

Holly Area Schools  
**Patterson Elementary**  
**Parent-Student Handbook**  
**2016/2017**

***Our Mission...***

Patterson Elementary, in partnership with our community, provides educational excellence for all learners.

***Our Vision...***

We envision Patterson Elementary to be a place where learners are inspired to shape tomorrow's world!

**Accredited by the North Central Association – NCA**

**August 2, 2016**

**Dear Patterson Families,**

**This handbook has been created to provide information regarding our school policies and procedures. At Patterson Elementary, we are always striving to provide a safe, responsible and respectful environment for learning. We hope this document provides answers to any questions you might have.**

**If you have any further questions, please feel free to contact the Patterson Elementary office. We will be glad to help you!**

**Sincerely,**

**Peggy Kraemer**

**248-328-3700**

**[margaret.kraemer@hask12.org](mailto:margaret.kraemer@hask12.org)**

## ***How to Reach Us***

<b>School Office</b>	<b>248-328-3700</b>
<b>Attendance Line</b>	<b>248-328-3714</b>
<b>Latch Key</b>	<b>248-328-3615</b>
<b>Fax</b>	<b>248-328-3704</b>
<b>Transportation</b>	<b>248-328-3090</b>
<b>Food Service</b>	<b>248-328-3033</b>
<b>Website</b>	<b>holly.pes.schoolfusion.us</b>
<b>Staff Emails</b>	<b>firstname.lastname@hask12.org</b>

## ***School Hours***

<b>8:40 AM</b>	<b>First Bell - Students may enter building</b>
<b>8:55 AM</b>	<b>Instruction Begins</b>
<b>3:56 PM</b>	<b>Dismissal</b>

***\*Students arriving after 8:55 AM will be marked tardy for the morning (AM) session. Students leaving before 3:56 PM dismissal will be marked tardy for the afternoon (PM) session.***

**ABSENCES/ATTENDANCE ~ Please call the attendance line (248-328-3714) by 9:00 AM**

Calling the attendance line saves a tremendous amount of time when verifying your child's absence. Calling us eliminates the need for you to send in a note to explain your child's absence. If you do not call in, please send in a note to your child's teacher or to the office when they return to school. Please see the district attendance policy for information on absenteeism related to truancy.

**Students arriving after 8:55 AM will be marked tardy for the morning (AM) session. Students leaving before 3:56 PM dismissal will be marked tardy for the afternoon (PM) session.**

***\*Absences for vacations or 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.***

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 248-328-3714 if your child will be absent. For extended absences, a doctor's note may be needed.

**MAKE-UP WORK FOR ABSENCES:** In most cases, students will be given an opportunity to make up work when they return. For extended absences, please contact the school. ***Please allow 24 hours notice for teachers to gather materials.*** We ask that you ***not leave a request for make-up work on the attendance line.*** Please call the office, 248-328-3700, to make these arrangements.

**ARRIVAL**

**Walkers:** Please enter the building through the front entrance. Students should walk directly to breakfast or to their classrooms.

**Car Line Students:** Please drop students off at the East wing entrance. Students should walk directly to breakfast or to their classrooms. Do not drop students off in South parking lot. This parking lot is for bus drop off only and can be dangerous for students crossing the parking lot.

**Bus students:** Morning bus drop off is at 8:40 AM. Buses pull up in the South parking lot to allow students to exit the bus. Students should walk directly to breakfast or to their classroom.

**Bike Riders:** Bike racks are provided for students who ride their bikes to school. We encourage you to have your child wear a helmet and to lock and secure their bike when they arrive. Patterson Elementary is NOT responsible for stolen or damaged bicycles. Students should walk directly to breakfast or to their classroom after securing their bike.

**BREAKFAST**

Patterson Elementary offers free breakfast for all students. All students, with the exception of preschool students, should go directly to the cafeteria upon arrival and take their "grab and go" breakfast to their classrooms.

