

# Rose Pioneer Elementary School

7110 Milford Rd. Holly, Michigan 48442

## 2016-2017 Parent/Student Code of Cooperation Handbook

School Office	248-328-3800
Attendance	248-328-3814
Latch Key	248-328-3815
Fax Machine	248-328-3804
Transportation	248-328-3090
Food Service	248-328-3033
Websites	<a href="http://www.has-k12.org">www.has-k12.org</a>
Facebook	Rose Pioneer Elementary School

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## ARRIVAL/DISMISSAL

### Arrival

- The instructional day begins at 8:40 a.m. and students should be in their classroom at this time.
- Buses arrive at school approximately 8:35 a.m.
- Staff members are outdoors on duty to greet the buses and to assist with a safe transition into the school.
- Please note the following that will help us keep traffic moving and free up visitor parking in the back parking area. If you drive your child to school, please drop him/her off at the of at the FRONT entrance at 8:35 a.m. Should you arrive earlier, please find a parking spot in the front lot and wait in the car with your child until 8:35 a.m. If you arrive with your child after 8:50 a.m., he or she will need to be dropped off at the office entrance around back. Please do not park in the fire lane.
- The visitor parking area outside of the office entrance is reserved for those parents and visitors who arrive after 8:50 a.m. and need to come into the school. If you are a parent volunteer who arrives at the school prior to 8:50 a.m., please help us keep the visitor parking area clear by parking in the front parking area.
- Students reporting after 8:50 a.m. are considered tardy and must sign in at the office before going to class.
- On-site childcare is available for a fee for those students whose parents need to drop them off prior to 8:35 a.m. Please call 248-328-3615 for registration information.

### Entering the Building after 8:50 a.m. and prior to 3:51 p.m.

- All schools in the district are equipped with a security station at the main entrance, which includes a two-way intercom and camera. Visitors are required to push the security station intercom button and wait for staff to respond, state their name and purpose of their visit. Office staff will ask for identification if they are unfamiliar with an adult attempting to access the building. All visitors must immediately come into the office to sign in and receive a visitor pass.
- Entrances will be locked at the start of the student instructional day.

### Dismissal

School is dismissed at 3:51 p.m. daily. Most of our students ride the busses, however a large amount of students are transported daily by family members and friends. The following procedures are critical in order to insure student safety. The question and answer format below seemed to be the best way to cover every situation.

- **If my child rides the bus home every day, what does he/she do?**  
Students who ride the bus are escorted by their teacher to the bus circle at dismissal. Many staff members and safety patrol students are also outside to help.
- **What if, periodically, I have to pick up my child instead of him/her riding the bus?**  
If you know ahead of time, you should tell your child AND send a note with your child. Your child will give the note to the teacher. Students often have days confused and ask to go to the office because they think they are being picked up. If your student does not have a note stating that they are being picked up, we will put him or her on the bus.
- **What if I don't know ahead of time that I will pick up my child?**  
Please call the office as soon as you find out. The office is a very busy place at dismissal. If at all possible, please help us by calling the office **prior to 2:30 p.m.** Once we hear from you, the office will make a written note of your request to pick and notify your child's classroom at the end of the day. He/she will come to the office at dismissal where a parent or authorized adult will sign them out.

- **What if I have to pick up my child early for an appointment?**  
You will need to come to the main entrance and use the intercom to ring in. The office staff will call down to your child's room and have your child dismissed. You should sign the student sign-out sheet located on the counter and wait in the hallway (outside the office) for your child to come down. Please do NOT go to the classrooms to pick up your children. In order to assure that students are dismissed only to individuals authorized for their care, teachers have been directed NOT to dismiss students to adults standing at the classroom doors and to instruct all visitors to report to the office for a "Visitors' Pass".
- **What if I come into the building to pick up my child every day?**  
Parents are asked to fill out a "Daily Transport" form. This will allow those students picked up every day to be released at 3:51 p.m. to the library. Parents are asked to park in the front (Milford Rd.) parking lot and enter the library through the outside doors. Sign-out sheets are located at the librarian's desk. We realize that this may seem like an unnecessary inconvenience, but for the safety of all children, it will be strictly enforced. Please do NOT go to the classrooms to pick up students. In order to assure that students are dismissed only to individuals authorized for their care, teachers have been directed NOT to dismiss students to adults standing at the classroom doors and to instruct all visitors to report to the office for a "Visitors' Pass."
- **Can I park in the fire lane (side entrance by office) if I am only coming into school for 1 minute?**  
NO. Please be considerate of others and do not block the fire lane. For safety and security reasons, please park in a legal parking spot ANY time you are coming into the building. We have been warned by the local Fire Chief to keep the lane clear.

