternoon parade, the float competition between the classes, the Friday night football game with the introduction of the Homecoming Court and the Homecoming King and Queen at half-time, and the semi-formal Homecoming Dance held on Saturday.

JUNIOR-SENIOR PROM

The Prom is a formal dance sponsored by the Junior Class held in the spring of each year. Attendance is limited to Holly High School juniors, seniors and approved guests. Any HHS 9th/10th grader who is a guest of a HHS 11th/12th grader must fill out a Guest Pass prior to purchasing a ticket. Location and date are announced by the Junior Class Officers early in the school year. Tickets are sold at school prior to the event and are limited to the available number of seats at the chosen venue. All school dance policies apply. Dance eligibility applies to any HHS student attending prom.

SNOWCOMING AND SPIRIT WEEK

Usually held in February, Snowcoming is our "Winter Homecoming." Spirit Week includes a series of daily class competitions, including building mini-floats, and the Friday afternoon pep assembly. Snowcoming is sponsored and directed by Student Council, and culminates in the Friday night basketball game with the halftime introduction of the Snowcoming Court, Royalty, and the semi-formal dance held Saturday night.

TALENT SHOW

The annual HHS talent show, "Holly's Got Talent," is typically held in the 2nd Trimester. All currently enrolled high school students are eligible to compete, either solo or in groups. All acts must be school-appropriate and approved by the NHS sponsor. Talent is not limited to singing or dancing; for example, a past first-place winner presented a karate demonstration set to music.

There are two rounds of acts. In the first round, performances will be judged by a panel of judges and the audience. The top two acts will move on to the second round, where the winner will be determined by a final vote from both the judges and the audience.

THEATRICAL PRODUCTIONS

The HHS Theater Department's Running Horse Stage Company produces musicals and plays at various times during the school year.

The philosophy of the Running Horse Stage Company is to produce works that support student experiences in all aspects of theatrical production as well as developing an abiding appreciation for the performing arts. Every production is open to auditions for all high school students. When appropriate (depending upon the production), middle and elementary students, as well as members of the community may also join the cast. The director's staff includes both school and community members.

Performances are made available to the public on specific evenings and weekends and a school-day performance of two productions per year are typically conducted for HHS students and staff.

Eligibility requirements for students participating in theater productions are the same as the eligibility requirements for athletes. See "Academic Eligibility" in EXTRACURRICULAR ACTIVITIES.

GENERAL INFORMATION

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

ASSEMBLIES

Assemblies are an integral part of the school program and the educational experience. They are viewed as an extension of the classroom; therefore, appropriate conduct is expected at all assemblies. Throughout the year assemblies are scheduled as circumstances dictate the need or opportunity.

BUS TRANSPORTATION

The district provides bus transportation to and from school for students. A list of bus stops will be published at the beginning of the school year. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

CLASSROOM CONCERNS

From time to time, students or parents may become concerned over a classroom situation. Frequently, concerns are the result of a misunderstanding or incomplete communications. We believe the following steps will provide a positive resolution to any concerns you may have:

1. Discuss the concern directly with the teacher. In most cases, this will be the only step necessary. Each teacher has his or her own conference hour for the purpose of consultation. Teachers' conference hours are available on the school website.
2. If a teacher is unavailable, please leave a message for the teacher to return your call. Another option is to email your concerns to the instructor. On the website, you will find a list of email addresses for Holly High School personnel.
3. If the issue concerns a personal matter, counselors are available for consultation.
4. If the concern has not been resolved through either of the prior steps, contact an assistant principal.
5. If the concern has not been resolved, please contact the Building Principal.

COMMUNICABLE DISEASES

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases:

1. The student's parent/guardian is required to notify the school office if he/she suspects their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

DELIVERIES / MESSAGES TO STUDENTS

We would prefer that deliveries of gifts, flowers, etc., to students not occur. If items are delivered to school for a student, the dropbox in the vestibule of the front entrance must be used. We understand the need for parents to communicate with their sons/daughters from time to time. If it is necessary to leave a message for a student, use the main office telephone number (248) 328-3200 to speak with someone and leave a message. **Food deliveries are not permitted during the school day.**

DRIVER EDUCATION

Holly Area Schools has contracted with Courtesy Driving School, Inc. to provide driver education for Holly High School students. Students may obtain brochures in the high school office or call 1-800-256-9559 for additional information.

EMERGENCY MEDICAL AUTHORIZATION

The student's parent/guardian should complete the school district's emergency medical treatment authorization form to indicate his/her preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder.

FEES, CHARGES, AND FINES; WAIVER OF STUDENT FEES

The school may establish fees and charges to cover the costs for certain extracurricular and non-credit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for District-sponsored trips and activities, may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. The late return of borrowed books or materials from the school library will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges. A student whose parent/guardian is unable to afford these fees may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee. The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

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 (*listed on page 51-52*), 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](#)

GUIDANCE & COUNSELING

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

HEAD LICE

If a staff member suspects a student has head lice, he/she will discreetly report this to the school nurse or administration. If a student is found to have head lice, verbal and written instructions for treatment options are given to the family of the student by the district nurse or main office. The student is allowed to remain in the classroom that day if comfortable.

If they have been treated, are lice free and nit free within $\frac{1}{4}$ of an inch from the scalp, the student may return to school the following day. The student will need to be taken to the office the morning they return, to have their head checked by the office. If any live lice or nits near the scalp are found, the student will be sent back home.

HEALTH CLINIC

The health clinic is located in the counseling office area. If a student becomes ill, they must request a clinic pass from their teacher and report to the student office. Students will be required to call home and will only use the clinic while waiting for a ride home.

ILLNESS

Families are encouraged to screen their child daily for symptoms of possible illness. Please help us by keeping children at home if there is an elevated temperature, vomiting and/or diarrhea or a physician's diagnosed communicable disease. There are times when a student will need to be excluded from school until they are feeling better. A student with a fever above 100.4 degrees needs to be fever free, without any fever-reducing medication, for 24 hours prior to returning to school. If the student has more than two loose or watery stools, they will need to have no loose stools for 24 hours prior to returning to school. The exception to this rule is if a physician has determined that the student is not infectious, and a note is provided to the front office. Abdominal pain that is intermittent and associated with other symptoms or is persistent without improvement. Exclusion will occur for vomiting once, with other symptoms present or twice with no other symptoms present. Student should have no vomiting for 24 hours before returning to school. This list is not a comprehensive list of what may cause a student to be excluded from school, please contact the main office or the district nurse if you have any questions.

Should children become ill at school or should staff suspect illness, we will request the student be picked up from school. We are not able to accommodate sick children for extended periods of time. All students must have a minimum of two phone contacts on their emergency contact list. Please help us by having an established plan in place to pick your child up from school within one hour of receiving a call. If a medical manor is urgent but does not necessarily require emergency medical services (EMS), the school will first contact the parent or guardian. If no one is available to take the student to the appropriate medical service, EMS be called to take the student to be seen by a medical professional.

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

IMMUNIZATIONS

All students must be properly immunized at the time of registration or no later than the first day of school pursuant to Michigan Health Department regulations. A required vaccine may be waived or delayed in the following circumstances:

1. A valid medical contraindication exists to receive the vaccine. The child's physician must provide written certification of the contraindication and this must be approved through the county health department.
2. The student's parent/guardian holds religious or philosophical beliefs against receiving a vaccination. The parent/guardian must obtain a waiver from the county health department and provide that information to the school.
3. The child has received at least one (1) dose of each immunizing agent and the next dose(s) is/are not due yet.

