



Richter Intermediate School

920 East Baird Street
Holly, Michigan 48442

www.has-k12.org

Office: 248-328-3030

Attendance: 248-328-3035

Fax: 248-328-3034

School Closing Info: 248-328-3110

This agenda belongs to:

Name _____

Address _____

City _____ Zip Code _____

Phone _____ Student Number _____

**HOLLY AREA SCHOOLS – PUBLIC NOTICE
STATEMENT OF NONDISCRIMINATION – POLICY 4170**

Applicants for admission and employment, students, parents, employees, sources of referral of applicant and admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Holly Area Schools are notified that the Holly Area Schools does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in any of its programs, activities or policies.

**CONTACT PERSONS FOR
TITLE VI OF THE EDUCATION AMENDMENT ACT OF 1972
TITLE IX OF THE EDUCATION ADMENDMENT ACT OF 1972
SECTION 504 OF THE REHABILITATION ACT OF 1973
POLICY 4175**

If any person believes that the Holly Area School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Education Amendment Act of 1972, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, he/she may bring forward a complaint which shall be referred to as a grievance to the local coordinators:

Title VI & IX	Section 504 & Adults with Disabilities Act (ADA) of 1990
Margaret Hazlett, Human Resources 111 College Street, Holly MI 48442 248-328-3121	Janet Stack-Miller 920 E. Baird Street, Holly MI 48442 248-328-3170 janet.stackmiller@holly.k12.mi.us

BOARD OF EDUCATION

Robin Carne Kevin Diviney Susan Julian Tony Mayhew Patrick McKenney
Michael Newcomb David Rath

Kent Barnes, Superintendent – 328-3140
Dr. Vnona Miller, Assistant Superintendent, Instruction – 328-3143
Steve Lenar, Assistant Superintendent, Administrative Services – 328-3150
Margaret Hazlett, Director of Human Resources –328-3141

MISSION/VISION STATEMENTS

The community of Richter Intermediate School will provide opportunities that promote lifelong learning where everyone is encouraged to become a productive, responsible citizen.

**CREATE SUCCESS
EXPECT THE BEST!**

Anne Doriean	Principal
Audra Snowden	Counselor
Laura Standen	Administrative Assistant

2007-2008

Holly Area Schools

Richter Intermediate 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 Richter Intermediate School. Please sign and have your child return this page to the office to indicate that you have read and reviewed the handbook with your child.

Parent/Guardian's Signature

Date

Student's Signature

Date

Print Student's Name

Dear Student,

Welcome to Richer Intermediate School! The entire staff here is committed to ensuring that you have a successful transition from elementary to secondary school. As a student at Richter, you will be part of a team that is focused on your academic, social and emotional growth. Because you are an important part of your team and the school community, it is very important that you and your parents read both the general information and code of conduct sections in the front of this handbook.

In addition to containing important information, this student agenda also should be used to help you stay organized. It contains a daily planner where you can write important information, such as daily assignments and due dates. It also can be used as a communication tool for your parents and teachers. Once again, please take the time to review the contents with your parents and be sure to carry your agenda to each of your classes every day.

We are looking forward to an exciting and learning filled year at Richter!

Create Success, Expect the Best!

Ms. Anne Doriean
Principal

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The Big 6 Information Literacy Model

Big 6-- #1 **Task Definition**

- What am I supposed to do?
- What information do I need in order to do this?

Big 6-- #2 **Information Seeking Strategies**

- What are the best sources I can use to find this information? [ex. books, people, databases, websites, etc.]
- If using web sites, how will I know that they are good enough for my project?

Big 6-- #3 **Location & Access**

- Where will I find these sources? [ex. School IMC, public library, Internet]
- Who can help me find what I need? [ex. Librarian, teacher, parent]

Big 6-- #4 **Use of Information**

- How will I record the information that I find?
- How will I give credit to my sources?

Big 6-- #5 **Synthesis**

- How will I show my results? [ex. Written paper, oral or media presentation]
- How will I give credit to my sources in my final product or performance?

Big 6-- #6 **Evaluation**

- How will I know if I have done my best? [ex. Teacher's rubric, teacher instruction, neat and complete work, etc.]

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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 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 procedure is to help students develop these responsibilities and to maintain academic standards for earning passing grades. Compulsory attendance for all students in sixth grade 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 purposes of the attendance policy.** The administration will notify parents by letter after the tenth, fourteenth, and sixteenth absence in any class during each semester.

Because regular attendance at school is critically important, students who accumulate more than fifteen (15) absences per semester per class will fail the class. **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 main office.**

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. Other examples of an excused absence include a physician's note or a funeral announcement. Excused absences and suspensions DO NOT count in the student's total when determining compliance with the attendance policy.

