

**Davisburg Elementary
Parent-Student Handbook
2016-2017**



avisburg Elementary

Our Mission...

To provide a supportive, challenging, environment where all children are motivated to learn & grow.

Accredited by the North Central Association - NCA

<i>School office</i>	<i>248-328-3500</i>
<i>Attendance</i>	<i>248-328-3514</i>
<i>Latch key</i>	<i>248-328-3515</i>
<i>Fax</i>	<i>248-328-3504</i>
<i>Transportation</i>	<i>248-328-3090</i>
<i>Food service</i>	<i>248-328-3033</i>
<i>Website</i>	<i>www.has-k12.org</i>

12003 Davisburg Rd., Davisburg, MI 48350

Dear Davisburg Families,

We are grateful for the opportunity to serve your family and take this responsibility seriously. We work diligently to ensure each child has the appropriate academic challenge, is physically and emotionally safe; and loves to learn! Our goal is to have all who enter our doors feel this is a vibrant, safe, caring and progressive place to learn and grow.

This handbook was created to provide you with helpful information about procedures in our school as well as district policies. All of these expectations are created to provide a safe and productive learning environment for all students every day.

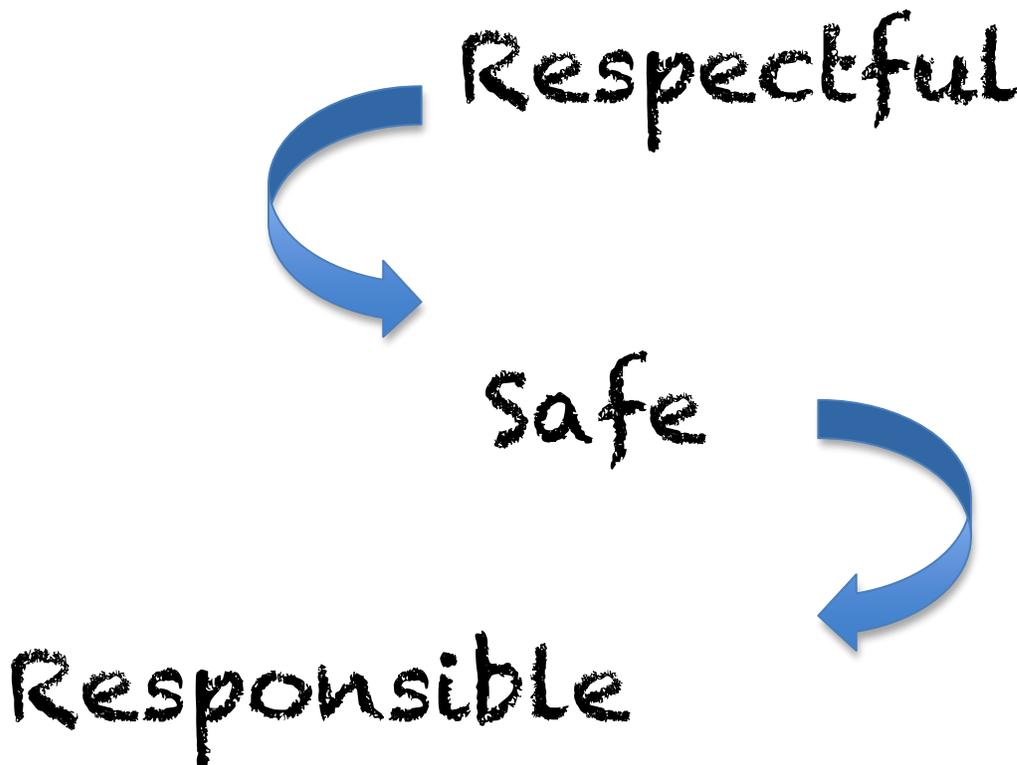
We welcome and highly encourage your involvement in your child's education. Whether you help in the classroom, come to PTC meetings, encourage your child to be the best learner he/she can be, or spend time reading with your child before bedtime; your child benefits from knowing that you care about their school experience.