LOST AND FOUND

All "found" articles should be taken to the main office, where "lost" items may be claimed. Items will be retained for the current school year only. All unclaimed articles, including those left in lockers at the close of the school year, will be donated to charitable organizations.

MEDICATION

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

The policy for Holly Area Schools requires a Medication Administration Form or Medical Care Plan to be completed for each medication or medical intervention to be completed or dispensed at school or a school sponsored event. The form must have the specific written request and signature of both the physician and parent in order to be valid. Absolutely no medication is to be dispensed/brought to school without the Medication Administration Form or Health Care Plan completed. This includes over the counter medications such as cough drops, aspirin, etc. These forms are available in the office and on the district home page. Forms must be renewed on a yearly basis. For questions regarding these forms, please contact the district nurse or the main office. For over the counter medications please contact the main office or district nurse to determine what medication form is needed and if a physician signature is required.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler, prescribed for immediate use at the student's discretion. The decision to allow the student to self carry medication is at the discretion of the prescribing physician. Student possession and self-administration at school requires specific written authorization from the student's prescribing physician. A self carry contract will need to be completed by parent/guardian and the student. This privilege can be revoked if the student does not adhere to the policies in the self carry contract.

No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure. 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.

There have been a number of changes to policies and procedures within the Holly Area Schools regarding medication use. These changes reflect policy put forth by both State and Federal governments. Please click the link below to access information and forms related to medical plans.

<https://www.hask12.org/community/medical-information/>

OAKLAND SCHOOLS TECHNICAL CENTER – NORTHWEST

The Holly Area Schools is a participating district in the Vocational Educational Program offered by Oakland County and is served by the Oakland Technical Center - Northwest. Students attending the OSTC program are expected to follow the student code of conduct. For more information about the OSTC program, contact your child's counselor.

PARENT-TEACHER CONFERENCES

Two formal parent-teacher conferences are scheduled per year. In addition, parents, students, or teachers may request a conference at any time during the school year to discuss an individual student's progress and/or concerns.

Parents can prepare for conferences by:

1. Accessing Skyward to view your child's academic status
2. Deciding ahead of time what you want to ask the teacher; asking your student if there is anything he /she would like you to discuss with the teacher; and
3. Determining what you can tell the teacher about your student that will enable the teacher to better understand him/her.

After the conference, follow through on any action decided upon. The student's best interests are served when parents and teachers work in a partnership whose aim is to help the student get the best possible education.

PHOTO/ID

All students will have a photo ID taken at registration. Students are expected to carry their ID cards while at school.

PLEDGE OF ALLEGIANCE

Pursuant to Michigan laws HB 4934 and SB 637 of 2012, Holly High School offers an opportunity to recite the Pledge of Allegiance to the Flag of the United States each school day. Additionally, the school will ensure that no student is compelled against his or her will to say the Pledge and that no student is subject to any penalty or bullying for choosing not to say the Pledge. Holly High School also ensures that a United States flag be displayed in each classroom or other instructional site in which students recite the Pledge.

POLICE LIAISON OFFICER

The Holly Area Schools employs a police liaison officer to provide support and security for our students and staff. Our police liaison officer provides security supervision for the student parking area and assists the high school administration with disciplinary supervision. The goal for our police liaison officer is to assist in providing a safe and secure environment where students can learn.

RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least five calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING

Upon request, military recruiters and institutions of higher learning will be given access to students' names, addresses and published telephone numbers. Parents/guardians who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

RESIDENCY REQUIREMENTS

All students enrolled in Holly Area Schools must meet state and local residence requirements. As a general rule, persons who reside within the district's boundaries and are not high school graduates may enroll as high school students. Non-resident enrollments may be granted under certain criteria and circumstances as determined by the board of education and Michigan law. Questions regarding school enrollment may be presented at the school office.

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the building principal. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct at least six (6) fire drills, two (2) tornado drills, and three (3) lockdown drills each school year. At least four (4) of the fire drills shall occur in the fall. There may be other drills at the direction of the administration. Drills may not be preceded by a warning to the students.

SCHOOL BREAKFAST & LUNCH PROGRAM

Breakfast is served every school day from 7:05 a.m. to 7:20 a.m. Lunch is served every school day between 9:55 AM and 11:45 AM, except when there is a half day or earlier dismissal.

The Michigan School Meals program allows Michigan public school districts to offer breakfast and lunch to all students for free for the 2024-25 school year. Even though school meals are free, families must submit a Educational Benefits Application to their school so individual students can benefit from this program.

Ala carte items are also available for sale, but these do not qualify for the free program. Students will need to have funds available in the lunch account. **No charging for ala carte items will be allowed.**

Students eat lunch during their designated lunch period. Our dining area provides a daily hot lunch program and an ala carte menu that provides a variety of options. Microwave ovens are available for student use. Holly High School is a closed campus during lunch.

SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, school may be canceled or the starting time delayed. The same conditions may also necessitate early dismissal. School closings or delayed starts will be announced between 6:00 a.m. and 9:00 a.m. by the superintendent's phone call to all students, parents and guardians through Skylert and over local TV and radio stations. If no report is heard, school is in session.

SKYLERT / SCHOOLMESSENGER

This is the district wide automated phone system. Please notify the office of any updates to your contact information to ensure timely delivery of telephone messages.

STUDENT PARKING

Students may park their vehicles in the designated student parking area located between the football field and tennis courts between the hours of 7:00 a.m. and 4:00 p.m. Vehicles must be parked between the painted lines and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The front parking lots are designated for school staff, personnel, administration, and visitors. These lots **MAY NOT** be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

Vehicles **MAY NOT** be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras are active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

The following parking regulations are strictly enforced:

1. All cars parked on school grounds must be registered with the main office and display a valid parking sticker on the lower left corner of the front windshield.
2. Students may not go to their cars during the school day unless an administrator grants permission.
3. Students may not sit or loiter in the parking lot at any time during the school day.

4. Students leaving for OSTC or Co-op must have a special pass issued from the attendance office and may not take other students from campus with them.
5. Student drivers must obey all traffic regulations and drive in a safe and courteous manner.
6. Students with excessive tardies or absences to their first hour attending the building (1st hour for most students, 3rd hour for some OSTC students) will have their permit and driving privileges revoked.

Consequences for violations of the parking/lot regulations are subject to school discipline and citation by local law enforcement.

STUDENT PRIVACY PROTECTIONS

SURVEYS BY THIRD PARTIES

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon his/her request and within a reasonable time of his/her request. This applies to every survey: (1) that is created by a person or entity other than a school official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

SURVEYS REQUESTING PERSONAL INFORMATION

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian;
2. Mental or psychological problems of the student or the student's family;
3. Behavior or attitudes about sex;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; and/or
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow his/her child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

INSTRUCTIONAL MATERIAL

A student's parent/guardian may inspect, upon his/her request, any instructional material used as part of his/her child's educational curriculum within a reasonable time of the request.

STUDENT RECORDS

School student records are confidential and information from them will not be released other than as provided by law. A federal law known as the Family Educational Rights and Privacy Act (FERPA) gives parents and eligible students (age 18 and older) the following rights with respect to their student records:

RIGHT TO INSPECT: You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.

RIGHT TO REQUEST AMENDMENT: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.

