

2016 - 2017

Holly Area Schools

HOLLY MIDDLE SCHOOL HANDBOOK & CODE OF CONDUCT

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





HOLLY MIDDLE SCHOOL

STUDENT HANDBOOK

2016 - 2017

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

**HOLLY AREA SCHOOLS - PUBLIC NOTICE
STATEMENT 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:

Mr. 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:

Mr. 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:

Mrs. 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

BOARD of EDUCATION

*Linda Blair Robin Carne Peter Deahl Susan Julian
Michael Newcomb Leon Sharpe Hillary McMullen*

*Dave Nuss, Superintendent - 328-3141
Scott Roper, Assistant Superintendent, Instruction - 328-3143
Steve Lenar, Assistant Superintendent, Administrative Services - 328-3151*

MISSION STATEMENT:

iLearn
Excel
Achieve
Do

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

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

<i>Eric Curl</i>	<i>Principal</i>
<i>Haley Street</i>	<i>Assistant Principal</i>
<i>Kristin Godoshian</i>	<i>Counselor</i>
<i>Mark Mattingly</i>	<i>Counselor</i>
<i>Catherine Collyer</i>	<i>Administrative Assistant</i>
<i>Emily Finkle</i>	<i>Secretary</i>
<i>Patti Burgess</i>	<i>Receptionist</i>

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GENERAL INFORMATION

ATTENDANCE POLICY

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

When a student is absent for any reason, parents must call or notify in writing the attendance office (on the day of the absence or by 3:00 p.m. the following school day). Verifying your child's absence does not "excuse" them for the purposes of the attendance policy (it is used for auditing purposes). The administration will notify parents by letter after the 6th & 9th absence in any trimester class.

Because regular attendance at school is critically important, students who accumulate more than 10 unexcused absences per trimester in any class may receive an "F" (fail the class) despite the grade earned. Parents who believe their child's absences include extenuating circumstances (verification required) may appeal their grades. **Official absence verification, such as a physician's note, should be turned in to the attendance office immediately following an absence.** These documents will be kept on file in the event they are needed for an attendance appeal.

EXCUSED absences are recorded for those times a student is involved in a **school related event** that causes them to be absent from the classroom. A daylong field trip or assemblies are examples of excused absences. Field trip days are mandated attendance days; those students who are not attending the field trip are expected to be in school (alternative lesson plans will be executed for those students who do not attend the field trip). Excused absences and suspensions DO NOT count in the student's total when determining compliance with the attendance policy. A student receiving approved homebound tutoring instruction provided by a certified instructor will be exempted from this attendance policy.

UNEXCUSED absences are all absences not school related, including illness or family vacation. Unexcused absences are used when determining violations of the attendance policy. Students who arrive late to school must sign in at the Front Office. More than 10 minutes late to class is considered an absence.

BACKPACK/BOOKBAG AND OUTERWEAR POLICY

Backpacks, book bags, and outerwear (including head coverings & hoods) may not be carried or worn in the school building during school hours. *For a detailed description see page 10.*

CANINE PROTECTION PROGRAM

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

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

CONFERENCES WITH SCHOOL PERSONNEL

Parents may make appointments for conferences with teachers, counselors, or the building administrators by calling the school office at 248-328-3400. Twenty-four hour notice is recommended when scheduling a conference. Formal Parent/Teacher conferences are scheduled two times a year. The dates and times for these conferences can be accessed on line. holly.hms.schoolfusion.us

DEBIT CARDS/STUDENT I. D.

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

DRESS

The intent of the Holly Area School District Board of Education in enacting a dress code is to promote a good academic environment, maintain discipline, and prevent disruption of the educational process. While the Board of Education recognizes that each student's mode of dress and grooming may be a manifestation of personal style and individual taste, any apparel that is disruptive, distracting, unsanitary or unsafe is prohibited. Parents should consider the dress code when purchasing school apparel. *For a detailed description see page 11.*

ELECTRONIC DEVICES AND OTHER VALUABLES

Items including but not limited to: smart phones, cells phones, trading cards, walkman radios, iPod's, iPad's, cameras, laptops, computer games, etc. should be left at home to avoid being lost, stolen or damaged. If a student needs to have an electronic device in school, it should be turned off & secured in a locker. 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.