UNEXCUSED absences are all absences not school related, **including family vacations and illness without a physician's note.** Unexcused absences are used when determining violations of the attendance policy. A student receiving approved homebound tutoring instruction provided by a certified instructor will be exempted from this attendance policy.

BACKPACK/BOOK BAG and COAT POLICY

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

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 main office.

CONFERENCES

Parents are encouraged to make appointments for conferences with teachers, counselors, or the building principal by calling the school office at 328-3030. Twenty-four hour notice is recommended when scheduling a conference. Formal Parent/Teacher conferences are scheduled twice a year. Parents will be notified of the dates and times for these conferences.

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 also is used to check out books in the library and since it is necessary to present the I.D. card at most school functions, students are asked to carry their card with them at all times. Replacement debit cards can be obtained in the IMC 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.

EDLINE – www.edline.net

Parents will be mailed an Edline access code with the first progress report each year. Edline allows parents to go online to view facts such as the calendar and newsletters, student progress, homework, attendance, and grades. Sites are confidential as well as secure. Students and parents are given separate access codes to ensure confidentiality and to avoid tampering.

EMERGENCY CARD

A card is sent to parents each school year to secure emergency information. The purpose of this information is to assist in giving us direction should an emergency arise involving your child. Therefore, we request that you take time to completely and accurately fill out the card and return it to our office promptly. If emergency numbers change during the school year, please remember to notify the office.

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 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 extra-curricular activities is a privilege not a right. Students who participate in such activities shall be informed by staff of the conduct expected of them. Inappropriate conduct may result in the student's ineligibility to participate in extra-curricular activities.

FUNDRAISING

The principal must approve all fundraising 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. A student's 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.

INTERNET USE POLICY

A variety of instructional technology is available to students in the Holly Area School District. Our goal is to provide computer technology, e-mail and Internet access to students in order to promote educational excellence. As users of the Holly Area Schools computer network, students are expected to use the network in a reliable fashion while honoring all relevant laws and restrictions. Specifically, students are not to be online without staff supervision. Misuse will result in loss of privilege. Accounts and passwords are not to be shared with others, including family members. Some materials available on the Internet may be inappropriate for children or otherwise unrelated to educational purposes. Students are not to access such materials while on school property or while using school-issued accounts. Parent/guardian guidance in proper Internet use is essential. The district is not responsible for any child's access to inappropriate/non-educational materials.

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. Although the school issues its students a locker, we are not responsible for lost or stolen articles; therefore, it is unwise on the student's part to share a locker or their combination with others. Any locker problem should be reported immediately to the main office. Changing the locker combination must be approved by the principal and will be subject to a charge of \$3.00. Students' lockers are school property and remain at all times under the control of the Holly Area School District. Periodic general inspections of lockers may be conducted by school authorities for any reason, 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. Students are not to be in the building before 7:00 a.m. or after 2:30 p.m. unless they are involved in a school-related/supervised activity.

MAKE-UP WORK

If parents desire that their children can be assigned work during a vacation period, they must make this request (on the form provided) through the main 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 because class activities and assignments infrequently can 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 (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 comprise the student's academic process. **When a student has an extended illness or a suspension, a homework request may be made by contacting the main office. Teachers need twenty-four (24) hours to compile such requests.** It is the student's responsibility to obtain and complete makeup 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 medication in school, including over-the-counter medication, a student must obtain a form from the student office, have it completely filled out and placed on file. 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 self-medication at school may be arranged if the school receives specific written authorization from the student's parent and the prescribing physician. Except for unusual circumstances, approved by the building principal, medication will only be dispensed during school lunch hours.

NEWSLETTERS

School newsletters are published on Edline and distributed to students once per month.

OPEN HOUSE

Parents are encouraged to attend our annual open house. The open house is held within the first few weeks of school as an opportunity for parents to meet teachers and learn more about academic subjects.

POLICE LIAISON OFFICER

The Holly Area Schools employs a police liaison officer to provide support and security for our students and staff. The goal of our police liaison officer is to assist in providing a safe and secure environment, conducive to teaching and learning.

PROGRESS REPORTS

Progress reports are sent home with students at the mid-point of each marking period (5 weeks). Current grades are also posted on Edline. 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 team of teachers.

PROMOTION – RETENTION

The Richter Intermediate staff is committed to the success of every student. Numerous programs have been established to assist students' academic progress. Students who fail four or more of their twelve semester classes will not be promoted to the seventh grade.