## **ATTENDANCE**

**Please call the office at 248-328-3800 from 8:00 AM – 4:00 PM, or leave a message at 248-328-3814 after 4:00 PM.**

**SAFETY FIRST...** if a child is going to be tardy or absent from school, *please call the office, 248-328-3800, by 9:00 AM.* Calling the office saves a tremendous amount of time when verifying your child's absence. Calling the office eliminates the need for you to send in a note to explain your child's absence. If you do not call in, please send in a note to your child's teacher when they return. Please see district attendance policy for information on absenteeism related to truancy.

**Students arriving after 8:50 AM will be marked tardy for the AM.**

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

State law requires attendance in school. **Absences of more than 10 percent per year will be considered excessive and may be referred to the Oakland County truancy officer.** At the truancy officer's recommendation, some truancy cases may proceed to a court hearing if necessary. Excessive absences may also result in a student being retained at the present grade level for the following school year. Please call the attendance line at 248-328-3814 if your child will be absent. For extended absences, a doctor's note may be needed.

***MAKE-UP WORK FOR ABSENCES:*** In most cases, students will be given an opportunity to make up work when they return. For extended absences contact the school. ***Please allow 24 hours notice for teachers to gather materials.*** We ask that you ***not leave a request for make-up work on the attendance line.*** Please call the office, 248-328-3800, and speak directly with your child’s teacher to make these arrangements.

## **BUSSING**

If there are problems or concerns regarding behavior on the bus, pick-up times or other bus related issues, our office will refer you to the transportation department. The number is: 248-328-3090.

Each child will have ONE pickup address and ONE drop off address. The pickup and drop off may differ if necessary, but they must be consistent every day. Students need to be at the bus stop 5 minutes before the bus is scheduled to arrive.

## **CELL PHONE POLICY/ELECTRONIC/COMMUNICATION/GAMING**

According to district policy, “The administration shall publish rules to enforce this policy at the building level.” Electronic communication devices (such as cell phones) must be turned off (and not turned on **at any time** during the school day, including lunch time and recess time) and stored in a locker/backpack once a student enters the building (except for reasons approved by the School Board). In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet. Cell phones found on the person or turned on during the school day will be confiscated.

## **CLASS PLACEMENT**

In the spring of each year, you will receive information in our school newsletter encouraging you to provide input into our classroom placement process. We also know that there may be areas of strength or concern of which you want to make us aware as we place your child.

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

## **CONDUCT CODE/DISCIPLINE**

The Holly Area Schools Board of Education has adopted a code of conduct. **It is interpreted and applied with consideration to individual situations and the age of the student involved.** Students are expected to know the school rules. Warnings will be given for breaking them. Parents of students who continue to have problems or serious offenses will be contacted and informed of a plan of action to be taken. Discipline may range from revoked recess privileges or a conversation with the principal to short or long-term suspension or even expulsion in the most serious of cases. \*Also, See summary of District Policies in back of handbook.

Situations in which students may be denied the privilege of attending school include, but are not limited to:

- Possession of tobacco substances (see district policy below)
- Offensive language
- Stealing
- Forgery
- Fighting
- Insubordination
- Disrespect to staff members or other adults
- Verbal or physical threats
- Vandalism
- Indecency
- Possessing or using weapons (see district policy below)
- Extortion
- Possession of alcoholic beverages, drugs, etc. (see district policy below)
- Sexual harassment

## **DISTRICT POLICIES**

**Weapon free zones – (Board policy #8195)** Students in possession of a dangerous weapon/firearm, and/or who commit arson or criminal sexual conduct on/in district property or at district or school sponsored events **shall be permanently expelled from school.** These students shall be referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall also be notified of the referral.