Please take time to review this handbook with your child. The home school connection is vital and sends a powerful message from you about the importance of school. Working together we can accomplish great things. If there are questions, wonderings or concerns, please contact the Davisburg office. We are glad to help!

Sincerely,

Kimberly Hempton, Principal

At Davisburg we are:



Davisburg Expectations...

Mission

The mission of Davisburg Elementary School is to provide a supportive, challenging, environment where all children are motivated to learn and grow.

Vision

The vision of our Davisburg school community is to cultivate a passion for learning. Collectively, we create an environment, which inspires high academic achievement, creative thinking, and mutual respect. Our curriculum is aligned with state and federal mandates. Formative and summative assessments (diagnostic and achievement) are used to determine instruction for all students. As members of the Davisburg community, we dedicate our time, talents and resources to ensure that our students have the skills and the courage to dream and succeed.

Student Handbook & Board Policies

The following items are connected to Holly Area Schools Board of Education Policy – which can be found in further detail at <http://www.neola.com/holly-mi/>

Absences & Attendance

Please call the attendance line, 248-328-3514, if children are going to be absent from school. Calling eliminates the need to send in a note to excuse a child's absence. Otherwise, please send in a note to the child's teacher when they return.

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 requests for make-up work not be left on the attendance line. Please call the office, 248-328-3500 or child's teacher directly, to make these arrangements. Please see district attendance policy for absenteeism related to truancy.

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

Students arriving after 8:45 a.m. will be marked tardy or absent for the a.m., students leaving before 3:46 p.m. dismissal will be marked tardy or absent for the p.m. Please do not ask to have students dismissed in the last few minutes of the day unless you have an emergency or necessary appointment, which requires early dismissal for your child.

State law requires attendance in school. **Absences of more than 10% per year will be considered excessive and may be referred to the Oakland County truancy officer.** At the truancy officer's recommendation, some truancy cases may proceed to a court hearing if necessary. Excessive absences may also result in a student being retained at the present grade level for the following school year. Please call the attendance line at 248-328-3514 if children will be absent. For extended absences, a doctor's note may be needed.

Student Arrival

Our first bell rings at 8:30 a.m. and our tardy bell rings at 8:45 a.m. There is NO Staff Supervision before 8:30 a.m.

Students should **not** arrive at school prior to 8:30 a.m. If this is necessary, please utilize our Holly Kids Latch Key Program, 248-328-3515, or make arrangements for before school daycare.

Walkers: Please enter the building through the east entrance (front door). Students walk directly to breakfast or their classrooms.

Car Drop Off: Parents drop students off in the yellow area at the west entrance. Students walk directly to breakfast or their classrooms.

Bus Circle: Morning bus drop off is at 8:30 a.m. buses pull up in east parking lot to allow students off the bus. Students walk directly to breakfast or their classroom.

Birthday Celebration at School

Please send an email/note informing the child's teacher if treats are to be shared. Send these treats to school with your child when possible. Please check with your child's teacher for any food allergies present in the classroom before selecting your child's birthday treat. If sending them with the student is not possible, deliver the treat to the office. Students will pick them up when it is convenient for their classroom. **Unfortunately, board policy states that invitations of any type may not be distributed at school. Please consult the school directory for addresses and emails.**

Building Use

All arrangements for use of the building after hours must be made through our office, contact Windy Ostrom.

Building Security

Our school building is locked during instructional hours to insure student safety. Please use the front door buzzer system when visiting during the school day. Parents should utilize drop off and pick up procedures as described throughout the handbook. Please do not escort children to their classrooms at the start of the day – independence is an important aspect of an elementary education. For the safety of all children, we cannot allow individuals to go directly to classrooms.

Bullying (Board Policy #5517.01 and 5516)

Statutes are in place with the State of Michigan. Holly Area Schools Board of Education Policy 5517.01 (Bullying) and Policy 5516 (Hazing) and Matt's Safe School Law PA 241 of 2011 guide our practice.

Bullying will not be tolerated at Davisburg Elementary. We will follow procedures fully according to law and policy.