### **BIRTHDAY TREATS**

Please send a note informing your child's teacher that you intend to send a treat. Send these treats to school with your child if possible. Please check with your child's teacher to learn of any food allergies present in the classroom before selecting your child's birthday treat. If sending treats with the student is not possible, please deliver the treats to the office.

Students will pick the treats up when it is convenient for their classroom. Birthday party invitations may NOT be distributed at school during instruction time. Before or after school is best.

### **BUILDING USE**

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

### **BUSSING**

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

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

### **CELL PHONE POLICY/ELECTRONIC/COMMUNICATION/GAMING 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 a person or turned on during the school day will be confiscated.

### **CLASS PLACEMENT**

In the spring of each year, you will receive information in our school newsletter encouraging you to provide input into our classroom placement process. We also know that there may be areas of strength or concern of which you want to make us aware as we place your child. No specific requests for teachers will be accepted, nor will requests not to have a particular teacher be honored. All of the information in letters, which mention specific teachers by name, will 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.

### **CONDUCT CODE/DISCIPLINE**

The Holly Area Schools Board of Education has adopted a code of conduct. **It is interpreted and applied with consideration to individual situations and the age of the student involved.** Students are expected to know the school rules, and warnings will be given for breaking them. Parents of students who continue to have problems or serious offenses will be contacted and informed of a plan of action to be taken. \*Also, see summary of District Policies in back of handbook.

Discipline may range from revoked recess privileges, conversation with the principal, short or long-term suspension, or even expulsion in the most serious of cases.

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

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

**CONFERENCES**

During the fall and winter, conference times will be scheduled for parents to meet with teachers to discuss the academic and social growth of their child. Parents do not have to wait for these scheduled conferences. If a parent feels a conference with their child's teacher is necessary, they may request an appointment at any time. Please do not attempt to speak with teachers regarding your child's academic or social concerns during the time that they are with children.

**DISMISSAL OF STUDENTS/ PARKING LOT SAFETY**

***\*ALL PARENTS ARE ASKED TO COOPERATE AND FOLLOW OUR DISMISSAL PROCEDURES.***

For the safety of our students, we ask that parents have a normal daily routine for their child. Each year we ask for parents to share with their child's teacher what the child's after-school routine will be for each day of the week. If parents or guardians need to alter this routine, please send in a note to the child's teacher or contact the school office at 248-328-3700. It is important to call before 3:00 PM so that messages can be given to the student in a timely manner.

Students leaving school early are dismissed from the office. For the safety of all children, we cannot allow individuals to go directly to classrooms. Students are expected to remain in their class until the end of the day. ***Please do not ask to have students dismissed during the last few minutes of the day***

**SAFETY FIRST!**

The combination of children, buses, and cars in the parking lot can be very dangerous. At all times, please be cautious around our school. Our buses enter at the light on Grange Hall Rd., turn left into the south lot and exit onto Riverside Drive back to Grange Hall Rd. **Parents are asked NOT to drive through or drop students off in the south parking lot, as this lot is reserved for buses.**

Parents who pick up students in the east parking lot should always be cautious of their surroundings. Please follow the car line around the circle all the way to the front and be aware of people backing out of parking areas. Students will not be allowed to walk through the parking lot without an adult. Curbside pick-up or coming into the building is the safest. Do not leave your car unless you are in a designated parking spot. Please treat all parking areas with extreme caution and never leave your car unattended and running.

### **DISTRIBUTION OF MATERIALS**

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

### **DRESS CODE**

Students' appearances should not be disruptive to the learning environment. For example, but not limited to: make-up, bare midriffs, jeans riding low (exposing under garments) without a belt, tight fitting clothes, inappropriate wording/phrases on t-shirts, jewelry, and extreme hair coloring/styles. We expect students to dress appropriately.

Shorts are allowed in hot weather, but they should be fingertip length or longer. Tank top straps must be three fingertips wide. **Hats/hoods may not be worn during the instructional day (with the exception of when a student is transitioning in/out of the building).** Flip flops may not be worn in the gym or on the playground. Please provide a change of shoes for these areas. Tennis shoes are best for gym activities and playground safety.

