2026-2027 HOLLY MIDDLE SCHOOL HANDBOOK & CODE OF CONDUCT

Holly Area Schools

MISSION STATEMENT

Learn
Excel
Achieve
Do

VISION STATEMENT

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

HOLLY MIDDLE SCHOOL ADMINISTRATORS AND OFFICE STAFF

Monica Turner	Principal
Haley Street	Assistant Principal
Kristin Godoshian	Counselor
TBD	Counselor
Patti Burgess	Administrative Assistant
Natalie Ayers	Secretary
Sabrina Schor	Receptionist

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

EXECUTIVE SUMMARY

At Holly Middle School, we firmly believe that well-informed students and parents promote a positive school environment. Consistent with this philosophy, we require that all students and parents review the Student/Parent Handbook to become acquainted with the various phases of school life. This document contains regulations, activities, clubs, expectations and other general information that will aid a student in becoming a productive, successful member of the school community.

Please note that the policies and procedures described in the Holly Middle School Student/Parent Handbook are subject to review and revision at the discretion of Holly Area Schools and/or the Holly Area Schools Board of Education. Revision(s) adopted for effective operation of the school will be posted for public review on the school and district website.

INTRODUCTION

Holly Area Schools believes when schools and parents work together, children feel a consistent level of support and encouragement, and they are given a uniform message about the value of a quality education. Our student, school, and parent partnerships shall be based on civility, the act of showing mutual respect toward one another.

Practicing civility and civil discourse allows everyone to share viewpoints and listen to each other. It does not mean we have to agree, but it means we can disagree respectfully.

It is through this foundation of respect that Holly Area Schools has developed the following Code of Ethics.

Holly Area Schools believes

- all students can reach their highest potential with the support of the entire community;
- effective communication is essential to building and sustaining positive school-family partnerships;
- in maintaining an environment that promotes the safety, dignity and growth of all students;
- in protecting the confidentiality and privacy of all students; and
- in resolving conflicts, whenever possible, privately, and respectfully in accordance with district policy.

Holly Area Schools expects all students, parents and staff

- to work together to promote a positive learning environment that supports continued growth and achievement for all students;
- to respect the dignity, worth, and uniqueness of each individual;
- to exhibit civil discourse, whether face to face, via phone, email, or social media, that supports the best interest of the school community;
- to support all students' educational, academic, personal, and social needs;
- to respect all students' values, beliefs, and cultural background(s);
- to challenge the limits of their academic, athletic, and social potential; and
- to use their knowledge and skills to develop the capacity of others.

BRONCHOS L.E.A.D.

Growing Leaders. Building Character. Owning the Journey.

LEAD is a Positive Behavioral Interventions and Supports (PBIS) initiative, and stands as a cornerstone in promoting a nurturing and respectful school environment. It is our commitment to creating a school culture where everyone feels safe, respected, and empowered to succeed.

Each letter in **L.E.A.D.** guides how we show up every day:

L – Lead by Example
We listen to each other. We take charge of our choices, whether it's finishing our assignments, showing up on time, or being a role model for others. Leadership is doing the right thing, even when it's hard.

E – Engage in Learning
We are active learners who ask questions, stay curious, and give our best effort in every class. We encourage everyone. We show up ready to learn and grow, knowing that our future starts here.

A – Act with Responsibility
We own our actions, follow through on commitments, and use our time and voice wisely. From attendance to behavior, we hold ourselves accountable.

D – Demonstrate Kindness & Respect
We treat others the way we want to be treated. Whether in the hallway, classroom, or online, we lift each other up and create a space where everyone belongs.

HAS STUDENT-PARENT SCHOOL COMPACT

Students, Parents, and Staff all share responsibility for student learning. The Student-Parent-School Compact helps to set clear expectations and foster a collaborative environment that supports student success. The Compact is a reminder of how everyone contributes to a student's success.