**Drug-free schools – (Board policy #8200)** Possession, use, distribution, dispensation and/or manufacturing of controlled substances as defined by state and federal law, by students on district grounds, in district buildings and/or in connection with any district activity, is prohibited. This includes anabolic steroids, look-alike drugs and drug related paraphernalia.

**Tobacco products – (Board policy #8230)** The use and/or the possession of any tobacco product is prohibited in any attendance center, at school-sponsored events or on the school grounds, except as allowed under law.

**Student appearance – (Board policy #8240)** Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency.

**Rollerblades and skateboards -** Students shall not rollerblade, roller-skate or skateboard on school grounds at any time.

## **DISTRIBUTION OF MATERIALS**

For the 2016-2017 school year: governmental, tax supported agencies' information and school sponsored/related activities information will be distributed with elementary students. As other non-school materials will not be distributed, each elementary school will have a common area for distribution of other information that has been reviewed and approved by the superintendent. Each elementary school will have a place for such materials near the school's entrance/commons area for parents/guardians, and community members to review and obtain such materials. Rose Pioneer's common distribution area is directly to the left of the main office entrance.

As a service to our families, the Rose Pioneer PTO (Pioneer Parents) publishes a student directory each year. Parents are encouraged to complete the directory paperwork to have their child's name and contact information published. In addition to allowing parents to communicate with one another over the phone, this is a helpful way for parents to distribute birthday invitations, since we cannot allow these types of materials to be distributed at school.

## **DRESS CODE**

**Student's appearance should not be disruptive to the learning environment. For example, but not limited to: make-up, bare midriffs, jeans riding low (exposing under garments) without a belt, tight fitting clothes, inappropriate wording/phrases on t-shirts, jewelry, and extreme hair coloring/styles.** We expect students to dress appropriately. Shorts are allowed in hot weather. Please keep them fingertip or longer in length. Tank top straps must be 3 fingertips wide at the shoulder. **Hats/hoods may not be worn during the instructional day (exception when transitioning in/out of the building).** Flip flops may not be worn in the gym or on the playground, please provide a change of shoes for these areas. Tennis shoes are best for gym activities and playground safety.

## **FIELD TRIPS**

Field trips require parent permission in writing. During the course of the year, our students attend many field trips. All of these field trips are planned to be a part of our curriculum, and support the learning that takes place in the classroom. Most field trips will require an entrance fee and a charge for transportation. We want all of our students to be able to attend field trips, so if you believe that the required fees will present a hardship for your family, please discuss the issue with your child's teacher so that appropriate arrangements can be made. All field trip 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. *For the safety of all, children are not allowed to attend the activity without written permission and our district office must clear all chaperones.* **Please remember there is no smoking and siblings are NOT allowed to attend field trips.**

## **FOOD SERVICES**

Lunch and/or breakfast may be purchased on a daily, weekly or monthly basis. Please make your check or money order payable to Holly Area Schools. Your child can deliver cash, check or money order pre-payment to the cafeteria server first thing in the morning or at lunchtime. When sending cash, checks or money orders to school, please place it in an envelope clearly labeled with your child's name, the name of his/her teacher and the amount enclosed. **New for the 2016-2017 school year--parents can now use a debit or credit card to pay for food services and other school related fees using e-Funds for School. This service can be accessed using a Skyward Family Access login.** Free or reduced lunch forms are available at all times in our office. If your child qualified for free or reduced lunch last school year, he/she will qualify for services this year through September 30th. **Forms must be renewed annually even if information has not changed.** Children who forget their lunch money will be given a peanut butter and jelly sandwich and milk. Breakfast and lunch prices are listed on the monthly menus. See website for costs.

Children bringing their lunches may purchase milk for \$.40 per carton. Hot lunch or salad bar prices are \$2.25 per day. Breakfast may be purchased for \$1.25. Forms can be obtained from our school fusion website for free or reduced lunch program qualifications. Students will not be able to charge lunches.

## **HOLLY KIDS BEFORE AND AFTER CARE / LATCHKEY**

Before and after school childcare is available from 5:45 a.m. until school begins and from school dismissal until 6:15 P.M. at each of the elementary buildings. These programs offer time for children to do homework as well as time to enjoy being with friends for fun indoor and outdoor activities. For more information contact Carla Rigsby at 248-328-3615.