### **FIELD TRIPS**

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

### **FIRE, TORNADO & 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 that 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 danger 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.

### **HOMEWORK**

Your child will be expected to bring back completed homework assignments during the school year. Some assignments may be as simple as reading a book aloud to you, while some may be assignments in specific subject areas or long-term projects. Teachers are always happy to explain homework instructions to you so that you are able to assist your child. Homework is a necessary and valuable function of school. The amount of homework given will be appropriate to the age of the student. Homework completion will be a part of the habits grade that your child receives in each subject area, and will also be used to determine his/her level of academic progress. With elementary age students, it is your responsibility as a parent to check your child's backpack and/or agenda to see if he/she has any assigned homework. Although we want children to take responsibility for their own learning, it is important for them to know that homework time is a priority in their home and that parents take this responsibility seriously.

### ILLNESS

Should children become ill at school or should staff suspect illness, we will request that the child be picked 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 diagnosed communicable disease, an elevated temperature, or if they are experiencing vomiting and/or diarrhea.

### LATCH KEY

Latch Key childcare is available from 5:45 AM until school begins and from school dismissal until 6:15 PM at each of the elementary buildings. These programs offer time for children to do homework, to do fun indoor and outdoor activities, and to enjoy being with friends. For more information about Latch Key, please contact Carla Rigsby at 248-328-3615.

### LIBRARY (Instructional Media Center)

Our library (IMC) contains over 12,000 books that are available for checkout by our students. Students visit the library to check out a book at a scheduled time once per week. A new book may be checked out when the previous book has been returned. A fee will be assessed at the end of the school year for books that are lost, unreturned, or damaged.

### LOST AND FOUND

Contact the office regarding the location of the lost and found. All coats, hats, boots, and gloves should be labeled with your child's name. Parents and students are both encouraged to come and check for missing items.

### LUNCH

Lunch may be paid for 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. Children who forget their lunch money will be given a peanut butter and jelly sandwich and milk. Lunch prices are listed on the monthly menus and can also be found on our website. Lunch times for each grade level will be shared on the first day of school and are subject to change. ***Remember breakfast is free for all Patterson students!***

### FREE AND REDUCED LUNCH

Free or reduced lunch forms are available at all times in our office. An application will be sent home with all students on the first day of school and are also available online. A new application is required each year. If your child qualified for free or reduced lunch last year, he/she will qualify for services this year ***through September 30<sup>th</sup>, 2016***. If at any time during the school year your family's financial situation changes, please call us to request that we send home a form to you. ***If you need confidential assistance with the application please contact our office.***

### MEDICATION FOR STUDENTS

While the health of the child is the responsibility of the parent, the school recognizes that there are some circumstances in which a student must receive medication during the school day. The policy for Holly Area Schools requires that a Medical Administration Form be completed in order for a medication to be dispensed at school. We require a specific written request from a physician as well as a parent signature. ***Absolutely no medication is to be dispensed by or brought to school without having completed 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. ***For the safety of all students please do not send medication in with the student. Medications are to be delivered to the office by the parent/guardian.***



### **NEWSLETTER**

Every Friday, or on the last day of the week, the *Patterson Page* newsletter will be posted on our school Fusion website as well as our school Facebook page, and will be emailed to parents as well. Arrangements to receive a hard copy of the newsletters can be made through the office.

### **PARENT SUPPORT**

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 to become active and involved. Our parent groups make many valuable contributions to our school, including the upcoming renovation of our playground! Their support has provided our students with many special events, activities and supplies over the years. Please consider joining T.E.A.M. Patterson, our parent-teacher organization. Information on all activities will be posted in the *Patterson Page* and on our website.

### **PETS/ANIMALS**

Students or parents may not bring animals to school without approval from the classroom teacher or office, including during arrival and dismissal times. If approval has been given, please confirm with the teacher or office when you should bring the animal to the school.