Periodic programs and training will support positive and anti-bullying behaviors at Davisburg. Please discuss positive behaviors with your children.

Legally, bullying can occur at school and through electronic medias (social media). Bullying is bullying regardless of where it is practiced.

Bullying can be physical, verbal or psychological or all three. Students should report all mistreatment of others or themselves!

Busing

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.

Any behavior, which distracts the driver, is a very serious hazard to the safe operation of the vehicle and jeopardizes the safety of all the passengers. Students will be cited for inappropriate actions.

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 Devices

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 and turned into the office for parent pick up.

Class Placement

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

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

Communicable Diseases

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.**

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. Students in 3rd, 4th, 5th, or 6th grade may rollerblade, roller-skate or skateboard to school, but shall remove skates or step of skateboards before entering the school property.

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 principal. Each elementary school will have a place for such materials near the school's entrance/commons area for parents/guardians, and community members to review and obtain such materials.

Dress Code

The school is the child's place of business. 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, short tops, inappropriate wording/phrases on t-shirts, jewelry, hair coloring will not be accepted. 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. Hats may not be worn inside 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.

Field trips are only for Davisburg students. No younger siblings will be allowed to attend, even if parents are driving separately. Also, students must ride the bus to and from the field trip even if parents are driving. Please remember there is no smoking.

Fire, Tornado and Lockdown Drills

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

Food Services

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 pre-payment to the cafeteria server first thing in the morning or at lunchtime. 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.

You may add money to your child's account as often as you wish by sending cash or a check or via PaySchools. If you send any money (cash or checks) to school for milk, hot lunch, or debit card payment, please send it in an envelope, which is labeled with your child's name, the name of his/her teacher and the amount enclosed. **No money will be accepted during lunch times.**

Holly Kids Before & After School Care / Latch Key

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 Partnerships

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

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 is experiencing vomiting and/or diarrhea.

Medical Authorization

Please keep this information updated on Skyward as often as needed. In the event of illness or injury, the school needs to know how to contact you, a relative, neighbor or someone willing to care for your child in your absence. **Only persons listed as emergency contacts in School Family Access will be able to pick up students from school.**

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 during the regular school day.

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

Money and Other Valuables

Checks are always preferred for transactions. If money is being sent to school, parents should realize the responsibility the child would have. In the event that cash is sent, please be sure to:

1. Place the money in an envelope labeled with your child's name and teacher
2. Include a note inside, stating reason for the money being sent

We discourage parents from allowing children to bring large amounts of money to school. Valuable equipment such as radios, computer games, calculators, etc. are not permitted unless there is a special occasion, and prior permission of the teacher and parent is granted. The school will not be responsible for locating/replacing valuable items that are brought to school and lost or stolen.

Newsletter

The **DAVISBURG DATELINE** newsletter will be posted bi-weekly on our school Fusion website: www.has-k12.org. The newsletter archives can also be found in this location.

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. The following people have been designated to handle inquiries regarding any suspected discriminatory practice:

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

Mrs. Ellen Lounds
Section 504 Coordinator
920 Baird Street
Holly, Michigan 48442
248-328-3170

Direct all other inquiries related to discrimination 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:

Mrs. Sue Julian, Vice-President of 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: _____

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

Online Registration – Annual Requirement

We will be using the Skyward Family Access system to complete all necessary back to school tasks at the start of each school year. This step-by-step online registration process will allow you to receive important back to school information, verify student emergency contact information, access and review the school handbook, the acceptable use technology policy, consent for Google Apps for Education use, FERPA forms, create food service applications, review the concussion awareness form and review other district notifications.

Online Resources

Website: www.hask12.org. This site contains information about Holly Area Schools. Be sure to click on the Holly Elementary link for an electronic copy of our Parent/Student Handbook, our current newsletter, the NCA Annual Report, directions to our school and more.

Facebook: **Davisburg Elementary School Scoop**

Twitter: **@DavisburgEl**

Parent – Teacher Conferences/Report Cards

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

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

Report cards are also used to communicate student progress, they will be 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.