## **HOME/SCHOOL PARTNERSHIP**

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

## **ILLNESS**

Should children become ill at school or should staff suspect illness, we request pick up from school. We are not able to accommodate sick children for extended periods of time. Please help us by keeping children at home if there is a physician's diagnosed communicable disease, an elevated temperature, or if the child is experiencing vomiting and/or diarrhea.



## **MEDICATION FOR STUDENTS**

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

The policy for Holly Area Schools requires a Medical Administration Form and Health Care Plan to be completed for each medication to be dispensed at school on the specific written request of a physician and the parent. **Absolutely no medication is to be dispensed/brought to school without a completed Holly Area Schools Medication Administration Form and Health Care Plan.. This includes over the counter medications such as cough drops, aspirin, etc.** These forms are available in the office and *must be renewed on a yearly basis.*

## **NEWSLETTER**

The "Pioneering Adventures" newsletter will be emailed to parents and posted on our school Fusion website every two week of each month school is in session. A link can be found on our website: [www.has-k12.org](http://www.has-k12.org).

## **ONLINE RESOURCES**

**Website:** [www.has-k12.org](http://www.has-k12.org). This site contains information about Holly Area Schools. Be sure to click on the Rose Pioneer Elementary link under "Schools" for an electronic copy of our Parent/Student Handbook, our current newsletter, the NCA Annual Report, directions to our school and more.

**Facebook:** **Rose Pioneer Elementary**

## **OPPORTUNITIES FOR STUDENTS**

**Student Council School Leadership Team** - Representatives are selected from our Kindergarten through 5<sup>th</sup> grade classroom. They will meet on a regular basis and help lead and develop school initiatives and activities.

**Students Leadership Roles:** Students may also apply for Leadership Roles in our building. Some examples include: safety patrol, WRPE News, LINKS, Recycling Team and more.

## **PETS/ANIMALS IN THE SCHOOL**

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

## **POSITIVE BEHAVIOR SUPPORTS**

All students at Rose Pioneer are Leaders and Team Members. The overarching goal is for students to strive to reach their personal best in both academics and behavior on a daily basis. Teachers may track behavior differently, but all students will recognize, know, and understand a common language focusing on Respectful, Responsible, Safe, Learning. Students are recognized for their leadership contributions during monthly assemblies, on WRPE news, and in our newsletter and Facebook page.

## **RECESS**

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

## **REPORTING ACADEMIC GROWTH**

During the school year, times will be scheduled for parents to meet with teachers to discuss the academic and social growth of their child. In addition to traditional parent/teacher conferences, a student-led conference format will also be used. Dates for these conferences are posted on our website, on Facebook and in our Pioneering Adventures newsletter. Parents do not have to wait for these scheduled conferences. If a parent feels a conference with their child's teacher is necessary, please request an appointment at any time.

Please do not plan to communicate with teachers regarding academic or social concerns during a time that they are with children, or unexpectedly before or after school. It is important for our teachers to be able to direct all of their attention to the students in their classes during school hours.

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

## **SCHOOL CLOSING - WEATHER & EMERGENCY**

If it becomes necessary to close school during the day for weather, mechanical or other emergency reasons, elementary children will be released last.

Parents are asked to provide a "second home" for their children to go to, in the event they are released early and the parent is not home. Please plan this before the emergency arises and **talk to your child about these arrangements.**

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

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

WCRZ 107.9 FM WHNN 96.1 FM WIOG 102.5FM WWJ 950 AM WJR 760 AM

## **SKYLERT**

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

## **SKYWARD/STUDENT EMERGENCY INFORMATION**

**It is critically important that all families complete the Skyward Online Registration procedure each year in order to update contact information and review other important information.**

This information may be accessed on the Skyward student data system using your user name and password (contact the office if you need assistance obtaining these). Please update contact information as often as needed. In the event of illness, injury, or other emergency, the school needs to know how to contact you, a relative, neighbor or someone willing to care for your child in your absence.