### **POSITIVE BEHAVIOR SUPPORTS AND CHARACTER TRAITS**

Patterson is actively involved in activities that support a positive, safe and caring school community. These activities can include assemblies, conflict resolution, bully prevention, writing prompts, studying core democratic values and much, much more!

### **PROGRESS REPORTS**

Progress reports will be available during parent teacher conferences and will appear on the School Fusion website after conferences take place. The report serves as a brief update regarding your child's academic progress.

### **PROMOTION AND RETENTION**

At the elementary level, retention at present grade level or promotion to a higher-grade level shall be decided on the basis of potential benefit to the pupil. Grade placement is a complex issue and hinges on a variety of criteria.

For students that are not experiencing success in school, a child study team including the classroom teacher, the child's parent(s), and the principal will work together to arrive at the best plan to meet the child's needs. This plan may include retention at the current grade level, only if the child's parent is in agreement.

### **RECESS**

#### **ATTIRE**

Students go outside for recess every day unless it is raining or the wind chill factor is below 10°. Children should come to school prepared for outdoor recess. Weather changes rapidly and it is always easier to shed a layer than it is to add one. ***Families that are unable to provide appropriate cold weather clothing for their child should contact our office for assistance.***

#### **INDOOR RECESS**

It has been a long-standing school policy that children attending school should be able to participate in the regular school program, which includes outdoor recess. Exceptions include 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.***

### **ROLLERBLADES AND SKATEBOARDS**

District Policy states that students shall not rollerblade, roller-skate or skateboard on school grounds at any time. **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, after high school and middle school students. To inquire about school closings, please call the School Closing Hotline at 248-328-3110.

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

In the event of a school closing, parents will be notified through Skylert and announcements will be made on local radio and television stations if time permits.

### **SCHOOL DISRUPTIONS/THREATS**

Should 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;
3. Make up all instructional time lost because of such threats, as required by law.

### **SEARCH AND SEIZURE**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student's, locker and/or desk 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**

The form of communication utilized by 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. Kraemer and our staff will use the Skylert message system to let families know of upcoming school events, field trips and other important building information. **Parents have control of the phone number that is contacted by the Skylert program. Changes can be made by logging in to your Skyward account.** Please call the office if you need assistance.

### **STUDENT EMERGENCY INFORMATION**

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

### **SUPPORT STAFF**

**Speech/Language Pathologist** - The speech/language pathologist serves those students who demonstrate special needs in the development of their communication skills. Students may receive their services within the regular classroom through team-teaching or in small groups in the speech room, depending upon the students' needs. Students are evaluated upon the request of the teacher or parent when it appears that the communication skills interfere with his/her success in school. The four primary areas of communication are articulation (speech sound development), language (listening, understanding, verbal expression), voice and fluency.

**Resource Room** - Resource room programs are provided within each school to assist students with special academic needs. Students must be evaluated and be determined by a committee to need assistance in one or more areas according to federal and state guidelines. After this determination has been met, the student may receive instruction in a resource room or the regular classroom through team teaching.

**School Psychologist** - The psychologist works with the staff of each school to identify children who are having learning and/or emotional problems and to work toward developing an appropriate method of handling the difficulty. A function of the psychologist is to observe and evaluate children in order to make recommendations for classroom management or for providing special education services.

**Social Worker** - The school social worker provides counseling for special education students at all grade levels, consults with teachers and parents concerning child management and makes referrals to helping agencies in the community. Other services may include parent education groups and affective education for pupils.

**Occupational and Physical Therapists** - These therapists provide support to our students who have a need for these services documented by a family physician or medical specialist, and who have an Individualized Educational Plan (IEP) in place.

**Title I Teacher** - Our Title I teachers will provide services to Title I students in the area of writing, reading or mathematics. Students may meet individually or in a small group.

### **TEACHER QUALIFICATIONS**

Federal law allows parents to know the professional qualifications of their child's teacher. If you would like to receive this information, please contact our Human Resources Department, at 248-328-3141.