REPORT CARDS

There are four marking periods, approximately 10 weeks each. A final semester grade is recorded in the student's permanent file. In addition, comments pertaining to a student's performance and conduct are included on the report card. Report cards issued at parent-teacher conference times are distributed there. Those not picked up will be mailed following conferences. During quarters when no parent-teacher conferences are held, report cards are mailed home.

SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The primary phone number listed on each student's emergency card will be called to notify parents when school is cancelled, delayed, or closed after students arrive. Information regarding school closing will also be broadcast over the following radio/news stations: **WJBK TV 2**, Detroit; **WDIV TV 4**, Detroit; **WXYZ TV 7**, Detroit; **WJRT TV 12**, Flint; **WKBD UPN 50**, Detroit; **WWJ TV 62**, Detroit; **WIOG 102.5 FM**, Flint; **WCRZ 108 FM**, Flint; **WHNN 96 FM**, Flint; **WWJ 950 AM**, Detroit; **WJR**, Detroit; **WKQI 95.5 FM**, Detroit; and the Michigan State Police **LEIN Network**. 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 transportation department.

In the event school is called off after students have arrived, it is imperative that families 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 items 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. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason, 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.

SKATE BOARDS, ROLLER BLADES AND ROLLER SKATES

Students shall not roller blade, roller skate, or skateboard on school grounds at any time, whether during or after school hours, including all outdoor and indoor recess periods. Please refer to "Student Transportation Handbook" regarding restrictions on transporting skateboards and other items on buses.

STUDENT COUNCIL

The purpose of student council is to improve the school and to promote a collaborative relationship between the faculty and the student body. A member of the student council will be a model to the rest of the student body and will recognize and carry out their responsibilities to the school and community. Each fall, eligible student representatives are elected from each team.

STUDENT RECORDS

Each year the Holly Area School District 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 Richter Intermediate School.

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. Persons may not use tobacco on school property before 6:00 p.m. on regularly scheduled school days. Violators will be subject to a criminal misdemeanor penalty, punishable by a fine of not more than \$50.00. This legislation affects

ALL PERSONS – students, employees, parents, and visitors.

TRANSPORTATION POLICY

We recognize the importance of a partnership between the Holly Area School District, parents and students to provide a safe environment for transportation on our buses. It is also important to note that riding a school bus is a **PRIVILEGE** and not a right. For that reason, students must follow these simple rules:

1. Treat the bus driver with courtesy and respect, following all requests promptly and politely.
2. Board and exit the bus properly.
3. Refrain from public displays of affection.
4. Follow all bus safety procedures.
5. Use only appropriate language.
6. Follow the student code of conduct as described in the Student Handbook.

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 drugs, alcohol, tobacco, assault/battery will also result in school suspension and/or School Board expulsion hearing.

VALUABLES

Items such as IPOD's, MP3 players, trading cards, radios, CD players, cameras, laptops, computer games, etc. should be left at home to avoid being lost, stolen or damaged. The school will not be responsible for these and other personal belongings.

Please note: If they become a nuisance or distraction to the school environment, such items will be confiscated and returned at the end of the day. Persistent misuse will require that a parent pick up the item.

VISITORS

Due to our large enrollment, students are not allowed to bring visitors to school. Parents are always welcome to make an appointment to meet with a teacher or administrator.

YOUTH ASSISTANCE

Holly Area Youth Assistance is a division of Oakland County Juvenile Court and is designed to 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 adapt to these constructive limits and controls.

The following discipline procedures are used as guidelines; they are consistent with other school policies in the Holly Area and our 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. The following disciplinary procedures are not necessarily in progressive order.**

DISCIPLINARY PROCEDURES

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

Student Conference - A conference involving a student and staff member(s) for the purpose of discussing and solving 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 behavior 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.

Responsibility Room – A student is required to spend his or her lunch period eating and working on study materials. Students must arrive on time and are not allowed to use electronic communication devices (such as CD players). Students are given a copy of their responsibility room assignment indicating where and when they are to attend. In the case of a student who receives responsibility room in a chronic manner, other interventions will be used. Failure to attend responsibility room will be considered insubordination.

Suspension from a School Activity- A student may be excluded from a school activity for disciplinary reasons.

Removal from Class – A student is directed to leave a class for disciplinary reasons. They student must report immediately to the office.

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

Meeting with the Superintendent – An intervention involving the Superintendent of Schools, the parent(s) and student 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 – A temporary suspension for a specified number of days, not to exceed ten. When a student is suspended at home, they are not allowed to visit or loiter on school property for any reason. If students are serving a suspension during Act-Of-God days, these do not count as days of their suspension.