**Only persons listed on the emergency information page in Skyward will be allowed to pick up your child while at school.**

## **TEACHER QUALIFICATIONS**

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

## **TECHNOLOGY**

As a user of Holly Area Schools technology, students/parents agree to comply with the district's Acceptable Use Policy (AUP). Student/Parent AUP's are completed electronically during the annual Skyward Online Registration procedure. In brief, Holly Area School's AUP states:

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

## **TELEPHONE CALLS / MESSAGES TO STUDENTS**

Before a student can use the phone or go to the office they need permission from their teacher. Students are permitted to use the phone in emergencies only. Should your child become ill or need assistance for any reason we will call the numbers listed in Skyward. Please keep the emergency contact information updated in Skyward throughout the year. All after school arrangements need to be made with your child before they come to school. **If a message to a classroom is necessary, it will occur just before dismissal in order to minimize disruptions and lost instructional time.**

## **TOYS/PERSONAL BELONGINGS/ELECTRONIC DEVICES**

Items including but not limited to: trading cards, iPod's, MP3 or CD-players, cameras, laptops, computer games, etc. should be left at home to avoid being lost, stolen or damaged. The school will not be responsible for these and other personal belongings. Staff members will use their discretion regarding the possession or use of these devices in the classroom.

## **VOLUNTEERING/CHAPERONING/VISITATION OF CLASSROOMS**

The board adopts the following regulations for parent visitations:

1. All exterior doors will be locked from 8:50 AM to 3:51 PM.
2. All parent visitations are subject to the approval of the school principal, who is charged by the board with the responsibility of guaranteeing the learning environment and privacy of students.
3. **ALL parents working with children or chaperoning on field trips will need to fill out the Parent Volunteer/Chaperone Background Check form and return to our school office along with a copy of their driver's license.** Form and ID must be turned in at least two weeks prior to the field trip for processing.
4. Visitors are required to check in at the school office prior to going to the class they wish to visit. They need to follow the individual school procedures for visitor sign-in, passes, escorts, etc.
5. Parents in classrooms are there as guests and are asked to behave as quiet observers of classroom activities, unless specifically requested by the classroom teacher.
6. Parents are welcome to bring their child a special lunch and eat with them in the office. Parents will not be allowed to attend recess with their child/ren.
7. To protect the privacy of other students, the parents of a student agree to keep any information gained on the behavior or performance of other students strictly confidential.
8. Visitation shall not be allowed during tests or other student classroom examinations/evaluations.
9. Teachers are expected to use the time between classes for preparation, meetings with students and discussions with colleagues. Visiting parents are asked to refrain from using classroom observations for impromptu parent-teacher conferences either during or outside of class time. An appointment should be made with the teacher if the parent wishes to discuss their child's educational progress. Teachers shall refrain from discussing the behaviors or achievement of other students with visiting parents.

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

## **WEAPONS-FREE SCHOOLS**

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

A. Michigan law requires the Board of Education to permanently expel a student for possession of a dangerous weapon on school property or in a school vehicle. Michigan law defines (but not limited to) a dangerous weapon as a firearm, dagger, dirk, stiletto, knife (blade over 3" in length), a knife opened by mechanical device (regardless of blade length), iron bar, or brass knuckles.

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

# *Will you join the team?*

## **PIONEER PARENT & TEACHER ORGANIZATION**

The Rose Pioneer Elementary Parent/Teacher Organization is an informal group of parents whose goal is to enhance the school program and provide special opportunities for students. The PTO helps coordinate and sponsor many events throughout the school year. Some of the events are:

**Fall Family Fun Night** - our nature trail is lit up for trick or treating, the North Oakland County Fire Authority joins us to teach students about fire safety, and a hay ride is enjoyed by families.

**Santa Shop** - enables children to do their own holiday shopping.

**Spring Carnival** - a special event for families and staff that incorporates our school focus.

**Daddy Daughter/Mother Son Dance** - a special dance held in the gymnasium, complete with a DJ, decorations, pictures and momentos.

**Book Fair** - an opportunity for students and families to purchase reading materials and writing supplies.

**Campbell's Soup Labels** – Labels from Campbell's soup, and many other products, earn our school new equipment for our playground, such as balls, jump ropes, etc.

**Boxtops For Education**- Boxtops are saved to earn money for purchasing items like, maps, globes, computer and audio-visual equipment. Each Boxtop earns our school 10¢.

**Target** – Target Stores rebate 5% to our school when you use your Target credit card. Don't forget to designate Holly Elementary as your school of choice.

