

Holly Elementary Parent / Student Handbook 2007-08

The ABC's to Help our School Go!

ABSENCES

ATTENDANCE/SAFETY LINE 248-328-3614

For the safety of our children, Holly Elementary has established an Attendance/Safety Line. This answering machine is on **24 hours a day**. If your child is going to be tardy or absent from school, *please call the Attendance/Safety Line by 9:00AM*. Calling the attendance line saves a tremendous amount of time when verifying your child's absence. Using the attendance hotline eliminates the need for you to send in a note to excuse your child's absence. Thank you for your cooperation with this program.

MAKE-UP WORK FOR ABSENCES: In most cases, students will be given an opportunity to make up work when they return. For extended absences contact the school. *Please allow 24 hours notice for teachers to gather materials*. We ask that you *not leave a request for make-up work on the attendance line*. Please call the office, 248-328-3600, to make these arrangements

ATTENDANCE

Students arriving after 8:50 AM will be marked tardy for the AM. Also, students leaving before 3:30 PM dismissal will be marked tardy for the PM.

School attendance is reported to the Central Office and to our State Education department. If a student misses 10 times during a marking period or has a pattern of truancy our office contacts the family by phone or letter. Attendance is a predictor for school success and academic achievement. If poor attendance/truancies continue for 2 marking periods, referrals are made to Holly Area Youth Assistance (HAYA). The final step, if attendance does not improve, is referring to the Oakland County Truancy officer/Courts system.

BUS ISSUES

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

BIKE RIDERS

Students must be in **grades 3, 4, or 5** to ride their bicycle to school. Special permission may be granted to students in Kdg., 1st or 2nd grade. *This permission will be granted on an individual basis and will require a letter from the parent, to be kept on file, in the office*. Please call the office, 248-328-3600, to make these arrangements.

BIRTHDAY TREATS FOR STUDENTS

Please send a note informing your child's teacher that you intend to send a treat. Send these treats with your child when possible. If sending them with the student is not possible, deliver the treat to the office. Students will pick them up when it is convenient for their classroom.

Birthday Party Invitations: We ask that birthday party invitations NOT be distributed during school hours. Parties are often selective to certain friends and at times hurtful to the students who are not included. Please do not have your child give invitations out openly at school.

CONDUCT CODE/SCHOOL RULES/CONSEQUENCES

Students are expected to know the school rules. Warnings will be given for breaking them. Parents of students who continue to have problems or serious offenses will be contacted and informed of the plan of action to be taken. In-school or out-of-school suspension is possible depending on the severity of the problem/offense. **Also, see summary of District Policies in back of handbook.*

SCHOOL RULES:

Rule	What does it look like?	Core Democratic Value
1. Be Responsible for ourselves.	Quiet in hallways, make good choices.	Common Good
2. Show respect for others.	Keep hands to yourself, speak kindly to others.	Individual Rights
3. Take care of our school.	Respect all materials/displays, keep our playground beautiful.	Patriotism
4. Do our best to learn.	Listen/follow directions, be prepared to learn.	Diversity

CONSEQUENCES:

- Step #1** Student receives a warning, and misbehavior is discussed.
- Step #2** Student receives a consequence (teacher discretion).
- Step #3** Student's parent is contacted and misbehavior is discussed.
- Step #4** Student is referred to principal.

CONFERENCES

At the end of the first and third marking periods, times are scheduled for parents to meet with teachers to discuss the academic and social growth of their child. Dates for these conferences will be published in the newsletter and appointments will be set by the teacher.

However, parents do not have to wait for these scheduled conferences. If a parent feels a conference with their child's teacher is necessary, please request an appointment.

CONNECT ED

Another form of communication utilized in our district and building is the ConnectEd 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. Hunter, our staff, and students will use the ConnectEd message system to let families know of upcoming school events, field trips and other important building information.