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).

Real Life (formerly T.I.P.P.S.) Program – First time offenders of alcohol or drug related offenses might be given the option of participating in the Real Life Program, in lieu of school expulsion. Real Life is an educational intervention program located in Ann Arbor. Participation of a parent/guardian is mandatory and all fees and transportation are the responsibility of the parent/guardian.

DUE PROCESS

1. A student shall be informed of the specific charges, which could be the basis for disciplinary action to be taken against them.
2. The student will be given the opportunity to respond to the charges.
3. 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 or witnesses for the support of his/her case.
4. A "parent/guardian" of a child accused of school infractions will be notified by phone or in writing of the specific charge, the investigation results and punitive measures taken.
5. The parent may appeal to the superintendent, his designee, 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 operations 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. (For example, if a student has received a number of detentions for misconduct, a more severe consequence may be assigned). 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:

ALCOHOL/DRUGS

Possession, use, sale, transfer, distribution, or participation in the sale, use, transfer, or distribution of alcoholic beverages or 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 exhibit3d evidence of consumption of alcohol or a controlled substance, or signs of being under the influence of alcohol or controlled substances are included. The unauthorized or unlawful possession, use, sale, transfer or distribution of physician-prescribed controlled substances, anabolic steroids, and imitation controlled substances 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 aforementioned prohibited items will result in police liaison intervention, long-term home suspension, participation in the Real Life (or similar) 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 form the Holly Area School District.**

ALCOHOL/DRUG "LOOK-ALIKES"

Possession, use or sale of items that represent a controlled/illegal substance. Malt beverages labeled as "non-alcoholic" (including but not limited to Sharps, O'Doul's, Kingsbury Malt Beverage and Zing Malt Beverage) may contain alcohol. The possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or while a student is associated with any school activity is inappropriate conduct and will subject the student to disciplinary measures under the student code of conduct. *Consequence: Suspension.*

ARSON

The willful and malicious burning of, or attempt to burn, any building, part of any building, structure or property. *Consequence: 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. 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. 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, Board of Education expulsion hearing.*

ASSAULT – VERBAL

Verbal or written statement that threatens the safety, health or well-being of persons on school property. This includes but is not limited to misconduct such as bullying, intimidating, inciting, harassing, and insulting. *Consequence: Conflict mediation, police liaison officer intervention, suspension, Board of Education expulsion hearing.*

BACKPACK/BOOK BAGS/COAT POLICY

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

Exceptions to the policy:

Suit coats, jogging outfits, sweatshirt jackets, insulated flannels, 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/her locker to store the backpack or jacket.

BOTTLES

Glass bottles are not allowed in school. Canned beverages, plastic bottles and juice boxes are allowed in the cafeteria during lunchtime. *Consequence: Disposal of container, responsibility room.*

CAFETERIA/HALLWAY MISCONDUCT

Misconduct that may include but is not limited to: running, pushing, throwing things, tripping or bullying others. *Consequence: Responsibility room, suspension.* **Note: All food, candy and drink must be consumed in the cafeteria, not in the hallways or classrooms.**

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, responsibility room, suspension.

CLASSROOM RULES

Definition: Flagrant disregard for classroom rules or behavior disruptive to the classroom setting.

Consequence: Warning, student conference, parent contact/chaperone, responsibility room, community service, 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, fireworks and laser lights. *Consequence: Suspension, meeting with Superintendent of Schools.*

DRESS

1. Hats or inappropriate head covering may not be worn in school except on designated hat days.
2. Sleeveless shirts, shirts that bare the midriff or cleavage are not acceptable. In no case should underwear be visible.
3. Shoes with wheels are prohibited on school property.
4. Clothing with questionable slogans, including those that appear to promote the use of drugs, alcohol, tobacco, and/or obscene behavior is not allowed.
5. Excessively torn/ripped jeans (with or without skin showing) may not be worn in school. If "oversized" pants are worn, they must be secured around the waist.
6. Chains must not be worn (including wallet chains, dog collars, spiked collar, and handcuffs).
7. Sunglasses should not be worn in the building unless there is a documented medical reason.
8. Shorts/skirts should be no shorter than fingertip length when arm is hung straight at the sides. Skirts with slits in them also need to follow this rule.

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

ELECTRONIC COMMUNICATION DEVICES

Our school district does not allow students to carry electronic pagers, cell phones, or electronic communication devices except for reasons approved by the School Board. Unauthorized pagers, cell phones, or other communication devices will be confiscated and parents will be required to pick them up.