RIGHT TO PREVENT DISCLOSURES: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

RIGHT TO COMPLAIN: You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to:

Family Policy and Compliance Office
U.S. Department of Education
600 Independence Ave, SW
Washington, DC 20202-4605

RIGHT TO OBTAIN POLICY: You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from:

Mr. Scott Roper, Holly Area Schools, 6161 E Holly Road, Holly, MI 48442 (248) 328-3147

RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION: Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information the Board of Education of the has designated the following personally identifiable information contained in a student's education record as "directory information:"

Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information, which it has designated as directory information. Upon such objection, this information will not be released without prior consent of the parent or eligible student.

TIMING: You have two (2) weeks from the receipt of this notice to advise the school district in writing of any or all of those types of information about the student which you refuse to permit the school district to designate as directory information. Objections should be addressed to:

Mr. Eric Curl, Holly High School, 6161 East Holly, Holly, MI 48442

TECHNOLOGY USE GUIDELINES

CARE FOR DISTRICT PROVIDED MOBILE COMPUTING DEVICES (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 the OS Help Desk, use the following link: [Oakland Schools Technology Support Portal](#)

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.

GENERAL CHROMEBOOK CLEANING

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

ASSET TAGS

- All 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.**

TUTORING

Holly High School may offer tutoring after school Monday through Thursday in the KIVA with a certified staff member. Students in need of tutoring may inquire in the Counseling Office.

VARSITY JACKET ORDERS

Varsity jackets may be purchased through Holly High Design.

WORKING PERMITS

Working permits are necessary for all students under the age of 18. The Work Permit and Age Certificate will be issued to any minor 14 years of age or older not specifically exempted from the Youth Standards Act (P.A. 90 of 1978). This Certificate will permit a minor to be employed in the State of Michigan.

Forms may be picked up in the high school main office. The form must be taken to the employer for signature, etc., then returned to the office for finalization. If the form is turned in to the office in the morning, it will be ready for pick up in the afternoon.

YEARBOOK

The *Tell-Tale* is the title of the Holly High School yearbook. Yearbook sales begin during August registration and continue through February. Photos for all students may be taken at registration.

SCHOOL COUNSELING SERVICES

HOLLY HIGH SCHOOL COUNSELORS

9th – 12th Grades (A-G)* Mrs Jenny Carl
9th – 12th Grades (H-O)* Ms Jody Godman
9th – 12th Grades (P-Z)* Mrs Kimberly Redmer

*Subject to change based on enrollment

GENERAL

The Holly High School Guidance and Counseling Program is designed to meet the unique social, personal, academic and career needs of students in grades nine through twelve. Counselors work closely with parents, administrators, classroom teachers, school social worker, psychologist, and speech therapist. As caring professionals, counselors are sensitive to the issue of confidentiality and the protection of students' rights. Counselors create an environment that will promote trust, honesty and openness -- traits that are crucial to effective counseling. Meaningful counseling services can help lay the foundation for educational excellence and foster good decision-making skills. The high school counselors are continually involved in professional growth activities designed to update their skills and enhance their ability to deal with the complex issues of today's youth. Counselors perform the following services, which are intended to help students gain self-knowledge and become independent and capable of making decisions that are self-satisfying and socially responsible. These include:

ACADEMIC PLANNING AND MONITORING

In preparation for making the school year an enjoyable and meaningful one for all students, the counselors play an extremely active role in scheduling. They assist students in making appropriate course selections and encourage them to explore new areas. Working closely with the student, parents, and teachers, the counselor helps monitor academic performance. Students are often in need of specialized and more intensive help than the classroom teacher can provide. It is one of the counselor's responsibilities to help identify these students and to make appropriate referrals when necessary.

CAREER PLANNING

Career guidance and planning is an ongoing process. The counselors see the secondary school years as crucial in developing self-awareness and the student's relationship to the world of work. Counselors utilize classroom visits, individual and group counseling, and scheduling to discuss and explore educational and career goals. Through the services of the Career Prep Coordinator, Mrs. Samantha Burns, students begin building a career portfolio that will assist them in scheduling.

CRISIS INTERVENTION COUNSELING

Counselors are available to deal with students at all times. Should an emergency occur, the counselors respond immediately, meet with students, assess the situation and make referrals when appropriate.

GRADE LEVEL SERVICES

NINTH GRADE

- Classroom visits with all freshmen;
- Meet with new students and provide academic guidance for course selection;
- Assist in developing four-year plans as needed;
- Provide academic monitoring as needed, and
- Administer and interpret 9th Grade PSAT (Practice SAT Test).

TENTH GRADE

- Classroom visits with all sophomores;
- Meet with students individually as needed;
- Provide academic monitoring as needed;
- Administer and interpret 10th Grade PSAT;
- Provide academic guidance for course selection; and
- Assist in the update/revision of four-year plans (EDP's) as needed.

ELEVENTH GRADE

- Classroom visits with all juniors;
- Provide academic guidance for course selection;
- Meet with students individually as needed;
- Administer and interpret Preliminary Scholastic Aptitude test (PSAT);
- Publicize and interpret Scholastic Aptitude Test (SAT)
- Provide academic monitoring as needed;
- Assist in update/revision of four-year plan as needed;
- Publicize local College Nights;
- Assist with the administration and interpretation of High School proficiency tests; and
- Provide college information.

TWELFTH GRADE

- Senior interviews;
- Provide academic guidance for course selection;
- Provide academic monitoring as needed;
- Process college applications;
- Publicize scholarship and financial aid information;
- Publicize and interpret Scholastic Aptitude Test (SAT);
- Administer Advance Placement Exams (AP);
- Meet with students individually as needed;
- Publicize local college nights;
- Plan and host Financial Aid Night;
- Coordinate visits of representatives from colleges, Armed Services and specialized schools;
- Coordinate Armed Services Vocational Aptitude Battery (ASVAB); and
- Assist with Commencement.

COLLEGE NIGHT

College Night is an opportunity for parents and students to meet with representatives from many colleges and universities in Michigan and out-of-state. College Night information will be published, as it is finalized.

GROUP COUNSELING

Group counseling creates a school-based support system where students have the opportunity to meet and share common concerns and experiences. Groups are developed on a need basis and may be facilitated by the school psychologist, social worker, or a counselor.

ORIENTATION

Entering a new school can be an exciting yet overwhelming experience. School counselors are sensitive to the feelings involved in this transition. Orientations for incoming students are held to answer questions regarding school policies, and procedures, expectations of students and services offered. Counselors are also involved in the orientation services offered to parents of incoming students.

At the high school level, counselors assist students in becoming more independent and responsible decision makers. There is a continued emphasis on self-awareness, academic progress and future planning.

PERSONAL COUNSELING

A significant part of a counselor's time is spent talking to students individually. It is in these sessions that a student learns to examine and evaluate the many factors affecting his/her personal, social, academic and occupational development. Counselors provide the opportunity for students to share concerns relating to school (peers, teachers, scheduling) and home (parents, siblings, special family situations).

REFERRAL AGENT

Counselors are both a referral service and the school contact person for district programs and/or outside professional agencies. Counselors may recommend to the parents, appropriate personnel outside the school setting for those students who need intensive help.

SCHEDULING

Counselors assist with the course selection process. In this regard, the counselors meet with students individually, in groups and with interested parents. Schedule changes are made when appropriate to accommodate student needs. Counselors also meet with eighth graders to help them plan for ninth grade.