DISMISSAL OF STUDENTS/ PARKING LOT SAFETY

Dismissal of Students-ALL PARENTS ARE ASKED TO COOPERATE AND FOLLOW OUR DISMISSAL PROCEDURES.

1. For the **safety of our students**, we ask that parents have a normal daily routine for their child. Each year we ask for a **5-day per week plan**. Teachers will keep these in the classroom and this information will be added to their emergency blue sheet. If you need to alter this routine, please send in a note to the teacher or contact the school office at 328-3600. **It is important you call before 3:00 p.m. so the message can be given to the student in a timely manner.**
2. Students leaving school early are dismissed from the office. For the safety of all children, we cannot allow individuals to go directly to classrooms.
3. If you are walking to school to pick your child, weather permitting, **please wait outside, in front of the library.** (If it's raining, please wait over by the music room door.) This will help with the congestion at the main entrance. Teachers will walk students out at dismissal time.

Hint: Have a plan for your child should he/she arrive home and find no one there.

DISMISSAL OF STUDENTS/ PARKING LOT SAFETY con't.

Parking Lot Safety

Parents picking up or dropping off should “*Enter Car Line Drive*” from Elm Street and drop their children off at the end of the East Wing. **Do not exit your car.** If you need to see a teacher, please park in the lot and enter the building. **For the safety of all students, parents must accompany them across any road to a vehicle. Students are not allowed to cross “Car Line Drive” to any vehicle.** At dismissal, the main entrance is for walkers and bus students only. **Reminder...the parking lot is closed from 3:15-3:45 PM daily for dismissal.**

We are predicting many cars in our pickup line. We are exiting students as quickly as possible. If you are opting to pickup your child, for their sake, please be courteous and patient. When we work together it only takes about 10 minutes to get everyone safely into cars. Thank you for your cooperation.

DRESS CODE

A school is a child's place of business. **Student 's appearance should not be disruptive to the learning environment. Therefore, make-up, bare midriffs, short tops, inappropriate jewelry, hair coloring will not be accepted.** We expect students to dress appropriately. Shorts are allowed in hot weather. Please keep them fingertip or longer in length. **Hats may not be worn inside the building.**

ENRICHMENT ACTIVITIES

Holly Elementary provides enrichment activities before and after school for all students. Watch for brochures to come home in the fall and spring. A variety of classes are offered, from languages to physical movement, games and crafts, to academics. Students enjoy the time to participate with other children in activities outside the school day. Parents are encouraged to share their talents, also. If you are interested in teaching an "After-School Activity," please call our school, at 328-3600.

FIELD TRIPS

Field trips require parent permission in writing. Children are not allowed to call home for these slips, so please plan ahead. *For the safety of all, children are not allowed to attend the activity without written permission.*

FOOD SERVICES

Lunch and/or breakfast may be purchased on a daily, weekly or monthly basis. Please make your check or money order payable to Holly Area Schools. Your child can deliver pre-payment to the cafeteria server first thing in the morning or at lunchtime. Free or reduced lunch forms are available at all times in our office. An application will be sent home with all students on the first day of school. ***A new application is required each year. For your convenience, if your circumstances should change during the course of the year, we have included an application in the back of this handbook.*** If your child qualified for free or reduced lunch last year, he/she will qualify for services this year through September 30. Children who forget their lunch money will be given a peanut butter and jelly sandwich and milk. Breakfast and lunch prices are listed on the monthly menus.

ILLNESS

If your child becomes ill at school, we will contact you to pick him/her up. We have no accommodations for sick children at school. Please help us by keeping your child at home if the following symptoms appear.

- | | | |
|-------------------------------|-----------------------|-------------------------|
| --temperature of 100° or more | --persistent headache | --vomiting or diarrhea |
| --sore throat | --suspicious rash | --coughing |
| --swollen glands | --sores | --ear and eye discharge |
| --runny nose | --upset stomach | --chills |

*All students will go out for recess—See ***Recess*** for more details.