For a detailed description see page 11.

EMERGENCY PROCEDURES/EVACUATIONS

At periodic times throughout the year, students will participate in fire/tornado/lockdown drills. These are important safety precautions for our students; therefore, it is essential that when the first signal is given, all students obey orders promptly and proceed to their designated area.

EXTRA-CURRICULAR ACTIVITIES

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

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

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

FUND-RAISING

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

HOMEWORK

Each student will be assigned work for home study throughout the school year. Their success in class is greatly affected by the completion of such homework. We ask your cooperation in making sure that your child completes his/her work through the use of a planned study time at home. The agenda portion of this handbook is a good place to check for homework assignments. Staff posts academic information on our School Fusion/Skyward website at holly.hms.schoolfusion.us

JAMFESTS

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

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

LOCKERS

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

LOITERING

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

MAKE-UP WORK

If parents desire that their children be assigned class work that will be missed during a vacation period, they must make this request (on the form provided) through the front office five school days in advance of the absence. It should be understood that such make-up work rarely takes the place of class attendance; class activities and instruction cannot be replicated outside of the classroom. If make-up work is requested and provided, the work is **due on the first day back to school**. In the event a student will be absent beyond five (5) school days, the teacher will not be expected to provide advance work beyond the fifth day of the absence. It is acknowledged that absences beyond five days will be difficult to make up and may severely compromise the student's academic process.

If a student is ill or suspended a parent may make a homework request by contacting the front office if the absence will extend beyond two days. Teachers are entitled to twenty-four (24) hours to comply with requests; completed work will be expected upon the student's return to school; it is recommended that parents & students access School Fusion/Skyward for assignments & other pertinent information. **It is the student's responsibility to obtain and complete make-up work. Students who do not receive work in advance will be expected to have the assignments completed within the same number of days they were absent.**

MEDICATION

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

NEWSLETTERS

School newsletters can be accessed online at holly.hms.schoolfusion.us

ON-LINE STUDENT INFORMATION

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

PROGRESS REPORTS

Progress reports are sent home with students mid-way through the marking period. Current grades and assignments are also posted online. Parents are encouraged to contact individual teachers if there are questions regarding this report. In the event additional monitoring is needed, we recommend parents contact the counseling office to set up a meeting with the student's teachers.

PROMOTION - RETENTION

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

REPORT CARDS

At the end of each marking period report cards will be accessible on Skyward; dates for progress and report card distribution will be posted on School Fusion. Comments pertaining to your child's performance and conduct are included on the report card. Parents can access current grades online at any time during the school year using Skyward.

SCHOOL CLOSING

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

SEARCH AND SEIZURE

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

SKATE BOARDS, ROLLER BLADES, ROLLER SHOES AND ROLLER SKATES

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

STUDENT COUNCIL (CLASS COUNCIL)

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

STUDENT RECORDS

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

TECHNOLOGY USE GUIDELINES

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

TELEPHONES - OFFICE

The office telephone is for school business and available for student use **only in case of an emergency**. Ride arrangements and social plans should be made in advance at home.

TEXTBOOKS

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

TOBACCO

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

TRANSPORTATION POLICY

Holly Area School District, parents and students are committed to providing safe transportation on our buses. Each year the transportation department distributes a flyer outlining rules. Riding a school bus is a **PRIVILEGE and not a right**;

- 1) Treat the bus driver with courtesy and respect, following all requests promptly and politely.
- 2) Board and exit the bus properly; students may not ride a bus they are not assigned to.
- 3) Follow all bus safety procedures.
- 4) Use only appropriate language.