A financial aid workshop for parents takes place each January. The purpose of the session is to help parents understand the process of applying for need-based aid and the resources available for applying for non-need aid.

A significant number of scholarships are available to Holly High School students. Scholarship bulletins are published and announcements are made regularly. It is the responsibility of each student to periodically check in the counseling office for current opportunities and respond appropriately. Information is also available on the school website for students and parents to reference.

TESTING AND EVALUATION

To help students and school personnel gain a better understanding of the student's academic strengths and weaknesses, the counselors organize and help administer various standardized tests. These include I-Ready, the MSTEP Exam in Science and Social Studies, the Preliminary Scholastic Aptitude Test (PSAT), the Armed Services Vocational Aptitude Battery Test (ASVAB), the American College Test (ACT), and the Scholastic Aptitude Test (SAT).

STUDENT EXPECTATIONS

BOTTLES

Glass containers are not permitted in school.

BRONCHOS L.E.A.D

The LEAD program, a Positive Behavioral Interventions and Supports (PBIS) initiative, stands as a cornerstone in promoting a nurturing and respectful school environment. Each letter in LEAD represents a key principle:

- **L** "Listen to Others" encourages active listening and understanding, fostering an inclusive community where every voice is valued.
- **E** "Encourage Everyone" focuses on building a supportive atmosphere, where students uplift one another and celebrate each other's successes.
- **A** "Act Responsibly" instills a sense of accountability, guiding students to make thoughtful decisions and take ownership of their actions.
- **D** "Display Kindness & Respect" emphasizes the importance of treating others with compassion and dignity, creating a positive and harmonious school culture.

Together, these principles form the foundation of the LEAD program, driving positive behavior and enhancing the overall learning experience.

BUS CONDUCT

The district provides bus transportation to and from school for students. A list of bus stops will be published at the beginning of the school year. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

We recognize the importance of a partnership between the school district, parents and students in order to provide a safe environment for transportation on our buses. It is also important to note that riding a school bus is a privilege and not a right. The bus ride is a continuation of their school day. For these reasons, student are expected to:

- Treat the bus driver with courtesy and respect, following all requests promptly and politely.
- Board and exit the bus in accordance with the transportation policy.
- No disruptive behavior.
- No smoking or possession of tobacco.
- No matches or lighters.
- No littering.
- No eating or drinking on the bus.
- No profanity or harassment.
- Sit correctly in your seat.
- Stay seated until the bus is at a complete stop.
- Do not put arms, heads, or anything else out the bus window.
- Follow the student code of conduct as described in the Student Handbook.
- No vandalism

This list of expectations is not all-inclusive and other behaviors may result in immediate suspension of bus and school privileges.

When a situation develops that endangers the safety or well-being of other students on the bus, it is imperative that the school take the necessary steps to correct it in order to ensure the safety of all children. Even a minor incident that results in the driver taking their eyes off the road makes for a serious hazard. Safety is our main concern.

If a student chooses to deviate from appropriate behavior (except for serious misconduct), the steps for consequences will be as follows:

1st Violation - Driver will contact a parent and a written warning will be sent home.

2nd Violation - Student will be suspended from bus privileges for 3 school days.

3rd Violation - Student will be suspended from bus privileges for 10 school days.

4th Violation - Student will be suspended from bus privileges for 90 school days.

5th Violation - Student will be suspended from bus privileges for the remainder of the school year.

Special Education students receiving special education transportation will be expected to follow all the same rules, as the consequences for misbehavior will remain the same as all others.

Students in grades 6-12 will be given written documentation of their disciplinary action and are responsible to see that the parent receives it. No call will be made to the parent.

CELL PHONES / PERSONAL ELECTRONIC DEVICES

Holly Area Schools values the partnership between parents and our school in fostering a positive and respectful community. Parent/Guardian involvement is essential in guiding their child's use of technology and promoting responsible behavior online. Together, we can create a supportive environment that nurtures the well-being and success of every student.

We have included helpful information about the dangers of smartphones and social media, as well as information on Internet safety and digital citizenship, on our district website.

While it is understood that the school district strives to create a safe and respectful environment for all students, the responsibility extends beyond the classroom.

We encourage our Parents/Guardians to:

- Regularly discuss the appropriate use of phones and social media with your child.
- Monitor your child's online activities to ensure they are using technology responsibly.
- Set clear rules and expectations for behavior on social media.
- Educate your child about the potential consequences of cyberbullying, harassment, and other inappropriate online behaviors.
- Utilize parental control tools and apps to help manage your child's phone usage.

By taking proactive steps, you can help prevent misconduct and ensure a safer online environment for all students.

As a result of feedback from our students, parents/guardians, and staff, we are taking important steps to further address the growing concerns with cyberbullying, student mental health, and distractions in the classroom. Our updated policies and expectations are highlighted in this student handbook. These changes further support our district's priority to enact clear and effective safety and security measures in the event of an emergency.

Please note that Holly Area Schools may confiscate a cell phone or electronic device or turn a device over to law enforcement if we suspect it contains evidence of misconduct or illegal behavior, regardless who owns the phone. Additionally, Holly Area Schools and others who are harmed by a student's online behavior may seek to hold parents and guardians legally accountable.

Cell Phones or other electronic communication devices, including Smart Watches, earbuds, headphones, etc., **may be used** at Holly High School:

- Before School, until 7:24 am
- During Passing Time
- During Lunch
- After-hours events

Cell Phones or other electronic communication devices **are prohibited from being used** at Holly High School:

- During class/instructional time.
 - Instructional time is considered **across the building** from when the bell rings to start the instructional hour/period until the bell rings to complete the hour/period. **Therefore, students cannot use cell phones anywhere in the building at HHS while class is in session. Cell phones shall not be out or visible at any time during instructional time.**
- In Bathrooms, Locker Rooms, Dressing Rooms, or any other changing room.

Discipline:

Cell Phone/Other Electronic Communication Devices including Smart Watches, Earbuds, Headphones, etc. Use during class/instructional time will result in the phone being taken and turned in to the Main Office.

- 1st Offense - Student can get their device/item back at the end of the school day.
- 2nd Offense - Parent/Guardian must pick up the device/item. The student is assigned an After School Detention.
- 3rd Offense - Parent/Guardian will schedule a meeting with the Assistant Principal to pick up the device/item. The student will no longer be allowed to have their cell phone/device in the school building.
- 4th Offense - Progressive Discipline, including out-of-school suspensions for insubordination.

NOTE: If a student does not surrender their device/items to an HHS Staff member when requested, they are considered insubordinate and will face disciplinary consequences, including out-of-school suspensions and an immediate move to the 3rd Offense. Additionally, if at any time school officials have reasonable cause to suspect that the device contains evidence of misconduct or illegal activity, the device may be seized and searched, regardless of who owns the device.

Cell Phone/Other Electronic Communication Devices, Unauthorized Usage:

- Students who use their cell phones at any time in a manner that violates the Student Code of Conduct will move immediately to the consequences listed for a 3rd Offense and will be subject to the disciplinary consequences of their other Student Code of Conduct violations. Examples are listed below:
- Recording a fight, assault (verbal or physical), or any other form of confrontation
- Recording or taking pictures and posting/sharing them without active consent/permission from the person in the picture/recording at school or connected to any school event.
- Posting any picture, video, or message that contributes to harassment, bullying, peer mistreatment, etc., taken or shared at school or connected to any school event.