MEDICAL AUTHORIZATION SHEET (Blue Sheet)

Please update this information as often as needed. In the event of illness or injury, the school needs to know how to contact you, a relative, neighbor or someone willing to care for your child in your absence.

Only persons listed on this sheet will be allowed to pick your child up during school.

MEDICATION FOR STUDENTS

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

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

NEWSLETTER

Every Friday a newsletter, "Our Home & School Connection", will come home with your child. It is printed on yellow paper and has important information about current happenings. Ask your child to share it with you!

OPPORTUNITIES FOR STUDENTS

Popcorn – Every Wednesday is Popcorn Day. Students may purchase a bag for 25¢. Proceeds for each sale go to the sponsoring classroom or program.

Ice Cream – Ice cream treats are sold each Friday, in the cafeteria, during lunches. Students may purchase only one treat and the cost is 75¢ each.

Safety Patrol – Students in 4th and 5th grade may apply for safety Patrol. Safeties help our students cross streets and load busses safely.

Student Council- Representatives are selected from our 3rd-5th grades. The Council meets on a regular basis and helps with school initiatives and spirit days.

RECESS - REMAINING INSIDE

It has been a long-standing school policy that children attending school should be able to participate in the regular school program, this includes outside recess. **Indoor recess will occur when it is raining or the wind chill factor is below 0°.** Children should come to school dressed for the weather. Exceptions involve conditions such as asthmatic difficulties, injuries, etc. *In these situations, a doctor's note is required before we can allow the child to remain indoors.*

ROLLERBLADES AND SKATEBOARDS

District Policy states: *Students shall not rollerblade, roller-skate or skateboard on school grounds at any time.* Students in 3rd, 4th, or 5th grade may rollerblade, roller-skate or skateboard to school, but shall remove skates or step off skateboards before entering the building.

SAFETY PATROL

Fourth and fifth grade students participating in the Safety Patrol program assist children crossing streets on their way to and from school. Safety Patrollers leave their posts at 8:40 AM. Our Safety Patrol Sponsor is Mrs. Turner.

SCHOOL CLOSING - WEATHER & EMERGENCY

If it becomes necessary to close school during the day for weather, mechanical or other emergency reasons, elementary children will be released last. **School Closing Hotline: 248-328-3110**

PARENTS ARE ASKED TO PROVIDE A "SECOND HOME" FOR THEIR CHILDREN TO GO, IN THE EVENT THEY ARE RELEASED EARLY AND THE PARENT IS NOT HOME. PLEASE PLAN THIS BEFORE THE EMERGENCY ARISES AND TALK TO YOUR CHILD(REN) ABOUT THESE ARRANGEMENTS.

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

WCRZ 108 FM
WIOG 102.5 FM
WJR 760AM

WHNN 96 FM
WWJ 95 AM

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

STUDENT COUNCIL

Holly Elementary Student Council consists of representatives from 3rd, 4th, and 5th grades.

TECHNOLOGY-Cell Phones

We know in this age of technology students may have a cell phone for communication with parents. Cell phones at school should remain off and kept in backpacks or lockers. The school is not responsible for lost or stolen cell phones.

TELEPHONE CALLS and MESSAGES TO STUDENTS

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

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

TOYS/PERSONAL BELONGINGS

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

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.*

**For the safety of students,
All doors, except the main entrance
doors, are locked from 9:00-3:25 daily.
ALL VISITORS/VOLUNTEERS
MUST FIRST REPORT
TO THE OFFICE.**

VOLUNTEER PROGRAM

Adult volunteers are greatly appreciated in our school. If you would like to assist in a classroom or have a talent or interest to share in our After-School Activity Program, please call the school office or let your child's teacher know. Your help and interest are a very important part of our team.

Board Policy states: *School volunteers serving in the district without financial compensation are bound by the policies, rules/regulations and procedures of the district.* *Also, see summary of District Policies in back of handbook.