This list of rules is not all-inclusive and other offenses may give rise to discipline. Serious violations could result in immediate suspension of bus privileges. Violations involving serious infractions may also result in school suspension and/or Board hearing for expulsion.

TRANSPORTING STUDENTS TO & FROM SCHOOL- MORNING SUPERVISION INFORMATION

Parents who choose to transport students to and from school are asked to follow the signage in the parking lot for traffic flow and safety purposes. The building opens at 7:15 a.m. for students to enter, **please do not drop off your child before 7:15 a.m.** From 7:15 - 7:30 a.m. the cafeteria is supervised. Students must report directly to the cafeteria until the bell rings at 7:30 a.m. when lockers are accessible. Loitering outside is not permissible.

VISITORS

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

YOUTH ASSISTANCE

Holly Area Youth Assistance is a division of Oakland County Juvenile Court and is designed to try and prevent formal contact with the court system. The caseworker works with the student, parents and school to help resolve problems.

DISCIPLINE

We believe that discipline in the school setting provides each student with the most favorable atmosphere for learning. It is known that the incorporation of limits and controls by individual students is an important part of the learning process and a necessity for young people if they are to participate effectively in a democratic way of life. To further this purpose and promote the objectives of the educational community, rules, regulations and policies are established to protect the rights, safety and welfare of the individual student, as well as of the total school population. Because discipline is essential in the learning process, it is expected that all personnel connected with the educational setting, in cooperation with the home, will endeavor to help individual students to adapt to these constructive limits and controls. The following discipline procedures are used as guidelines. They are consistent with the school policies of our district schools and the Holly Area Board of Education. **At all times we attempt to follow the guidelines published here; however, special circumstances may result in the use of different procedures as deemed necessary by the building administration.**

DISCIPLINARY PROCEDURES (not necessarily in progressive order)

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

Student Conference – Student and staff member discuss and resolve behavioral problems.

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

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

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

Detention – Students can be assigned a detention for a variety of violations to the Student Code of Conduct. Each trimester the progressive nature of detentions follows this format:

- Detentions 1-2: Student is assigned a 30 minute lunch detention served during the school day
- Detentions 3-4: Student is assigned a 45 minute after school detention.
- Detentions 5+: Student will serve an out of school suspension.

*If a student does not serve an assigned **lunch detention** they will be assigned an after school detention.*

*If a student does not serve an assigned **after school detention** they will serve an out of school suspension.*

Suspension from a School Activity – A student can be excluded from a school activity for disciplinary reasons.

Removal from Class – If a student is directed to leave class for disciplinary reasons they must report to the Student Office and sign in, fill out the reflections sheet, and have a parent/guardian sign the sheet.

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

Meeting with the Police Liaison or Superintendent – An intervention intended to impress on the student the seriousness of their misbehavior. If behavior is not corrected, a Board of Education hearing follows.

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

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

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

DUE PROCESS

-A student shall be informed of the specific charges.

-The student will be given the opportunity to respond to the charges.

-If a student denies the charge, the student will be informed of the nature of the evidence and will have the right to present any relevant information.

-A "parent/guardian" of a child charged of school infractions will be notified by phone or in writing of the specific charge, the investigation results and punitive measures taken.

-The parent may appeal to the Principal, Superintendent, his designees, or the Board of Education to review the decision.

CRIMINAL ACTS

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

DISCIPLINARY INFRACTIONS

The rules and policies of the Holly Area School District apply to any student who is on school property, school-affiliated transportation, in attendance at school or at any school-sponsored activity, or whose conduct at any time or place interferes with the operations, discipline, or general welfare of the school, regardless of location, date or time. To establish the best possible learning atmosphere for the student, as well as to provide for the health, safety and welfare of all students and employees of the Holly Area School District the following categories of misconduct have been adopted along with guidelines for consequences when a student engages in such misconduct. The consequences listed are applied progressively. These standards of conduct apply to all school students for all activities of the Holly Area School District. This list is not intended to be exhaustive, and includes, but is not limited to, the following:

AIDING AND ABETTING

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

ALCOHOL/DRUGS/"LOOK-ALIKES"

Possession, use, sale, transfer, distribution, or participation in the sale, use, transfer, or distribution of alcoholic or "non-alcoholic" (ex: O'Doul's, Malt Beverages & Zing Malt Beverages that may contain alcohol) beverages, prescription drugs, controlled substances or drug related paraphernalia (including chemical irritants and inhalants) is illegal and prohibited. The presence of a perceptible odor of alcoholic beverages on or about the student or exhibited evidence of consumption of alcohol or a controlled substance, or signs of being under the influence of alcohol or controlled substances is included. The unauthorized or unlawful possession, use, sale, transfer or distribution of physician-prescribed controlled substances, anabolic steroids, imitation controlled substances, look-alike drugs (like K-2, spice, etc.), and over-the-counter medications are also included. This policy applies while on school property or in any school building, while being transported to or from school facilities or school-sponsored events. *Consequence: Possession or use of the prohibited items will result in police liaison intervention, long-term home suspension, and participation in an anti-drug program at the expense of the student/parent. Pending investigation, a recommendation to the Board for expulsion may follow. Incidents involving drug distribution on any school property or at any school event shall follow due process requirements and be judged on their own merits. Having met those conditions, if the evidence supports the charges, the punishment SHALL include permanent expulsion from the Holly Area School District. Consequence: Police liaison intervention, suspension pending investigation and Bd. of Ed. expulsion hearing.*

ARSON

Definition: the willful and malicious burning, or attempt to burn, any building, part of any building, structure or property. *Consequences: expulsion (local law enforcement officials will also be contacted for further assistance). Students/Parents/Guardians are responsible for any financial reimbursement.*

ASSAULT (PHYSICAL) - TO EMPLOYEE

Intentionally causing or attempting to cause physical harm to another through force or violence is forbidden. Any student in Grade 6 or above who physically assaults a school district employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 school days.

ASSAULT (PHYSICAL) - TO STUDENT

Intentionally causing or attempting to cause physical harm to another student through force or violence is forbidden. This applies to any student who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle. *Consequence: suspension, Bd. of Ed. expulsion hearing*

BACKPACK/BOOK BAGS/COAT POLICY

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

Exceptions to the policy:

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

Consequence: Teacher sends the student with a pass to his locker to store the backpack or jacket.

BOTTLES

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

BULLYING - The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically based or gender-based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school function. Board Bully Policy can be accessed on the website. *Consequence: conflict mediation, Educational program, police liaison officer intervention, detention, suspension, Bd. of Ed. expulsion hearing*

CAFETERIA

Cafeteria expectations: stay in one seat, dispose of trash, conversational tones, polite to students/staff. **All food & drink must be consumed in the cafeteria, no glass bottles.** *Consequence: assigned seats, detention, suspension*

CELL PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES

According to district policy, "The administration shall promulgate rules to enforce this policy at the building level." At HMS electronic communication devices (such as cell phones) must be turned off (and not turned on **at any time** during the school day including passing time and lunch time **unless** under the direct supervision of HMS Staff) and stored in a locker once a student enters the building (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. If the student persists and the device is confiscated more than once, it will only be released to a parent/guardian/designee. Failure to comply is insubordination & is subject to suspension or expulsion.

CHEATING

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

CLASSROOM MISCONDUCT

Definition: Flagrant disregard for classroom rules or behavior disruptive to the classroom setting. *Consequence: warning, student conference, parent contact/chaperone, detention, suspension*

CONTRABAND

The possession or use of the following items which are disruptive to the education environment, including, but not limited to: lighters, matches, water balloons, squirt guns, smoke/stink bombs, paint balls, bee bees, fireworks and **laser lights**. Should a student accidentally bring contraband to school, it should be immediately given to a staff member to avoid consequence. *Consequence: suspension, meeting with Superintendent of Schools*