LUNCH & CAFETERIA RULES - CLOSED LUNCH CAMPUS**LUNCH RULES**

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

CAFETERIA RULES

1. Students shall not save seats for other students.
2. Loud talking, yelling, screaming, and other disruptions are prohibited.
3. Students shall not throw food or drinks.
4. Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
5. Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
6. Students shall not leave the cafeteria until after the appropriate tone rings, or otherwise directed by staff.
7. Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
8. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
9. Students shall report spills and broken containers to cafeteria staff immediately.

Cafeteria misbehavior will result in disciplinary action in accordance with the school's disciplinary procedures. Leaving campus without permission may result in suspension for students involved.

COMPUTER USAGE POLICY

School computers are an instructional aide to be used by students for that means alone. Any attempt at unauthorized access to files will result in immediate action taken against that student. The actions will be as follows:

1. Attempted access/access to another student's file(s) will result in the unauthorized student's removal from the computer for a total of three (3) days.
2. For a second offense of the above, a parent conference must take place before the student may use the computer again.
3. Attempted access/access to a teacher, supervisor, administrator, or system operator's file will result in the unauthorized student's removal from the computer for the remainder of the trimester.
4. If illegal entry to files has been made to those files which are known to be "sensitive" (entry into DOS, changing programs or tampering with the operating instructions), the student will be dismissed from class, and complete financial restitution will be made by the parents or guardian. Legal action may also be brought against both student and parent.
5. Physical destruction of the software or computer equipment (i.e. tampering/switching key caps) will result in the student being removed from the computer until appropriate action can be taken.
6. Students using the Internet will be required to agree to the district's computer access policies.

DETENTION

After-school detention is a disciplinary measure used by Holly High School as one component of our response to student misbehavior, academic issues, or rule violations.

It involves requiring a student to stay at school for a set time after regular school hours. After-school detentions may be assigned by a classroom teacher or building administration. Parents are responsible for student transportation from detentions.

Detention typically occurs immediately after the school day ends, often lasting between 30 minutes to an hour, depending on the offense level.

- **Supervision:** A teacher or staff member supervises the detention period to ensure that students follow the rules and maintain order. Students will check in their phones for the duration of detention and will have them returned once the detention is served.
- **Activities:** During detention, students may be required to complete homework, restorative work on specific assignments related to their misbehavior (e.g., writing an essay about the importance of following school rules), or sit quietly without distractions.
- **Consequences for Non-Compliance:** Failure to attend assigned detention or further misbehavior during detention can lead to more severe disciplinary actions, such as additional detention sessions or other consequences deemed appropriate by the school administration.

The purpose of after-school detention is to encourage students to adhere to school rules, improve their behavior, and take responsibility for their actions.

SCHOOL DRESS CODE/STUDENT APPEARANCE

Holly Area Schools recognizes that each student's dress and grooming is a manifestation of personal style and individual preference. With that being said, students' dress and grooming choices may not interfere with the school's educational program.

Students must wear:

- Top (undergarments may not be worn as a top)
- Bottom (undergarments may not be worn as bottoms)
- Footwear (curricular-specific and activity-specific shoe requirements are permitted).
- All students must wear clothing in such a way that the chest, pelvic/groin area, and buttocks are covered with non-see-through material at all times.

Students are not permitted to wear the following during school hours and at school-related activities—attire includes, but is not limited to:

- Attire that causes or is likely to cause a material disruption, a substantial disorder to school activities or the orderly operation of the school, impedes student safety, or an invasion of the rights of others;
- Attire that depicts profanity, hate speech, obscenity, the use of weapons, or violence;
- Attire that promotes tobacco, drugs, alcohol, or other illegal or harmful products/ activities;
- Attire that promotes, implies, or contains sexually suggestive messages;
- Attire that exposes or reveals the chest, pelvic/groin area, and buttocks;
- Hats or Hoods;
- Blankets and flags worn as coats, wraps, and capes.

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

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.

EXPULSION

Expulsion shall occur only by action of the HAS Board of Education. As a result, a student is excluded from school for an extended period of time (beyond 10 school days). Expulsion may result from possession, use, or sale of alcohol, controlled substances, look-alike drugs, or any other actions, conditions, or circumstances described in the "Alcoholic Beverages, Drugs" paragraph found in the Student Code of Conduct, as well as other serious code of conduct violations.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher;
2. Has been suspended anytime within the school year.
3. Excessive absences (more than 7 at the time of the field trip) or excessive tardies (more than 3 in any given class).
4. Failure to complete appropriate coursework;(student cannot have an E in any class).
5. Behavioral or safety concerns;
6. Denial of permission from administration;

7. Unpaid fines;
8. Other reasons as determined by the school.

EXTENDED ABSENCE

A student who is going to be absent from school for legal, medical, or family reasons for an extended period of time should notify the attendance office before the absence occurs and when he/she returns to school.

FOOD

Food is not permitted out of the lunchroom or designated area. Students should report directly to the commons for lunch. All other areas of the school are off-limits.

Food deliveries are not permitted during the school day.

HALL PASSES

Students who find it necessary to leave class for any reason must request a pass using the eHall Pass system on their District-provided Chromebook.

HOMEWORK FOR ABSENT STUDENTS

For absences of any duration, students will obtain the work from the teacher's designated Schoology classroom page. As a reminder, these absences ***must have Parent Contact.***

INDEPENDENT ADULT STUDENTS

Students who have reached the age of 18 may apply to act on their own behalf regarding school records, communications, and absence reporting. Applications may be made in the assistant principal's office. Parents must sign off and will be notified after the application has been processed and accepted.

INTERNET ACCEPTABLE USE

All use of the school district's electronic network must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

UNACCEPTABLE USE

The user is responsible for his/her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software;
3. Downloading copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

NETWORK ETIQUETTE

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (email) is not private. People who operate the system have access to all mail.

Messages relating to or in support of illegal activities may be reported to the authorities.

5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

NO WARRANTIES

The school district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school district is not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

INDEMNIFICATION

The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school district relating to, or arising out of, any violation of these procedures.

SECURITY

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building administration. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

VANDALISM

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

COPYRIGHT WEB PUBLISHING RULES

Copyright law prohibits the republishing of text or graphics found on the Web without express written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a proper citation crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide appropriate teacher(s) with email or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
4. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

USE OF ELECTRONIC EMAIL

The email system is owned and controlled by the school district. Email is provided to aid students in fulfilling their duties and responsibilities, and as an education tool.

1. The school district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. User will be held responsible for the content of any and all email messages transmitted to external recipients.

4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of district's email system constitutes consent to these regulations.

LASER PENS/FIDGET SPINNERS

The use of laser pens and/or fidget spinners is prohibited while in class or at school events/activities. These items will be confiscated and parents will be required to pick them up from the office and may face additional disciplinary action.

LOCKERS

Locker space is loaned to each student to store coats, school, and personal bags, books, and other school supplies. Student lockers are the property of Holly Area Schools and may be inspected for cleanliness and appropriateness as situations or conditions warrant.

Students are **required** to use the locker that they have been assigned throughout the school year. Backpacks are not permitted in classrooms. Students attempting to take backpacks into class will be immediately sent to their locker to put the backpacks away. Change of locker requests must be submitted to and approved by building administration before any locker change. For security and privacy purposes, students should never share their locker combination.