**Fundraisers** - Provide funds for computers, printers, software, field trips, etc.

**Popcorn Friday** - On Popcorn Day, students may purchase a bag of popcorn for 50¢.

The Parent Organization also offers assistance during Open House, Parent Teacher Conferences, School Picture Day, Field Days and Kindergarten Round-Up. Watch your newsletter for announcements and reminders of meetings. All parents are welcome. The Parent Organization is a valuable resource and an important part of the school team.

*For more information on how to get involved with Pioneer Parents, please contact  
Jana Kivari at 248-328-3800*

# HOLLY AREA SCHOOL DISTRICT

**BOARD of EDUCATION (248) 328-3100 920 E. Baird Street, Holly, Michigan 48442**

President	Michael Newcomb
Vice President	Robin Carne
Secretary	Peter Deahl
Treasurer	Leon Sharpe
Trustee	Linda Blair
Trustee	Sue Julian
Trustee	Hilarie McMullen

## **ADMINISTRATIVE OFFICE (248) 328-3100**

David Nuss . . . . .	Superintendent
Scott Roper . . . . .	Assistant Superintendent of Instruction
Steve Lenar . . . . .	Assistant Superintendent of Administrative Services

## **SCHOOLS**

Davisburg Elementary 12003 Davisburg Rd.	Kimberly Hempton, Principal (248) 328-3500
Holly Elementary 810 E. Maple St.	Ryan DeSana, Principal (248) 328-3600
Patterson Elementary 3231 Grange Hall Rd.	Pegge Kraemer, Principal (248) 328-3700
Rose Pioneer Elementary 7110 Milford Rd.	Michael Beattie, Principal (248) 328-3800
Holly High School 6161 E. Holly Rd.	Peter LoFiego, Principal (248) 328-3200
Holly Middle School 14470 N. Holly Rd.	Eric Curl, Principal (248) 328-3400
Special Services 920 E. Baird St.	Ellen Lounds, Director (248) 328-3170

## **TRANSPORTATION**

920 Baird Street	Frank Richmond, Supervisor (248) 328-3090
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## **CENTRAL KITCHEN**

920 Baird Street	Joanne Schebil, Supervisor (248) 328-3033
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# Summary of Important District Policies

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

## **BULLYING**

Bullying is a form of harassment. Such conduct is disruptive to the educational process and therefore bullying is not acceptable behavior in this district and is prohibited. For the purpose of this policy, “bullying” is defined as: The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to, actions such as verbal taunts, name-calling and put downs, including ethnically or gender-based verbal put downs, extortion of money or possessions, and expulsion from peer groups. For future information... *The Michigan School Code mandates that the Board of Education take disciplinary actions for students in grades 6 or above who engage in physical or verbal assault. Disciplinary action may include suspension and/or expulsion. A Bullying Incident Reporting form is available on our school website*

## **LOCK DOWN POLICY**

In accordance with state policy and for the safety of our children, Holly Area Schools has established a Lock Down Policy for our school. Staff and students will periodically “practice” this procedure with assistance and observation by local law enforcement. A copy of our procedure is available for review in the school office.

## **SCHOOL DISRUPTIONS/THREATS**

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

1. Prosecute to the fullest possible extent permitted by law, the person(s) responsible for such threats.
2. The Board of Education may or will expel a student if the student possesses a weapon on school property or while riding a bus.
3. Seek restitution for the cost of damages or other loss caused by such threats;
4. Make up all instructional time lost because of such threats, as required by law.

## **SEARCH AND SEIZURE**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks.

## **SEXUAL HARASSMENT POLICY**

Sexual harassment is unlawful under both Michigan and Federal laws and is contrary to the commitment of this district to maintain a learning environment that is free from sexual harassment. “Sexual Harassment” is defined as:

1. Unwelcome sexual advances; or
2. Unwelcome requests for sexual favors; or
3. Intimidating, hostile or offensive verbal, nonverbal or physical conduct of a sexual nature.

The district policy prohibits sexual harassment of students, employees, or board members by students, employees, or board members. Copies of the district policy are available from the school office.

### **TOBACCO POLICY**

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

### **TORNADO POLICY**

Our school has designated safety areas to shelter students and staff. Please see yellow maps and directions adjacent to each egress.