<table>
<tr><th colspan="3">HAS STANDARDS AND EXPECTATIONS</th></tr>
<tr>
<td><u>STUDENT</u>
Attend school regularly and on time
Come to class on time, ready to learn, and dressed appropriately
I will get nutritious food and get adequate sleep.
Get involved in extracurricular activities</td>
<td><u>PARENT/GUARDIAN</u>
Make my child's education my #1 priority
Ensure my child attends school on time every day; is appropriately dressed; and has had adequate sleep, physical activity, and nutrition.
Attend Parent-Teacher Conferences and other parent-involvement events</td>
<td><u>SCHOOL STAFF</u>
Provide a safe and welcoming environment
Provide communication to students and parents
Provide parents with resources and learning opportunities
Encourage student & parent involvement in school activities</td>
</tr>
<tr><th colspan="3">LEARNING</th></tr>
<tr>
<td><u>STUDENT</u>
I have the right to learn in a safe, healthy environment and my actions cannot infringe on that right.</td>
<td><u>PARENT/GUARDIAN</u>
Will monitor homework and academic progress
Provide time/space at home for schoolwork
Help my child learn life skills,</td>
<td><u>SCHOOL STAFF</u>
Set high standards for student performance
Make recommendations to further student's educational goals</td>
</tr>
</table>

• I will be an active learner and take responsibility for learning. • Ask for help when needed	planning, goal setting, and good decision-making • Read School Communications	• Provide a quality curriculum and research-based instructional practices
CODE OF CONDUCT		
STUDENT • Show respect for myself, my school, the staff, and other students • Follow and abide by all school expectations and procedures	**PARENT/GUARDIAN** • Familiarize oneself with the student handbook • Support school administration by reinforcing school policies at home • Ensure their child understands and adheres to school expectations, & behavior agreements/contracts.	**SCHOOL STAFF** • Maintain a positive and safe learning environment. • Uphold the Student Code of Conduct • Update parents on their child's progress
SAFE AND DRUG-FREE SCHOOLS		
STUDENT • Follow school policies, including Anti-Vaping Rules and cell phone policies. • Avoid making threatening statements or engaging in threatening behavior that can have Legal and School Consequences. • Take care of my school • Respect the rights and safety of others • Inform an adult about any unsafe behavior • Keep myself safe and drug-free	**PARENT/GUARDIAN** • I will talk with my student about the dangers of Vaping and THC products and monitor for any signs of use. • Discuss with your child the seriousness (Legal & School Implications) of a student making threatening statements or engaging in threatening behavior. • Set an example for my child • Educate my child about the dangers of social media and excessive cell phone use	**SCHOOL STAFF** • Maintain positive, safe learning environment • Provide students & parents with resources • Enforce Code of Conduct Violations and communicate with Law Enforcement • Providing families with supportive measures through education and resources • Set example for our students • Implement anti-vaping, anti-bullying, cell phone policies
RESPECT AND CIVILITY		
STUDENT • Show Respect for Teachers, Staff/Admin, and Classmates • Be a role model for peers by making healthy and positive choices	**PARENT/GUARDIAN** • Model respect by interacting with Staff and Admin in an appropriate & civil manner. • Understand that aggressive, disrespectful, and/or profane communication will not be tolerated and will be subject to being prohibited from district property. • Follow the Chain of Command for questions or to address a concern	**SCHOOL STAFF** • Interact with Parents/Guardians in a respectful and civil manner • Respect students' values, beliefs, and cultural background(s) • Support students' educational, academic, personal, and social needs

RESTORATIVE PRACTICES

In order to support the beliefs and expectations of Holly Area Schools, our staff and leadership will utilize the Restorative Practices approach to developing and supporting civil and respectful relationships throughout our school community.

School-based Restorative Practices is an approach which engages the school community in positive interventions and behavioral supports. Restorative practices promote a culture of civility by nurturing safety, inclusion, respect, and positive relationships. The use of restorative practices strengthens relationships between individuals as well as social connections within the community enhancing the school's learning environment. Restorative Practices can be used to address misconduct, student conflict and repair harm. Restorative practices may result in a reduction of disciplinary action.

COMMUNICATING WITH SCHOOL LEADERS

As situations arise when students and parents may have questions or concerns with the educational process, it is important that open communication exists. Many questions can be easily answered by the educator directly involved in the class or program before it becomes necessary to move on to the next level. One of the easiest ways to communicate is via email, or a phone call. As a way to help parents effectively ask questions or communicate a concern, a "chain of command" process has been developed. Holly Area Schools leadership will follow the communication process below, and asks families to use this process as a reference when beginning their communications. You may also print a copy of this process and the contact information from our webpage Chain of Command.

For a complete staff directory, visit https://www.hask12.org/district/staff-directory/. We look forward to continuing to develop positive partnerships with all Holly Area Schools parents.