When a student has an athletic bag that is too large for his/her assigned locker, they must seek out a hall monitor to lock up their belongings in room E160 (located in the athletic wing). Students are not permitted to store these items in a teacher's classroom or the main office.

PLEASE NOTE: Lockers are to be kept neat and clean. While locker decor is acceptable, decorations must be easy to remove and clean. Lockers are not to be painted, engraved, stickered, or permanently altered in any way. **Students will be assessed a fee for any cleaning, painting, or maintenance resulting from abuse or damage considered beyond normal wear or tear.**

PHYSICAL EDUCATION LOCKERS

Students who use the locker room(s) to store their belongings during gym class must store them in a secured locker. Locks may be provided during the first week of class for physical education use only. **Personal items and/or valuables should never be left in an unlocked locker room locker. Theft resulting from not locking up one's possessions is the student's responsibility.**

NON-SCHOOL-SPONSORED PUBLICATIONS/WEBSITES

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to libelous material, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to the maturity level of the students, including but not limited to material that is obscene, pornographic, pervasively lewd and vulgar, or contains indecent and vulgar language; or
4. Is primarily intended for the immediate solicitation of funds.

The distribution of non-school-sponsored written material must occur at a time, place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension is temporary for a specified number of days, not to exceed ten (10). Students may request homework for the suspended period.

Students suspended out of school may not be on school grounds at any time during the suspension dates. This includes all sports contests and organizational meetings.

PUPIL RESPONSIBILITIES

Pupils attend school so that they may develop their full individual capacities and become, for their own benefit and that of others, the best people possible. To do so, pupils must:

1. Accept responsibility for their own actions;
2. Approach their studies with a seriousness of purpose and a realization that learning can be both challenging and fun.
3. Develop good study habits and make a sincere effort to do their best in their studies;
4. Be well prepared for class each day, both physically and mentally;
5. Make the most of all educational opportunities provided by the school;
6. Develop a basic attitude of consideration and thoughtfulness for the rights, the welfare, the property, and the happiness of others;
7. Be regular in attendance and punctual in arriving at school and at class;
8. Dress appropriately and practice habits of personal cleanliness;
9. Choose friends and companions carefully;
10. Understand and comply willingly with rules and regulations established by the school regarding such things as attendance, use of the lunchroom, and assembly participation;
11. Participate with enthusiasm and in a dependable, self-reliant manner in the civic, athletic, social, and extracurricular activities of the school;
12. Behave in a manner that will reflect credit on self, parents, teachers and school;
13. Respect the authority of members of the school staff;
14. Learn to settle differences with other students without fighting;
15. Avoid the use of abusive and vulgar language; and
16. Show proper decorum by avoiding public displays of affection.

REMOVAL FROM CLASS

When a student is directed to leave class for disciplinary reasons the student must **immediately report to the Main Office**. Failure to comply will be deemed as insubordinate behavior warranting additional discipline.

SCHOOL RECORDS

Parent(s) and students 18 years of age or older shall have complete access to all school records pertaining to the student. Personal school records will not be furnished to any other person (except school officials with a legitimate educational purpose) unless there is written consent from the student's parents, or from a student who has reached the age of majority. The release request must state the reason and to whom the records are to be sent. Without the written release form, the school is limited to releasing only directory information as defined by the board of education policy.

Parents who question the content of their student's permanent record may meet with the principal. If still dissatisfied, they may challenge the record's content in writing an appeal to the superintendent.

SEARCH AND SEIZURE

In order to maintain order, safety and security in the school, authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

- **School Property and Equipment; Personal Effects of Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (i.e., lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

- **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school

district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

- **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

SIGNING OUT

When a student must leave school during the school day because of illness or any other emergency, he/she must report to the attendance office and officially sign out. Parents are not able to excuse a student who leaves school without authorization. Every student must get permission to leave, AND sign out in the attendance office, noting the time and date.

TELEPHONES

All school telephones are considered business phones and may not be used by students except when given specific permission from staff.

TEXTBOOKS

Textbooks and workbooks are provided free for student use by the Holly Area School District. Students are responsible for the proper care and return of the books issued to them. Students will be charged for books that are lost or damaged beyond normal wear and tear. Student transcripts and caps/gowns may be held until all obligations are cleared.

TIME GUIDELINES FOR STUDENT ACTIVITIES

Weekend activities shall end prior to 11:00 p.m., with the exception of the Senior All Night Party. Activities including practices and rehearsals, which occur on an evening preceding a school day, shall end at or before 10:30 p.m. Exceptions may be granted if prior approval is obtained from the building principal.

VISITORS

To ensure a proper learning environment, and because of liability, we do **NOT** allow student visitors.

WITHDRAWAL FROM SCHOOL/TRANSFER TO ANOTHER SCHOOL

The student should first discuss this matter with his/her counselor. The counselor will give the student a withdrawal form, which must be signed by the parent or guardian. The student will obtain the signatures of all his/her teachers, return all books, and clear all obligations.

VILLAGE ORDINANCES PERTAINING TO SCHOOL PREMISES

Students should be aware of Village Ordinance 13, which prohibits:

2-02-071. **Operation of Skateboards, etc. in parking lots or privately owned sidewalks open to the public.**

Where it has been posted by the property owner as being not permitted, it shall be unlawful to operate a skateboard, roller blades, roller skates, coaster or scooters or any similar device which is propelled by human power. (Ord. No. 335, 12-05-00)

1.1.1.260. **The destruction of school property.**

No person shall damage, destroy or deface any public, private or parochial school building, or any building occupied by any public, private or parochial school, or the grounds, outbuildings, fences, trees or other appurtenances or fixtures belonging thereto. Ord. No 13, 2-17-70

1.1.1.270. **Disturbing quietude or good order in schools.**

No person shall willfully or maliciously make or assist in making any noise, disturbance or improper diversion by which the peace, quietude or good order of any public, private or parochial school is disturbed. Ord. No. 13, 2-17-70

1.1.1.280. **Use of profane language or indecent conduct on school premises**

No person shall use profane, indecent or immoral language or indulge in any indecent or immoral conduct in any building or on any property adjacent to any building in the village occupied as a public, private or parochial school. Ord. No. 13, 2-17-70

4-02-02-290. **Schools: person creating disturbances to leave premises upon request**

Any person found to be creating a disturbance in any private, public or parochial school or on the surrounding school grounds shall leave immediately when so directed by the principal or by any

other person designated by the principal. Ord. No. 13, 2-17-70

1.1.1.300.

Unauthorized persons are not to enter or remain in the school building

No person who is not a regularly enrolled student, teacher, parent or other employee shall enter and remain in any school building, whether public, private or parochial, in the village for any reason whatever unless such person has received written permission from the principal or other person designated by the principal to be in any such public, private or parochial school building. Ord. No. 13, 2-17-70

DISCIPLINE POLICY

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" 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.

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

ACADEMIC DISHONESTY

Cheating and/or Plagiarism includes, but is not limited to:

The use of any unauthorized assistance in taking quizzes, tests, or examinations. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments. The acquisition, without permission, of tests or other academic material belonging to an instructor. The unauthorized use of artificial intelligence (AI) tools to complete assignments, tests, or any other academic work. 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, AI-generated content, and material (classwork, test answers, etc.) given or received from other students.

Single violations will result in the loss of credit for that assignment, quiz, or test. Repeated violations (those occurring on more than one occasion) will be reviewed by the administration and may result in the loss of credit for the course(s) involved.