Public Notice  
Holly Area School District  
Notice of Nondiscrimination

It is the policy of the Holly Area School District not to discriminate on the basis of race, religion, color, national origin, sex, disability, height, weight, or marital status in its programs, services, or activities.

Inquiries related to discrimination on the basis of disability should be directed to:

Mrs. Ellen Lounds  
Special Education Director and 504 Coordinator  
920 Baird Street  
Holly, Michigan 48442  
248-328-3170

Direct all other inquiries related to discrimination (Title II, Title VI, Title IX) to:

Dave Nuss, Superintendent  
920 Baird Street  
Holly, Michigan 48442  
248-328-3141

## **Complaint/Grievance Procedure**

Inquiries or complaints made by students (grades pre-k through 12) and/or their parent(s)/guardian(s) related to discrimination based on sex, race, color, national origin, religion, height, weight, age, or marital status should be directed to:

Dave Nuss, Superintendent  
Holly Area Schools  
920 Baird Street  
Holly, Michigan 48442  
248-328-3141

In the event a complaint is against the Superintendent of Schools, the complaint should be directed to:

Holly Board of Education  
Holly Area Schools  
920 Baird Street  
Holly, Michigan 48442  
248-328-3141

Inquiries related to discrimination on the basis of disability should be directed to:

Ellen Lounds, Special Education Director and 504 Coordinator  
Holly Area Schools  
920 Baird Street  
Holly, Michigan 48442  
248-328-3170

Any individual who believes he/she has been discriminated against in violation of Board policy should file a written complaint with the superintendent within ten (10) calendar days of the alleged violation. An appropriate investigation and response, in writing, to the complainant will occur.

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  
600 Superior Avenue, Suite 750  
Cleveland, Ohio 44114  
(216) 522-4970  
(216) 522-2573 fax

**COMPLAINT FORM**

Select one: Title VI \_\_\_\_\_ Title IX \_\_\_\_\_ Section 504 \_\_\_\_\_ Title II \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) \_\_\_\_\_  
(City) \_\_\_\_\_ (Zip) \_\_\_\_\_

Telephone: \_\_\_\_\_  
(Home) \_\_\_\_\_ (School or Work Location) \_\_\_\_\_

Status of person filing complaint: \_\_\_\_\_ Student \_\_\_\_\_ Employee  
\_\_\_\_\_ Parent/Guardian \_\_\_\_\_ Other

Statement of Complaint (include type of discrimination charged and the specific incidents in which it occurred):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Complainant: \_\_\_\_\_

Date Complaint Filed: \_\_\_\_\_

Signature of person receiving complaint: \_\_\_\_\_

Date Received: \_\_\_\_\_ Complaint Number: \_\_\_\_\_

Complaint Authority: \_\_\_\_\_  
Submit all copies to the local Civil Rights Coordinator. The person receiving the complaint will sign receipt, date and number the complaint. One copy will be returned to the Complainant, one copy will be sent to the school or department affected by the complaint, and one copy will be retained by the Civil Rights Coordinator.

DISTRIBUTION: 1<sup>ST</sup> copy – Civil Rights Coordinator: Dave Nuss, Superintendent  
2<sup>nd</sup> copy – School/Department  
3<sup>rd</sup> copy – Complainant

## **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: Biotechnology and Environmental Science; Business, Management, Marketing, and Technology; Construction Technology; Cosmetology; Culinary Arts/Hospitality; Engineering/Emerging Technologies; Health Sciences; Transportation Technology; and Visual Imaging Technology. Criteria for admission varies by program and may be based on grade level. See the course catalog for specific information pertaining to admission criteria. [OSTCOnline.com](http://OSTCOnline.com). Lack of English skills will not be a barrier to admission of participants.

Title IX Coordinator: Dave Nuss, Superintendent  
920 Baird Street  
Holly, Michigan 48442  
248-328-3141

Section 504 Coordinator: Ellen Lounds, Special Education Director  
920 Baird Street  
Holly, Michigan 48442  
248-328-3170

It is the policy of the Holly Area School District not to discriminate on the basis of race, religion, color, national origin, sex, disability, height, weight, or marital status in its programs, services, or activities.

For general information about these programs, contact the Director of Technical Campus Operations, at 248.922.5864. Or 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