DRESS

1. Items that cover the head or obstruct the face/eyes of a student may not be worn in school (hats, bandanas, hoods, inappropriate head-coverings, sunglasses, masks, etc.) **unless** there is a documented medical/religious reason.
2. All shirts/dresses/tops must have a width of three fingers between the neck and shoulder, full side seams, and cover the midriff. Shirts/dresses/tops that do not meet these criteria are not acceptable **unless** worn over an acceptable clothing item (e.g. long sleeve shirt, short sleeve shirt, etc.).
3. Students are not to wear clothing with inappropriate slogans, including those that appear to promote the use of drugs, alcohol, tobacco, violence, vulgar language and/or obscene behavior. This includes clothing with anti-religious, anti-racial, or sexually harassing images or statements.
4. Excessively torn/ripped jeans (with or without skin showing) may not be worn in school. If "oversized" or low-rise pants are worn, they must be secured and remain around the waist so that underwear is not exposed (even with a long shirt).
5. All shorts/skirts/dresses should be an appropriate length for the school setting. Appropriate length *may* mean: longer than fingertip length, mid-thigh, or other criteria. Shorts/skirts/dresses that are deemed inappropriate are not acceptable **unless** worn over an acceptable clothing item (e.g. leggings, pants, etc.)
6. No clothing or accessories worn by students should contain items that could pose a safety hazard (e.g. chains, spikes, etc.)

Consequence: Students will change clothing when asked and may need to call home. The judgment of the building staff & administration will be final in determining inappropriate dress.

EXTORTION/BRIBERY

The use of threats or implied threats to acquire money or property belonging to another student is not allowed. *Consequences: suspension, Board of Education expulsion hearing*

FIGHTING

The act of quarreling involving bodily contact in or on school property, including school vehicles, and any activity under school sponsorship (e.g. dance or athletic events) is prohibited. *Consequence: detention, suspension, Board of Education expulsion hearing*

FORGERY

To falsely make, alter, forge or counterfeit any writing, including electromagnetic data, or to impersonate another person over the telephone, i.e., attendance calls. *Consequence: parent contact, detention, suspension*

FUND-RAISING

Selling items for personal gain or for out of school organizations is prohibited. These items include, but are not limited to, candy and trading cards. *Consequence: parent contact, detention, suspension*

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.

Consequence: confiscate objects, suspension, Board of Education expulsion hearing

GROSS MISBEHAVIOR

This is any act of deliberate school misconduct. *Consequence: suspension, Board of Education expulsion hearing*

HALLWAY MISCONDUCT

Misconduct that may include but is not limited to: running, pushing, throwing things, bumping into and tripping or touching others unnecessarily. *Consequence: warning, detention, suspension*

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. *Consequence: suspension, Bd. of Education expulsion hearing*

INCITEMENT

The act of stimulating or encouraging a fight or disagreement between other individuals is prohibited. *Consequence: detention, suspension, Board of Education expulsion hearing*

INCORRIGIBILITY (Persistent disobedience)

Chronic school misconduct is incorrigibility. *Consequence: Detention, Suspension, Board of Education expulsion hearing*

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. *Consequence: detention, suspension, Board of Education expulsion hearing*

INTERNET MISUSE (see "TECHNOLOGY USE GUIDELINES" above)

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

Consequence: Loss of Internet privileges, parent contact, law enforcement intervention, suspension.

LOITERING

Students are not permitted to loiter on campus **before or after the school day** unless they are participating in a **supervised** activity. Students can arrive at school at 7:15 a.m. and are to report directly to the cafeteria where they will be supervised. Locker access is available after 7:30 a.m. *Consequence: parent contact, detention*

MISSED DETENTION

Students must be prompt, proper 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 (possibly suspension).