### **TECHNOLOGY**

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

### **TITLE I /COMPACT**

Patterson is a school-wide Title I School receiving Federal funds under the No Child Left Behind Federal guidelines. Any student below grade level in a core area of instruction will be eligible for supplemental academic assistance. Our status requires us all to have a compact with our community. PLEASE sign the compact and join us as we support a safe, welcoming, expertly taught learning community for your child.

**PERSONAL BELONGINGS/ELECTRONIC DEVICES**

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

**VISITING SCHOOL**

Parents are welcome to visit the school and see our facilities. School District Policy requires that all visitors must first report to the office for a visitor badge. You should make an appointment to visit your child's classroom or meet with staff. *\*See Visitation Policy under Summary of District Policies in back of handbook.*

**VOLUNTEER PROGRAM**

Adult volunteers are greatly appreciated in our school. If you would like to assist in a classroom, please call the school office or let your child's teacher know. Your help and interest are a very important part of our team. For the safety of our students, a basic background check is required of all adults volunteering in our classrooms each year. All background information is kept highly confidential. Please fill out the required form with the office staff prior to volunteering.

**WEAPONS-FREE SCHOOLS**

In order to provide a safe learning environment for all children, our schools must be weapons-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 a BB gun, air soft gun, pellet gun, look-alike gun, knife (blade 3" in length or less), razor blade, box cutter, chains, nun chucks, mace, pepper spray or any item intended for use as a weapon.

# *Will you join the team?*

## **T.E.A.M. Patterson**

***Together, Everyone Achieves More!***

The Patterson Elementary Parent/Teacher Organization is an informal group of parents whose goal is to enhance the school program and provide special opportunities for students. T.E.A.M. Patterson helps coordinate and sponsor many events throughout the school year. Some of the events include:

*Monthly Family Nights*

*Assemblies*

*Author Visits*

*Blood Drive*

*Holiday Shop*

*Valentine's Family Dance*

*Campbell's Soup Labels*

*Big G Box tops*

*Fundraisers*

**Volunteers are always welcome!**

Watch the Patterson Page newsletter for announcements and reminders of meetings. All parents are welcome. Free childcare during meetings is always provided. T.E.A.M. Patterson is a valuable resource and an important part of the school experience!

To learn more about T.E.A.M. Patterson, please contact **[hollyteampatterson@gmail.com](mailto:hollyteampatterson@gmail.com)**

**HOLLY AREA SCHOOL DISTRICT**

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

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

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

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

**SCHOOLS**

<b>Davisburg Elementary</b> 12003 Davisburg Rd.	Kimberly Hempton, Principal (248) 328-3500
<b>Holly Elementary</b> 810 E. Maple St.	Ryan DeSana, Principal (248) 328-3600
<b>Patterson Elementary</b> 3231 Grange Hall Rd.	Peggy Kraemer, Principal (248) 328-3700
<b>Rose Pioneer Elementary</b> 110 Milford Rd.	Michael Beattie, Principal (248) 328-3800
<b>Holly High School</b> 6161 E. Holly Rd.	Peter LoFiego, Principal (248) 328-3200
<b>Holly Middle School</b> 14470 N. Holly Rd.	Eric Curl, Principal (248) 328-3400
<b>Special Services</b> 920 E. Baird St.	Ellen Lounds, Director (248) 328-3170

## 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.

During a tornado **WATCH** it means conditions are such that a tornado could develop. Classes will be conducted as usual. School will be dismissed only if we are directed to do so by the Superintendent's Office.

During a tornado **WARNING** a tornado has been sighted. Students will not be dismissed. Parents may check out students using the proper procedure. Under no circumstances will neighbors be allowed to pick up children other than their own unless arrangements have been made through the principal.

### **SEXUAL HARASSMENT POLICY**

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

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

The district policy prohibits sexual harassment of students, employees, or board members by students, employees, or board members. Copies of the district policy are available from the Superintendent's office, 920 Baird St., Holly, MI 48442 or telephone 248-328-3141.