Instruction and Curriculum

STEP 1: Classroom Teacher

STEP 2: Counselor

STEP 3: Building Principal (see list provided)

STEP 4: Executive Director of Educational Services
Michelle Szczechowicz
248-328-3147

Discipline

STEP 1: Classroom Teacher

STEP 2: Building Principal (see list provided)

STEP 3: Executive Director of Educational Services
Michelle Szczechowicz
248-328-3147

Special Education

STEP 1: Classroom Teacher/Sp. Ed. Teacher

STEP 2: Building Principal (see list provided)

STEP 3: Director of Student Services
Jennifer Lauria
248-328-3170

Building and Grounds

STEP 1: School Office

STEP 2: Building Principal (see list provided)

STEP 3: Director of Operations
Jeremy Mason
248-328-3163

STEP 4: Director of Human Resources
Patricia Murphy-Alderman
248-328-3147

Transportation

STEP 1: Transportation Assistant Supervisor
Victoria Mingo-Williams
248-328-3093

STEP 2: Transportation Supervisor
Frank Richmond
248-328-3095

STEP 3: Director of Operations
Jeremy Mason
248-328-3163

STEP 4: Director of Human Resources
Patricia Murphy-Alderman
248-328-3147

Athletic Questions or Concerns

STEP 1: Coach

STEP 2: Athletic Director
Casey Lombard
248-328-3243

STEP 3: Building Principal (see next page)

Early Childhood

STEP 1: Classroom Teacher

STEP 2: Early Childhood Principal
Preschool, GSRP, Head Start, Latchkey
Candice Davies
248-328-3022

STEP 3: Executive Director of Educational Services
Michelle Szczechowicz
248-328-3147

Food and Nutrition Services

STEP 1: School Main Office

STEP 2: Building Principal (see list provided)

STEP 3: Food Service Director
Thomas Baranoucky
248-328-3033

STEP 4: Director of Operations
Jeremy Mason
248-328-3163

Building Principals

Davisburg Elementary
Codie Lakin
248-328-3501

Holly Elementary
Aimee Schwartz
248-328-3601

Patterson Elementary
Jacob Haynes
248-328-3701

Rose Pioneer Elementary
Carrie Keech
248-328-3801

Broncho Virtual School
Krystle Voegel
248-328-3168

Holly Middle School
Monica Turner, Principal
248-328-3401

Haley Street, Assistant Principal
248-328-3401

Holly High School
Melissa Wachowski, Principal
248-328-3201

Haley Barnes, Assistant Principal (A-K)
248-328-3201

Joseph Merlo, Assistant Principal (L-Z)
248-328-3201

Unresolved Questions or Concerns

If questions or concerns have not been resolved after discussing them with teachers, principals or other school leaders, you may contact the superintendent. For high-level concerns, issues may be advanced to the Board of Education after they have advanced through each level of the chain of command.

Superintendent Scott Roper, 248-328-3147

Board of Education https://www.hask12.org/district/board-of-education

SOCIAL MEDIA GUIDELINES

Holly Area Schools utilizes social media (Facebook, Twitter, and other networking sites) to connect with our school families and the community for the purpose of sharing information rapidly. Our posts are intended to provide information about what's going on across the district. This information will often include various announcements, postings about upcoming events, promotion of clubs, teams, programs, academics, and celebrations of success. Specific questions or concerns will not be addressed on the district's social media sites, but rather through our "chain of command" process referenced on our district website and in our student/parent handbooks. Students, parents, staff, and community members are expected to use social media in a responsible manner that reflects the highest standards of honesty, respect, and consideration of others. Under no circumstances will offensive or negative comments about students, staff, community, or the district be tolerated. Posts and comments should build and support a positive school community. Misuse of the District's social media sites could be regarded as a violation of these guidelines and may result in restrictions and disciplinary action in accordance with district and state policies.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth.

As such, Holly Area Schools does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

Holly Area Schools also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

DISTRICT COMPLIANCE OFFICERS

Holly Area Schools designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators")

Director of Special Services
Mrs. Jennifer Lauria
(248) 328-3100
6161 E Holly Road, Holly, MI 48442

Director of Human Resources
Mrs. Patricia Murphy-Alderman
(248) 328-3100
6161 E Holly Road, Holly, MI 48442

INVESTIGATION AND COMPLAINT PROCEDURE

Any student who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures as listed in Board Policy 2260. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Upon completion, or at any point in the grievance process, complainants have the right to file a complaint with the Office for Civil Rights, U.S. Department of Education, Washington, D.C. 20201. The complainant should first be directed to the following address:

Office For Civil Rights
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
Phone: (216) 522-4970
Fax: (216) 522-2573
TDD: (216) 522-4944
E-mail: ocr.cleveland@ed.gov
Web: http://www.ed.gov/ocr.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used.