OFFENSIVE LANGUAGE/INDECENCY/"SEXTING"

Language, pictures, caricature and gestures, which are indecent, profane, obscene, vulgar or otherwise inappropriate material directed at another student or at a staff member electronically or in other forms. *Consequence: detention, suspension, law enforcement intervention.*

PANHANDLING

This is defined as begging other students or staff for money. *Consequence: detention, suspension*

PLAGIARISM

Includes, but is not limited to, the use, whether by paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in selling of term papers or other academic materials. *Consequence: parent notification, 0% grade on plagiarized item, detention, suspension*

PROJECTILES/SNOWBALLS

Throwing snowballs, shooting projectiles (includes shooting objects through straws, snapping or shooting rubber bands, etc.) is dangerous. *Consequence: Suspension*

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. *Consequence: parent contact, detention, suspension*

RACIAL SLURS/HARASSMENT

Derogatory racial comments are considered a serious violation of a person's civil rights. *Consequence: suspension, meeting with the Superintendent, Board of Education hearing*

SEXUAL HARASSMENT

Sexual harassment is unlawful under both Michigan and Federal laws and is contrary to the commitment of this district to maintain a learning environment that is free from sexual harassment. HAS will not tolerate sexually harassing behavior, false reports of sexual harassment or retaliation against either person reporting allegations of sexual harassment or persons who cooperate with the investigation.

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

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

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

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

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

The district policy prohibits sexual harassment of students, employees or Board members by students, employees, or Board members. Copies of Board Policy 5050 & 5050-R are available from the Superintendent's Office. All complaints regarding sexual harassment should be forwarded to the building administrator or counselor immediately. Consequence: detention, police liaison meeting, suspension, Bd. of Ed. expulsion hearing.

SCHOOL DISRUPTIONS/THREATS

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

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

Consequence: police liaison report, suspension pending investigation and Bd. of Ed. expulsion hearing

SNOWBALLS (See "Projectiles")

SPITTING AND SPITWADS

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

Consequence: suspension

STEALING

Dishonestly acquiring the property of others or possession of property that has been acquired dishonestly. *Consequence: restitution, detention, suspension, referral to Holly Youth Assistance, Board of Education Expulsion Hearing.* **Property found by students should be turned over immediately to adult staff.**

TARDINESS

An unexcused tardy is defined as “not being in the classroom when the bell begins to ring.” The following consequences will be assigned for each new marking period. That classroom teacher will give a student who has two (2) tardies to the same class detention. A student who has three (3) tardies to the same class will be referred to the administration for a parent contact. A student who has four (4) or more tardies to the same class will be referred to administrator for progressive disciplinary consequences (including suspension). Because the beginning of any class consists of important announcements, directions and explanation, **any student arriving more than ten (10) minutes late to class is considered absent for that class.**

THREAT BEHAVIOR

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

Consequence: detention, police liaison intervention, suspension, Board of Education expulsion hearing

TRUANCY

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

Consequence: detention, referral to Youth Assistance and/or Probate Court

TOBACCO/CIGARETTES – Use/Possession

Tobacco use/possession by a minor child is unlawful in the State of Michigan; therefore, the student is subject to all state and local laws. *Consequence: suspension, police liaison report, parent conference with Superintendent of Schools, Board of Education hearing.*

VANDALISM

Graffiti is a form of vandalism (willful destruction of property belonging to school or students). *Consequence: restitution, detention, community service, suspension, Board of Education hearing*

WEAPONS-FREE SCHOOLS

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

- A. Michigan law requires the Board of Education to permanently expel a student for possession of a dangerous weapon on school property or in a school vehicle. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife (blade over 3' in length), a knife opened by mechanical device (regardless of blade length), iron bar, or brass knuckles.
- B. As a matter of District policy, the Board may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle, which may be used to cause or threaten harm to others. Examples include, but are not limited to: BB gun, pellet gun, look-alike gun, knife (blade 3" in length or less), razor blade, box cutter, chains, nun chucks, mace, pepper spray or any item intended for use as a weapon. *Consequence: police liaison report, suspension, Superintendent notification, Bd. of Ed. expulsion hearing.*