WEBSITE

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

Will you join the team?

HOLLY ELEMENTARY PARENT ORGANIZATION

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

Holiday Shop - enables children to do their own holiday shopping.

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

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

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

Big G Boxtops - Boxtops are saved to earn money for purchasing items like, maps, globes, computer and audio-visual equipment. *Last year we earned \$800.00!!*

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

Fundraiser - Provides funds for computers, printers, software, field trips, etc.

Plant Sale – Watch for great deals on great plants in the Spring.

Popcorn – Every Wednesday is Popcorn Day. Students may purchase a bag of popcorn for 25¢. Volunteers are always welcome.

The Parent Organization also offers assistance during Open House, Parent Teacher Conferences, School Picture Day, Field Days and Kindergarten Round-Up. Watch your newsletter for announcements and reminders of meetings. **Meetings are the second *Wednesday* (new day) of the month in the library. The PTO will rotate the times between 3:45 PM and 7:00 PM meetings every other month.** All parents are welcome. Free childcare during the meeting is always provided. The Parent Organization is a valuable resource and an important part of the school team.

HOLLY AREA SCHOOL DISTRICT

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

President	Tony Mayhew
Vice President.....	Sue Julian
Secretary.....	Robin Carne
Treasurer.....	Kevin Diviney
Trustee.....	David Rath
Trustee.....	Michael Newcomb
Trustee.....	Patrick McKenney

ADMINISTRATIVE OFFICE (248)328-3100

R. Kent BarnesSuperintendent
Noni Miller.Assistant Superintendent/Instruction
Steve LenarAssistant Superintendent of Administrative Services

SCHOOLS

Davisburg Elementary 12003 Davisburg Road	Barbara Bloom, Principal (248)328-3500
Holly Elementary 810 E. Maple Street	Beth Hunter, Principal (248)328-3600
Patterson Elementary 3231 Grange Hall Road	Dennis Inhulsen, Principal (248)328-3700
Rose Pioneer Elementary 7110 Milford Rd.	Michael Beattie, Principal (248)328-3800
Holly High School 6161 E. Holly Rd.	David Nuss, Principal (248)328-3200
Sherman Middle School 14470 N. Holly Road	Anne Doriean, Principal (248)328-3400
Richter Intermediate 920 E. Baird St	Anne Doriean, Principal (248)328-3030
Special Services 920 Baird St.	Janet Stack-Miller, Director (248)328-3170

TRANSPORTATION

800 Elm Street Debra Mentier, Supervisor
(248)328-3090

CENTRAL KITCHEN

111 College Street Ann Smith, Supervisor
(248)328-3224

OAKLAND CO. HEALTH DEPARTMENT

1200 N Telegraph, Waterford Vicky Dickie, Nurse
(888)350-0900 ext. 81368

SCHOOL CLOSING INFORMATION

JOB HOTLINE (248)328-3110

WEBSITE (248)328-3115
www.has-k12.org

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, 111 College Street, Holly, MI 48442 or telephone (248) 328-3140.

LOCK DOWN POLICY

In accordance with state policy and for the safety of our children, Holly Elementary has 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. A copy of our procedure is available for review in the school office.

LOITERING-UNAUTHORIZED PERSONS

While we love having former students visit Holly Elementary, visits may 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 others students strictly confidential.
5. Visitation shall not be allowed during tests or other student classroom examination/evaluation.
6. Teachers are expected to use the time between classes for preparation, meetings with students and discussion with colleagues. Visiting parents are to refrain from using classroom observations for impromptu parent-teacher conferences either during or outside of class time. An appointment should be made with the teacher if the parent wished 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.

WEAPON FREE POLICY

The Board of Education will expel a student if the student possesses a weapon on school property or while riding a bus.

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 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, a 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.
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. **Bullying:**
Bullying is a form of harassment. Such conduct is disruptive of 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.*
15. **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.

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