Parent Teacher Connection

We encourage all parents to become active participants in their child's education. The success of any group is dependent on an active and large membership. The first step you can take in contributing to that success is becoming active. Our parent groups have made many valuable contributions. Their support has provided our students with many special events, activities and supplies. Please consider joining the Davisburg PTC, our parent teacher organization. Information on all activities will be posted in the *Davisburg Dateline* on our web site.

Parking

All parents/guests must park in the lot on the east side of the building. The lots on the west and south sides of the building are for staff only. Mixing student drop-off and pick-up with bus and delivery traffic is a dangerous situation and we have had many near-accidents occur as children walked between buses or through moving traffic. Please follow our parking policies!

Pets/Animals in the Classroom

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

Recess

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

RECESS & REMAINING INSIDE

We believe recesses are 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. Indoor recess will occur when it is raining or the wind chill factor is below 10.** Warm clothing including mittens and boots are required for outside play during the winter. Families finding a financial challenge to provide weather appropriate clothing for their child(ren) should contact our office.

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. School Closing Hotline: 248-328-3110.

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(ren) about these arrangements. Parents will be notified through Skylert.

School Health Regulations

The school district is charged with keeping current health records for all students. In accordance with state health regulations all students must be immunized from communicable diseases. Proof of immunizations must be provided at the time of registration.

Parents are required to complete registration paperwork each school year. an updated emergency card that contains important health information, in addition to other data. You can find these registration papers in Skyward, under the registration tab. Parents are urged to notify the school of any significant change in health that occurs in a child. **PLEASE UPDATE THIS CARD WHEN THERE ARE CHANGES IN PHONE NUMBERS! We must have a way to contact you or another adult whom you've designated to pick up your child if he/she is ill or if there is an emergency.**

Parents should keep children home when they show symptoms of illness. If symptoms occur while in school, parents (or emergency contacts) will be called **and arrangements must be made for the child to be picked up from school.** In the event of an accident at school, every effort will be made to reach and notify the parent of the injured child. If medical attention is required and parents or other family

cannot be reached, 911 may be called. (Emergency contact information in Skyward Family access is used for these procedures – please be sure it is up to date)

If it becomes necessary for a child to take medication at school, arrangements can be made with the office. **Children are not permitted to keep medication of any kind (prescription or over-the-counter) on their person, in their lunch boxes or in their desks. All medication will be dispensed from the office. Parents of students needing medication must have a physician fill out and sign a medication contract.** Forms are in the office.

School Supplies

Book rental fees are not charged. However, children are held responsible for the condition of all textbooks and library books checked out to them. A charge will be assessed if these books are lost or damaged beyond the usual wear and tear. We provide all necessary school supplies; however, some families enjoy purchasing their own supplies. Lists are sent home with class placement letters indicating appropriate supplies for each grade level if you choose to provide them.

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

Skylert

Another form of communication utilized in our district and building is the Skylert telephone message system. Periodically our Superintendent will notify families of school closings, changes in school schedules or other important information for our district families. More frequently, Mrs. Hempton, 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 Family Access

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

Your user name and log in information were provided to you via email at time of registration. If you have additional questions, Skyward help documents can also be found on our web page holly.des.schoolfusion.us under the “Parents” tab. You can also call 248-328-3500 with any questions or email family.access@has-k12.org to request a password reset.

Snacks

Some teachers, at their discretion, may allow snacks at given times in their classrooms, especially if students have a particularly early or late lunchtime. It is up to teachers to determine what they consider to be a nutritious snack. Parents must follow teacher guidelines when sending snacks with children.

Snow days

All school activities will be canceled in the event of a snow day.

Solicitation

All special sales projects by students and/or adults are subject to the approval of the Superintendent. This policy shall include sale of advertising, magazines and merchandise. The Board of Education discourages all solicitations of and by students/adults during regular school hours.