AIDING AND ABETTING

Knowingly and positively assisting another student 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.

BACKPACKS/BOOKBAGS/BAGS

Backpacks, book bags, and bags may not be used in the school building during school hours. Medical exceptions, which require a doctor's note identifying a need for a student to use a backpack during the school day, must be turned in at the office. At this point, the student will either be given a clear backpack or a medical tag for their bag.

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, social exclusion/shunning, extortion. This may include acts of hazing.

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. See the Board Bullying Policy at www.hask12.org

CELL PHONES

Discipline:

Cell Phone/Other Electronic Communication Devices including Smart Watches, Earbuds, Headphones, etc.

Use during class/instructional time will result in the phone being taken and turned in to the Main Office.

- 1st Offense - Student can get their device/item back at the end of the school day.
- 2nd Offense - Parent/Guardian must pick up the device/item. The student is assigned an After School Detention.
- 3rd Offense - Parent/Guardian will schedule a meeting with the Assistant Principal to pick up the device/item. The student will no longer be allowed to have their cell phone/device in the school building.
- 4th Offense - Progressive Discipline, including out-of-school suspensions for insubordination.

NOTE: If a student does not surrender their device/items to an HHS Staff member when requested, they are considered insubordinate and will face disciplinary consequences, including out-of-school suspensions and an immediate move to the 3rd Offense. Additionally, if at any time school officials have reasonable cause to suspect that the device contains evidence of misconduct or illegal activity, the device may be seized and searched, regardless of who owns the device.

Cell Phone/Other Electronic Communication Devices, Unauthorized Usage:

- Students who use their cell phones at any time in a manner that violates the Student Code of Conduct will move immediately to the consequences listed for a 3rd Offense (see page ##) and will be subject to the disciplinary consequences of their other Student Code of Conduct violations. Examples are listed below:
- Recording a fight, assault (verbal or physical), or any other form of confrontation
- Recording or taking pictures and posting/sharing them without active consent/permission from the person in the picture/recording at school or connected to any school event.
- Posting any picture, video, or message that contributes to harassment, bullying, peer mistreatment, etc., taken or shared at school or connected to any school event.

CLASSROOM MISCONDUCT

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

CONTRABAND

Contraband refers to any items that are prohibited on school property or at school-sponsored events that pose a safety risk to students and/or staff and that may cause/potentially cause disruption to the learning environment.

DRESS CODE

Students not adhering to the Dress Code are in violation of the Student Code of Conduct and are subject to school discipline.

EXTORTION/COERCION/BLACKMAIL

A student shall not commit or attempt to commit coercion, extortion, or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value by the use of threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

FIGHTING

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

FORGERY

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

FUNDRAISING

Selling items for personal gain or for out of school organizations is prohibited.

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. For additional information, 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, vaping or vaping products, or drug-related paraphernalia are strictly prohibited.

The impact of health and safety and the distraction to the district's core mission are significant concerns and will not be tolerated.

This includes vaping, THC, other cannabis products, and tobacco use/possession, including but not limited to tobacco, cigarettes, e-cigarettes, and vaporizers.

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.

Violations result in disciplinary actions which may include suspension or expulsion, depending on the severity and frequency of the offense.

Possession and Use of Alcohol/Drugs (including THC and Cannabis products) and Vaping will follow progressive disciplinary actions starting from suspension to more severe penalties like long-term suspension and/or expulsion for repeated violations.

Resources such as substance abuse counseling and/or education materials to help students understand the risks associated with these products may also be provided for a first offense.

The Distribution, Transfer, Sharing, and Sale of Alcohol/Drugs (including THC and Cannabis products) related products will result in an Administrative Hearing for Expulsion.

The District has provided Awareness and Educational Materials through newsletters and information on the website to help families understand the risks associated with these products. This action, along with this policy, reflects a consistent approach to combat the use of Alcohol/Drugs (including THC and Cannabis products) and Vaping, focusing on disciplinary actions coupled with educational and counseling support to deter students from using these substances.

NOTE: The possession and/or use of Vapes, THC, Alcohol, and other Drug-related products by a minor is ILLEGAL in the State of Michigan, and therefore, students will also be subject to citation and/or other penalties by law enforcement.

The policy aims to maintain a safe and drug-free environment for students and staff.

INCITEMENT

Incitement includes but is not limited to directly or indirectly stimulating, encouraging, or provoking a fight or disagreement between individuals. Recording and/or distributing content that violates the code of conduct is also 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

A student shall not violate or attempt to violate School District policies, administrative regulations, and directives concerning School District or personal computers, networks, and telephone systems. Uses of Artificial Intelligence, large language models, or other similar technology are subject to the Acceptable Use policy and the Student Code of Conduct. Violation of any of the rules and responsibilities may result in a loss of access privileges/technology privileges/computer usage and may result in other disciplinary or legal actions including restitution.

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 6:55 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

The act of using offensive language by students in verbal or written form or in pictures or caricatures in or on any school property. Also see Village Ordinance 4-02-02-280.

PEER MISTREATMENT

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

POSSESSING OR USING WEAPONS

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.

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

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

RESTROOM CONDUCT

Proper restroom conduct is essential for maintaining a safe and respectful school environment. The following rules apply to all students:

- **Loitering:** Students are not permitted to loiter in restrooms. This includes gathering in groups or remaining in the restroom for an extended period without a legitimate reason.
- **Stall Usage:** Only one individual is allowed per stall at any time. Multiple students gathering in the same stall is strictly prohibited.
- **Backpacks:** Students are not allowed to bring backpacks into the restrooms at any time.
- **Horseplay:** Engaging in horseplay or any disruptive behavior in the restrooms is not permitted.
- **Technology Use:** The use of technology, including cell phones, tablets, and other electronic devices, is prohibited in the restrooms. This includes taking photos, recording videos, or using any form of social media.

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.

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 (EXCESSIVE)

An unexcused tardy is "not being in the classroom once the bell begins."

Six (6) or more tardies are considered excessive tardiness and will lead to appropriate disciplinary actions, up to and including out-of-school suspension.

Students arriving 10 or more minutes late to class is an absence.

Students leaving a class 10 or more minutes early is an absence.

THREAT BEHAVIOR

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.

Any student making inappropriate comments whether they are false and/or made in jest will be held accountable in accordance with our student code of conduct as such comments carry serious consequences. At Holly Area Schools, we thoroughly investigate all reports of inappropriate behavior, threats and weapons in accordance with our school policies and in partnership with local law enforcement. We maintain a zero-tolerance policy for weapons on school property, and bringing a weapon onto Holly Area Schools grounds can carry serious consequences, including expulsion and criminal charges. We encourage our parents to talk with their students about the consequences of making inappropriate statements while in school or on social media. We also encourage our students, staff, and parents to report any threats or inappropriate comments to school administration and police immediately. Please see ***Safety Information and Threat Assessment*** starting on page 66 for more information.

TRUANCY

The act of unexcused absence from school for any period of time. Chronic tardiness, as specifically defined by building level, can be considered truancy.

VANDALISM

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

OTHER

Other behavior which is either illegal or disruptive to the school environment.

SPECIAL NOTE: Incidents involving firearms, weapons or drug distribution on any property, or at any event, controlled by the board of education shall follow due process requirements and be judged on their own merits. Having met those requirements, if the evidence supports the charges, the punishment shall include permanent expulsion from the Holly Area School District as mandated by the Michigan School Code.