Scott Roper, Superintendent
Holly Area Schools
6161 E Holly Road
Holly, Michigan 48442
(248) 328-3147

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

Holly Board of Education
Holly Area Schools
6161 E Holly Road
Holly, Michigan 48442
(248) 328-3147

Complaint Form

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HANDBOOK CONTENT

GENERAL INFORMATION

ATTENDANCE POLICY

Daily attendance at school is the first and most important step in preparing all Bronchos for success and the jobs of tomorrow. It is essential to school success, but too often students, parents and schools do not realize how quickly absences — excused and unexcused — can add up to academic trouble. Chronic absence — missing 10 percent of the school year, or just 2-3 days every month—can translate into third-graders unable to master reading, sixth-graders failing courses and ninth-graders dropping out of high school. Missing time in the classroom, for whatever reason, can never truly be recaptured.

The good news is this is a problem we can fix when schools and communities work with students and families, starting in the early grades to identify barriers to getting to school, help students overcome these barriers and cultivate a culture of attendance that encourages showing up every day even when it isn't easy.

Holly Area Schools is required by the State of Michigan to enforce the regular attendance of students. The district recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instill incentives for the student to excel.

As a reminder, the district recognizes the following factors to be reasonable excuses for time missed at school:

- Illness with an approved Dr. Note.

  Dr. Notes/Medical Documentation must be turned into your school's building attendance office as soon as possible to prevent truancy notifications from the school and Oakland County.
- Recovery from an accident
- Required court attendance
- Professional Appointments
- Death in the immediate family
- Observation or celebration of a bona fide religious holiday
- Such other good cause as may be approved by the Superintendent

When it comes to attendance: every day counts, and every Broncho matters.

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

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

BACKPACK/BOOKBAG AND OUTERWEAR POLICY

Backpacks, bookbags, blankets and outerwear (including head coverings & hoods) may not be carried or worn in the school building during school hours; This includes purses, fanny packs, etc. For a detailed description see page 15.

BUILDING SECURITY

Our school building is locked during instructional hours to ensure student safety. Please use the main entrance security intercom system when visiting during the school day. If parents/guardians are dropping off items, they can label the items and leave them in the secure entryway. If parents/guardians need to access the main office or see their child, please let the receptionist know. **To ensure availability of staff regarding questions or concerns, parents and visitors are encouraged to contact the office and set up an appointment.**

CANINE PROTECTION PROGRAM

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

CLOSED CAMPUS

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

COMMUNICATION

Important information including school announcements, newsletters, calendar, bell schedule, etc. can be accessed online at http://www.hask12.org/schools/holly-middle-school/

CONFERENCES WITH SCHOOL PERSONNEL

Parents may make appointments for conferences with teachers, counselors, or the building administrators by calling the school office at 248-328-3400. 24-hour notice is recommended when scheduling a conference. Formal Parent/Teacher conferences are scheduled two times a year. The dates and times for these conferences can be accessed online at www.hask12.org/schools/holly-middle-school/

CURRICULAR/EXTRACURRICULAR CLUB PROCESS

Holly Area Schools values all student clubs and encourages students who want to form clubs to do so following the HAS Club Process. Clubs are District-Sponsored when they support the curriculum, participate in competitions, advance goals established by the district, or engage in activities requiring staff leadership and guidance. Clubs that do not meet these requirements are considered Non-District-Sponsored and are equally protected under the Equal Access Act. They may meet during non-instructional time.

Criteria for Determining Club Sponsorship

To be identified as a **District-Sponsored Club**, the requesting club must meet one or more of the established criteria, with final determination made by building administration. A District-Sponsored Club falls under Board Policy 2430. The criteria for District-Sponsored clubs are listed below:

- **Curricular Connection** - The club aligns with courses of study and an interest in extending this area of study.
- **Competition/Performance** - The club will participate in tournaments, exhibitions, or performances requiring staff leadership.
- **Skill Development/Supervision Needs** - Requires significant staff planning, oversight, or resources (safety, transportation, equipment, logistical planning, etc.)
- **Mission Alignment** - Advance clear academic or extracurricular goals adopted by the district.