### **NON-DISCRIMINATION POLICY**

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:

Ellen Lounds  
Section 504 Coordinator  
920 Baird Street  
Holly Michigan 48442  
248-328-3074

Direct all other inquiries related to discrimination should be directed to:

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

### **LOCK DOWN POLICY**

In accordance with state policy and for the safety of our children, we have established a Lock Down Policy for our school. In the event of any potentially dangerous situation, this policy will be put into effect. Staff and students will periodically practice this procedure, the same as we practice tornado and fire drills.

### **LOITERING-UNAUTHORIZED PERSONS**

While we love having former students visit Patterson Elementary, visits should not disrupt instruction. Unauthorized persons loitering on or about any school building or on school grounds shall be asked to leave the premises.

### **PARENTAL/ GUEST VISITATION OF CLASSROOMS**

The board adopts the following regulations for parent visitations:

1. 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.
2. Visitors are required to check in at the school office prior to going to the class they wish to observe and to follow individual school procedures for visitor sign-in, passes, escorts, etc.
3. 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.
4. 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.
5. Visitation shall not be allowed during tests or other student classroom examinations/evaluations.
6. Teachers are expected to use the time between classes for preparation, meetings with students and discussions with colleagues. Parents are to refrain from using classroom visits 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.

### **SMOKING POLICY**

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

### **SOLICITATIONS**

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 DISCIPLINE**

A Code of Conduct has been adopted by the Holly Area Schools Board of Education. It is interpreted and applied with consideration to individual situations and the age of the student involved. Under certain circumstances it may be in the best interest of a student or the other students of a certain school for a student to be denied the privilege of attending school. A short-term suspension (not to exceed 10 days) may be imposed upon a student if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school. Some of the reasons are given below:

#### **1. Tobacco:**

The act of violating the smoking regulation for students, including the use/possession of tobacco in any form.

#### **2. Offensive Language:**

The act of using offensive language by students in verbal or written form or in pictures or caricatures in or on any school property.



**3. Stealing:**

The act of acquiring the property of another by theft, coercion, or fraud.

**4. Forgery:**

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

**5. Fighting:**

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

**6. Truancy:**

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

**7. Insubordination:**

The failure to respond or carry out a reasonable request by a staff member or the act of verbal or physical opposition to a member of the school staff.

**8. Gross Misbehavior:**

The act of deliberate or willful conduct detrimental to normal functions of the program or activity under school sponsorship, or the act of threats to staff members or to the students.

**9. Vandalism:**

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

**10. Indecency:**

The act of offending against commonly recognized standards of propriety or good taste, including the use of vulgar language, or gestures.<sup>19</sup>

**11. Possessing or Using Weapons:**

The act of possessing, using, or threatening to use any weapons, explosives or an instrument capable of inflicting bodily harm.

**12. Extortion:**

The act of extortion to borrow or attempt to borrow any money or things of value from a student unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.

**13. Alcoholic Beverages, Drugs, etc.:**

Possession, use, sale, transfer, distribution, or participation in the sale, use, transfer, or distribution of alcoholic beverages or controlled substances or drug-related paraphernalia. Have a perceptible odor of alcoholic beverages on or about the student or exhibit evidence of consumption of alcohol or a controlled substance, or show signs of being under the influence of alcohol or controlled substances. This includes the unauthorized or unlawful possession, use, sale, transfer, or distribution of physician prescribed controlled substances, anabolic steroids, and look-alike drugs and drug related paraphernalia. This policy applies while on school property or in any school building, while being transported to or from school facilities.

**14. Suspension:**

Students guilty of violating school policy may be suspended. A suspension may be for a short-term not exceeding ten school days, or for a longer term, exceeding ten days. A short-term suspension may be imposed immediately upon a student without first affording the student or the parents/guardians a hearing

if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school.

**15. Bullying:**

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

*\*All detailed Board Policies are published in a manual available for your information in our school office.*

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

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