SCHOOL DISRUPTION RESOLUTION

Whenever the instructional programs and other activities of the Holly Area School District may be disrupted by bomb threats, weapon threats, lists of targeted victims and other similar activities;

The Holly Area Board of Education will:

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

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.

TYPES OF SUSPENSIONS

Suspension 1: A student is suspended from a class or classes but will remain in the building under the direction of the principal. A teacher may recommend to the principal the suspension of a student from class.

Suspension 2: A student is suspended from the building for the remainder of the school day.

Suspension 3: A temporary suspension for a specified number of days not to exceed ten.

Suspension 4: A student is suspended from attendance at, or participation in, a school district sponsored activity.

Suspension 5: A student is suspended from the building pending a conference with the parents or guardian(s).

Expulsion: A student is excluded from school for an extended period of time (beyond 10 days).

The school administrator who investigates an alleged infraction will make the initial determination of the appropriate penalty if the student is guilty of the infraction within the following guidelines:

1. Suspension 1 is regarded as appropriate for a first instance minor insubordination and disobedience of class rules, or offenses of a similar nature.
2. Suspension 2 is appropriate for a minor indecency or offensive language, scuffling, as well as repetition of Suspension-1 type offenses or more severe violations of Suspension-1 type offense.
3. Suspension 3 and 5 are generally the initial penalty for smoking, stealing, forgery, vandalism, gross misbehavior, fighting and repetition of less severe misbehavior.
4. Separation or expulsion may be the appropriate penalty for possession or sale of alcohol or controlled substances or any other behavior, or circumstance as listed in example #1 of this policy. Separation or expulsion may also be the appropriate penalty for arson, possession of weapons, use of weapons, or assault resulting in personal injury and similarly grave forms of misbehavior and persistent minor misbehavior, which has not been corrected in spite of lesser suspensions.
5. Suspension 4 and other suspension may be given for violations of activity or athletic rules.

SCHOOL SAFETY INFORMATION AND THREAT ASSESSMENT

Holly Area Schools is committed to maintaining a safe environment. School Administrators and Law Enforcement work together to provide for the safety and welfare of students and staff while they are at school or a school-sponsored activity or while enroute to or from school, or a school-sponsored activity.

Threat Assessment

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims of a threat, and provide assistance, as appropriate, to the student being assessed.

What behaviors warrant initiation of a Threat Assessment?

A Threat Assessment will be initiated for behaviors including, but not limited to: serious violence or violence with intent to harm or kill, verbal/written threats to harm or kill others, online threats to harm or kill others, possession of weapons (including replicas), bomb threats (making and/or detonating explosive devices), fire setting, sexual intimidation or assault and gang related intimidation and violence.

Duty to Report

To keep school communities safe and caring, staff, parents/guardians, students, and community members must report all threat-related behaviors.

What is a Threat?

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet, or made by gesture. Threats must be taken seriously, investigated, and responded to.

What is a Threat Assessment Team?

Holly Area Schools uses a trained, multidisciplinary threat assessment team. Each team is headed by the building Principal and includes the Safety and Security Director, a mental health professional, instructional personnel, and the School Resource Police Officer. The district's legal counsel is also consulted as needed.

What is the Purpose of a Student Threat Assessment?

The purposes of a student threat assessment are:

- To ensure the safety of students, staff, parents and others.
- To ensure a full understanding of the context of the threat.
- To understand factors contributing to the person of concern's behavior.
- To be proactive in developing an intervention plan that addresses the emotional and physical safety of the person of concern.
- To promote the emotional and physical safety of all.

What Happens in a Student Threat Assessment?

All threat-making behavior by a student shall be reported to an administrator who will activate the protocol for the initial response. Once the team has been activated, interviews may be held with the student(s), the person of concern, parents and staff to determine the level of risk and develop an appropriate response to the incident. Intervention plans will be developed and shared with parents, staff and students as required.

What Parents and Students Need to Know

- Threats must be reported to the school administration.
- Investigations may involve students, teachers, counselors, the police or other community agencies.
- Investigations may involve locker or personal property searches.
- Interviews will be held with the threat maker and other students or adults who may have information about the threat.
- Parents of students who are directly involved will be notified.
- Threatening behavior may result in disciplinary action.
- An intervention plan may be developed for the student making the threat and a support plan developed for any individuals targeted by threats as needed.
- Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

- Threat assessment team members maintain student confidentiality at all times as required by Board Policy 8330-Student Records, and State and Federal law.

This policy and procedure is consistent with the process for identifying, assessing, and managing students who may pose a threat as set forth in the joint U.S. Secret Service and Department of Homeland Security publication, *Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence*.

HOLLY AREA SCHOOL DISTRICT

BOARD OF EDUCATION

6161 E Holly Road, Holly, Michigan 48442 (248) 328-3100

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

ADMINISTRATIVE OFFICE

(248) 328-3100

Scott Roper Superintendent
Steve Lenar Assistant Superintendent of Administrative Services
Michelle Szczechowicz Executive Director of Educational Services
Patricia Murphy-Alderman Director of Human Resources

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 6161 E Holly Road | Stephanie Elder, Director (248) 328-3333 |
| Special Services 6161 E Holly Road | Jennifer Lauria, Director (248) 328-3100 |
| Transportation 800 Elm St. | Frank Richmond, Supervisor (248) 328-3090 |
| Central Kitchen 6161 E Holly Road | Thomas Baranoucky, Supervisor (248) 328-3033 |

NOTICE OF CAREER & TECHNICAL EDUCATION OFFERINGS AT THE OAKLAND SCHOOLS TECHNICAL CAMPUSES (OSTC)

All CTE opportunities for Holly students are provided by the Oakland Schools Technical Campuses. For information regarding CTE programs, please contact the Holly School District.

Oakland Schools Technical Campuses (OSTC) is comprised of four campuses that provide Career Technical Education programs in a unique learning environment that delivers the technical, academic and workplace skills necessary to pursue post-secondary education and successful careers. The curriculum, equipment, technology and staffing at the campuses are designed to meet current and emerging industry needs and training requirements. All of the programs are offered under the guidance of certified teachers, counselors, and school-to-work coordinators. OSTC is accredited through North Central Accreditation (NCA).

The following programs are available*:

- Agriscience & Environmental Technologies
- Automotive Technologies
- Collision Repair and Refinishing
- Construction Technology
- Cosmetology
- Computer Networking
- Computer Programming
- Culinary Arts/Hospitality
- Energy-Electrical Technologies
- Engineering, Robotics, & Mechatronics
- Entrepreneurship & Advance Marketing
- Health Sciences
- Homeland Security - Criminal Justice
- Homeland Security - Cyber Security Networking
- Machining
- Medium/Heavy Truck Equipment
- Visual Imaging
- Welding

*Due to changes in staffing, some programs are only offered every other year or possibly not at all.

Criteria for admission varies by program and may be based on grade level. See the course catalog for specific information pertaining to admission criteria. Lack of English skills will not be a barrier to admission of participants.

For general information about these programs, visit the [Oakland Schools Technical Campuses](#) website.

You may also contact each OSTC campus directly at:

Northeast Campus, Pontiac: 248.451.2700

Northwest Campus, Clarkston: 248.922.5800

Southeast Campus, Royal Oak: 248.288.4020

Southwest Campus, Wixom: 248.668.5600