Clubs that do not meet one or more of the above criteria are considered to be based on student interest/entertainment and will be classified as a **Non-District-Sponsored Club,** falling under Board Policy 5730.

Club Creation Requirements

- Membership is open to all students of Holly Middle School.
- Clubs must keep an up-to-date roster with the advisor.
- **Non-District Sponsored Club**
    - A Club Monitor (HAS Staff Member) must be identified on the application
- **District Sponsored Club**
    - A minimum of **8 interested students** is required to submit a club application (*please submit the list of **all** interested students when you submit this application*)
    - A Club Advisor(s) (HAS Staff Member) must be identified on the application

Meetings

- Clubs must meet minimally once per month to remain active

Fundraising (*fundraising is not a requirement to form a club*)

- All fundraising efforts must adhere to the Holly Middle School Fundraising guidelines.

Annual Review

To remain an **active club**, the following must be met:

- Submit the club form annually.
- Maintain an active roster of **5 or more students** throughout the school year. (***District Sponsored Clubs only***)
- Meet at least once per month ***and*** submit meeting notes/minutes in the reporting system defined by the building administrator. (***District Sponsored Clubs only***)
- Participate in at least one school-wide event per year; competitions count towards this requirement (***District Sponsored Clubs only***)
- Follow fundraising rules and all school policies.

District-sponsored clubs *receiving a stipend that do not meet all the above requirements during the school year will be placed at the end of the District-sponsored clubs waiting list for the subsequent school year.*

DEBIT CARDS/STUDENT I. D.

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

DRESS

Holly Area Schools recognizes that each student's dress and grooming is a manifestation of personal style and individual preference. With that being said, students' dress and grooming choices may not interfere with the school's educational program. See 'Dress' description under Disciplinary Infractions.

ELECTRONIC DEVICES AND OTHER VALUABLES

Holly Area Schools values the partnership between parents and our school in fostering a positive and respectful community. Parent/Guardian involvement is essential in guiding their child's use of technology and promoting responsible behavior online. Together, we can create a supportive environment that nurtures the well-being and success of every student.

We have included helpful information about the dangers of smartphones and social media, as well as information on Internet safety and digital citizenship, on our district website.

While it is understood that the school district strives to create a safe and respectful environment for all students, the responsibility extends beyond the classroom.

We encourage our Parents/Guardians to:

- Regularly discuss the appropriate use of phones and social media with your child.
- Monitor your child's online activities to ensure they are using technology responsibly.
- Set clear rules and expectations for behavior on social media.
- Educate your child about the potential consequences of cyberbullying, harassment, and other inappropriate online behaviors.
- Utilize parental control tools and apps to help manage your child's phone usage.

By taking these proactive steps, you can help prevent incidents of misconduct and ensure a safer online environment for all students.

As a result of feedback from our students, parents/guardians, and staff, we are taking important steps to further address the growing concerns with cyberbullying, student mental health, and distractions in the classroom. Our updated policies and expectations are highlighted in this student handbook. These changes further support our district's priority to enact clear and effective safety and security measures in the event of an emergency.

Please note that Holly Area Schools may confiscate a cell phone or electronic device or turn a device over to law enforcement if we suspect it contains evidence of misconduct or illegal behavior, regardless who owns the phone. Additionally, Holly Area Schools and others who are harmed by a student's online behavior may seek to hold parents and guardians legally accountable.

EMERGENCY PROCEDURES/EVACUATIONS

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

EXTRA-CURRICULAR ACTIVITIES

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

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

Hazing activities of any type are inconsistent with the educational process and will be prohibited at all times. Hazing is defined as any willful act done by a student, whether individually or in concert with others, to another student for the purpose of subjecting such student to humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame or disgrace. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition. For further details, see page 17.

FIELD TRIP GUIDELINES

Field trips are academic activities that are held off school grounds. Field trips are designed to extend curricular learning in a variety of areas for our students. HAS believes that providing students with opportunities for such experiential learning is an integral piece of our instruction. These high quality learning experiences often require chaperones. Chaperones play an important role in supporting the learning experience by aiding in the dissemination of information, managing students, providing a safe and secure experience and supporting the policies and practices of the district.