Student Arrival and Departure to and from School

All students must be dropped off at the student drop-off area indicated by the signs on the west side of our building. You may park your car in a designated parking space and walk your child into the building, or drop him/her off at the curb where he/she will enter the building through the doors by the office. **Please let your child walk in by him/herself. This creates a dangerous situation at our most busy traffic time of day.**

Please do not drop off your child early or leave your child after the school day ends because we do not have provisions for student supervision before and after school. All children who require before or after school supervision must be registered for latchkey services. Children who are left after 3:46 will be sent to the latchkey program and parents will be billed for services.

If you wish to pick your child up from school, you must write a note to your child’s teacher. Students who do not bring a note stating that they will be picked up from school **will be sent home on the bus.** No exceptions will be made. Elementary age students often become confused about after school plans, and we cannot rely on their word that someone will be coming to pick them up unless we have a note from you! If you realize during the school day that you must pick your child up during or after school and have not written a note, please call our school office and we will document your phone call and let your child know that you will be picking him/her up.

Student Emergency Information

This information may be accessed on the Skyward student data system using your user name and password (contact the office if you need assistance obtaining these).

Please update this information as often as needed. In the event of illness or injury, the school needs to know how to contact you, a relative, neighbor or someone willing to care for your child in your absence. **Only persons listed on this sheet will be allowed to pick your child up during school.**

Student Release During School Hours

In emergency situations where it is necessary for students to leave school during the school day, they will be excused through the office only where they will be called down from their classroom and must be signed-out. **Students will be released only to the parent and/or guardian unless written verification is given to the person picking up the student and we have proof of their identity.**

Tardiness

Students are expected to be in the classroom when school begins at 8:45. It is the responsibility of the parent and the student to see that the student arrives at school on time. We do not count the students tardy if they ride the bus and buses arrive late. In cases of frequent tardiness, the parent will be notified so the situation can be corrected. Excessive absences or tardiness will require a contact with the truancy officer. **Students will be considered tardy if they arrive between 8:45 – 9:45 a.m., and if they leave between 2:46 - 3:46 p.m.**

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 our Human Resource Department, at 248-328-3141.

Technology

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

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

Teachers for whole class instruction may use our technology lab. Each classroom has PC compatible computers. There are also two full classroom sets of Alpha-Smarts (similar to small laptop computers), which teachers may bring to their classroom on a cart so that students may work individually on projects that involve word processing. They are also used to teach keyboarding skills in the upper grades.

Technology – Cell Phones

We know in this age of technology students may have a cell phone for communication with parents. Cell phones at school will **remain off** and are kept in backpacks or lockers for the entire school day. The school is not responsible for lost or stolen cell phones. If a phone is found, it will be taken to the office.

Telephone Calls and Messages to Students

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

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

Tobacco Policy

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

Toys/Personal Belongings

We ask that students **NOT** bring toys or personal belongings such as; iPods, CD players, portable game systems, card collections, etc. to school. The school is not responsible for lost or stolen items. Students should also not bring cards (baseball, Pokemon) or handmade items to sell at school. * *See Solicitation Policy under Summary of District Policies in back of handbook.*

Volunteering/Chaperoning/Visitation of Classrooms

The board adopts the following regulations for parent visitations:

1. All exterior doors will be locked from 8:45 AM to 3:46 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 a dangerous weapon

as a firearm, dagger, dirk, stiletto, knife (blade over 3” in length), 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.

Website

Please visit our district website: www.has-k12.org. This site contains information about Holly Area Schools. Be sure to click on the Davisburg Elementary link for our current newsletter, our annual education report, directions to our school and more.

Summary of Important District Policies *All Board Policies are available for review in our School Office.*

Tornado Policy

Our school **has designated** safety areas to shelter students and staff.

Lockdown 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, the same as we practice tornado and fire drills. A copy of our procedure is available for review in the school office.

Sexual Harassment

Sexual harassment is unlawful under both Michigan and Federal laws and is contrary to the commitment of this district to maintain a learning environment that is free from sexual harassment. “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 Superintendent’s office, 920 E. Baird St., Holly, MI 48442 or telephone (248) 328-3140.

School Disruptions/Threats

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, the same as we practice tornado and fire drills. A copy of our procedure is available for review in the school office.

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.