EXTORTION/BRIBERY

The use of threats or implied threats to acquire money or property belonging to another student is not allowed. *Consequence: 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, responsibility room, community service, 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: Responsibility room, 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: Suspension, Board of Education expulsion hearing.*

GROSS MISBEHAVIOR

The act of deliberate school misconduct. *Consequence: Suspension, Board of Education expulsion hearing.*

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 any individual subjected to hazing does not lessen the prohibition. *Consequence: Suspension, Board of Education hearing.*

INCORRIGIBILITY

Chronic school misconduct. *Consequence: Suspension pending 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. Chronic insubordination is considered incorrigibility and will be referred to the School Board. *Consequence: Responsibility room, community service, suspension, Board of Education expulsion hearing.*

INTERNET MISUSE

Students may only use the Internet while under the supervision of staff. Under no circumstances are students to access inappropriate sites on the Internet on school property or while using school accounts. *Consequence: Loss of Internet privileges, parent contact.*

OFFENSIVE LANGUAGE/INDECENCY

Language, pictures, caricature and gestures that are indecent, profane obscene, vulgar or otherwise inappropriate material directed at another student or at a staff member. *Consequence: Responsibility room, community service, 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 included 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 items, responsibility room, suspension.*

PUBLIC DISPLAYS OF AFFECTION

Inappropriate display of affection or physical contact is not considered acceptable behavior at school. *Consequence: parent contact, referral to counselor, responsibility room, suspension.*

RACIAL SLURS

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. The school district will not tolerate sexually harassing behavior, false reports of sexual harassment, or retaliation against either persons reporting allegations of sexual harassment or persons who cooperation with the investigation. "Sexual Harassment" is prohibited and defined as:

1. Unwelcome sexual advances or
2. Requests for sexual favors or
3. Other verbal or physical conduct or communication of an intimidating, hostile or offensive 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:

1. Verbal – sexual innuendoes, suggestive comments, rumors or jokes of sexual nature, sexual proposition, threats. Suggestions or demands for sexual involvement that are accompanied by implicit or explicit threats concerning an individual's employment status or student's education status (including grades, graduation, participation in curricular or extracurricular activities or other school-related matters).
2. Non-verbal – Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, whistling, obscene gestures.
3. Physical – Unwanted and/or unwelcome physical contact of a sexual nature, including but not limited to touching, pinching, coerced sexual intercourse, assault.

All complaints regarding sexual harassment should be forwarded to the building principal or counselor immediately. *Consequence: Referral to counselor, responsibility room, suspension, Board of Education expulsion hearing.* (School Board Policy 5050 and 5050-R are available in the superintendent's office).

SCHOOL DISRUPTIONS/THREATS

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

1. Prosecute to the fullest possible extend 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 Board of Education expulsion hearing.

SNOWBALLS

For safety reasons, students are not allowed to throw snowballs on school property. *Consequence: Suspension.*

SPITTING

Intentionally spitting or wiping saliva 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, parent contact, responsibility room, suspension, referral to Holly Youth Assistance, meeting with Superintendent of Schools, Board of Education Hearing.* **Property found by students should be turned over immediately to adult staff.**

TARDINESS

Tardiness is defined as "not being in the classroom when the bell begins to ring." The following consequences will be assigned for each new semester period. A student who has three (3) tardies to the same class will be assigned to responsibility room by that classroom teacher. Because the beginning of any class consists of important announcements, directions and explanation, **any student arriving more than 10 minutes late to any class is considered absent for that class.** A student who has four (4) or more tardies to the same class will be referred to the counselor. If responsibility room, parent contacts and counselor interventions fail to effectuate a change in behavior, the student will be referred to the principal.

TRUANCY

The act of unauthorized absence from school for any period of time. Chronic tardiness may be considered truancy. *Consequence: responsibility room, referral to counselor, referral to Youth Assistance and/or Probate Court.*

TOBACCO/CIGARETTES

Use/Possession. *Consequence: Suspension, police liaison report, parent conference with Superintendent of Schools, Board of Education hearing.*

*Tobacco used by a minor child is unlawful in the State of Michigan; therefore the student is subject to all state and local laws.

VANDALISM

The willful destruction of property belonging to the school or other students. Graffiti is a form of vandalism. *Consequence: Restitution, suspension, Board of Education hearing.*

WEAPONS-FREE SCHOOL

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

- A) Michigan law required 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 with a blade over three inches 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 of Education 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 of such objects include, but are not limited to: BB gun, pellet gun, look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, nun chucks, mace, pepper spray. *Consequence: Police liaison report, suspension pending investigation, Superintendent notification, Board of Education expulsion hearing.*