HAS believes all students who meet eligibility requirements, should have the opportunity to attend field trips that occur during the school day. All field trip permission 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. Siblings or other children are not permitted to attend field trips. In order to protect our students' privacy, please refrain from taking photographs of other people's children and sharing them on social media. The posting of photographs will be approved by school officials prior to publication. In addition, students must ride to and from field trips with the class, on the bus, unless prior arrangements have been made with the principal. If you believe that the required fees will present a hardship for your family, please contact your child's teacher.

Chaperones may be limited due to the capacity of the trip location or bus guidelines. When the number of chaperones exceeds the number of available spots, the following steps will be taken to select chaperones for an event.

- A random drawing (lottery) will be conducted to select participants.
- Participation will be limited to one adult family member per child.
- If a grade level has multiple field trips in one school year with limited availability for chaperones, then the subsequent field trips will also hold a lottery for chaperone selection and preference will be given to those families who did not have the opportunity to attend a previous field trip.

All chaperones must complete a criminal background check and a Chaperone Agreement Form 4 weeks prior to a field trip and be cleared by the district.

FUND-RAISING

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

HALL PASSES

Students requesting a pass will access the e-Hall pass system prior to leaving the classroom. Students are expected to remain in the classroom pod for restroom/drinking fountain use. Students not attending class in a pod should use the restroom/drinking fountain assigned to them through e-Hall pass.

HEAD LICE

If a staff member suspects a student has head lice, he/she will discreetly report this to the school nurse or administration. If a student is found to have head lice, verbal and written instructions for treatment options are given to the family of the student by the district nurse or main office. The student is allowed to remain in the classroom that day if comfortable.

If they have been treated, are lice free and nit free within ¼ of an inch from the scalp, the student may return to school the following day. The student will need to be taken to the office the morning they return, to have their head checked by the office. If any live lice or nits near the scalp are found, the student will be sent back home.

HOMEWORK

There are times students 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 for your cooperation in making sure that your child completes his/her work through the use of a planned study time at home. Staff posts academic information in Schoology.

ILLNESS

Families are encouraged to screen their child daily for symptoms of possible illness. Please help us by keeping children at home if there is an elevated temperature, vomiting and/or diarrhea or a physician's diagnosed communicable disease.

There are times when a student will need to be excluded from school until they are feeling better. A student with a fever above 100.4 degrees needs to be fever free, without any fever-reducing medication, for 24 hours prior to returning to school. If the student has more than two loose or watery stools, they will need to have no loose stools for 24 hours prior to returning to school. The exception to this rule is if a physician has determined that the

student is not infectious, and a note is provided to the front office. Abdominal pain that is intermittent and associated with other symptoms or is persistent without improvement. Exclusion will occur for vomiting once, with other symptoms present or twice with no other symptoms present. Student should have no vomiting for 24 hours before returning to school. This list is not a comprehensive list of what may cause a student to be excluded from school, please contact the main office or the district nurse if you have any questions.

Should children become ill at school or should staff suspect illness, we will request the student be picked up from school. We are not able to accommodate sick children for extended periods of time. All students must have a minimum of two phone contacts on their emergency contact list. Please help us by having an established plan in place to pick your child up from school within **one hour** of receiving a call. If a medical manor is urgent but does not necessarily require emergency medical services (EMS), the school will first contact the parent or guardian. If no one is available to take the student to the appropriate medical service, EMS will be called to take the student to be seen by a medical professional.

The school follows current public health practices, rules and regulations governing the control and prevention of communicable disease that are set up by the State and County Health Departments. For further information or guidelines visit the website for Oakland County: www.oakgov.com/health or call 248-858-1280 for more information. ** Please call the office to arrange for homebound services if your child will be absent for more than five consecutive school days due to a serious illness, accident, injury, surgery, etc. **Homebound services require a physician's request.**

JAMFESTS

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

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

Parents should pick up students promptly at 4:00 p.m.; the school is not responsible for supervision after 4:00 p.m.

LIBRARY/MEDIA CENTER

Time in the library is a privilege. There will be opportunities throughout the school year to access the library and its resources.

LOCKERS

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

Physical Education Lockers: Students who use the locker room(s) to store their belongings during gym class should store them in a secured locker. **Personal items and/or valuables should never be left in an unlocked locker room locker. Theft resulting from not locking up one's possessions is the student's responsibility.** Students are not allowed to access the locker room during class time and may not store school supplies or academic materials in their physical education locker for the duration of the day. PE lockers are for gym-related items only.

LOITERING

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

MAKE-UP WORK

In most cases, a student will be able to access all of their assignments and other important class material via Schoology.

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

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

Most assignments and resources can be found on the teachers' Schoology classroom page.

MEDICATION

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

The policy for Holly Area Schools requires a Medication Administration Form or Medical Care Plan to be completed for each medication or medical intervention to be completed or dispensed at school or a school sponsored event. The form must have the specific written request and signature of both the physician and parent in order to be valid. Absolutely no medication is to be dispensed/brought to school without the Medication Administration Form or Health Care Plan completed. This includes over the counter medications such as cough drops, aspirin, etc. These forms are available in the office and on the district home page. Forms must be renewed on a **yearly** basis. For questions regarding these forms, please contact the district nurse or the main office. For over the counter medications please contact the main office or district nurse to determine what medication form is needed and if a physician signature is required.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler, prescribed for immediate use at the student's discretion. The decision to allow the student to self carry medication is at the discretion of the prescribing physician. Student possession and self-administration at school requires specific written authorization from the student's prescribing physician. A self carry contract will need to be completed by parent/guardian and the student. This privilege can be revoked if the student does not adhere to the policies in the self carry contract.

No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure. 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.

There have been a number of changes to policies and procedures within the Holly Area Schools regarding medication use. These changes reflect policy put forth by both State and Federal governments. Please click the link below to access information and forms related to medical plans.
https://www.hask12.org/community/medical-information/

NEWSLETTERS

School newsletters can be accessed online at http://www.hask12.org/schools/holly-middle-school/

ONLINE STUDENT INFORMATION

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

PROGRESS REPORTS

Progress reports are distributed to parents attending our Parent-Teacher and Student-Led conferences. Current grades and assignments are also posted online. Parents are encouraged to contact individual teachers if there are questions regarding this report. In the event additional monitoring is needed, we recommend parents contact the counseling office to set up a meeting with the student's teachers.

PROMOTION - RETENTION

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

REPORT CARDS

At the end of each term, report cards will be accessible on Skyward; dates for progress and report card distribution will be posted on the HAS website. Comments pertaining to your child's performance and conduct are included on the report card. Parents can access current grades online at any time during the school year using Skyward. Parents may also request a hard copy of the student's grades mailed to them.

SCHOOL BREAKFAST & LUNCH PROGRAM

Breakfast is served every school day from 7:20 a.m. to 7:40 a.m. Lunch is served every school day between 10:41 AM and 12:41 AM, except when there is a half day or earlier dismissal.

At this time, it is unclear whether school meals will remain free for all students during the 2026–2027 school year. We will share updates with families as soon as more information becomes available.

In the meantime, we will proceed as we did last year: **all families are required to complete the Educational Benefits form**, regardless of meal eligibility status. This form helps ensure our schools receive important funding and support.

When school meals are free, extra items such as drinks, extra entrees, and snacks are not included, but will be available for purchase. Students will need to have funds available in the lunch account. **No charging for ala carte items will be allowed**.

Students eat lunch during their designated lunch period. Our dining area provides a daily hot lunch program and an ala carte menu that provides a variety of options. Microwave ovens are available for student use.

SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, school may be canceled or the starting time delayed. The same conditions may also necessitate early dismissal. School closings or delayed starts will be announced between 6:00 a.m. and 9:00 a.m. by the superintendent's phone call to all students, parents and guardians through Skylert and over local TV and radio stations. If no report is heard, school is in session. **Please do not call the school or bus garage**. In the event school is called off **after students have arrived**, it is imperative your family have **an emergency plan in place**. This plan should include a number where you can be reached and an alternate place for your child to go in the event you are unable to meet them at home.

SEARCH AND SEIZURE

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

SIGNING OUT

When a student must leave school during the school day because of illness, appointment or any other emergency, he/she must report to the front office and officially sign out. Parents are not able to excuse a student who leaves school without authorization. Every student must get permission to leave, AND sign out in the front office, noting the time and date. Students will not be released from the building to any individual that is not authorized in Skyward to pick them up.

SKATEBOARDS, ROLLER BLADES, ROLLER SHOES AND ROLLER SKATES

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

STUDENT COUNCIL (CLASS COUNCIL)

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

STUDENT RECORDS

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

TECHNOLOGY USE GUIDELINES

Student Responsibility and District Expectations

Holly Area Schools provides students with Mobile Computing Devices (MCDs) to support and enhance learning. These devices are school property, and students are expected to use them responsibly and maintain them in good working condition. **Technology misuse, negligence, or failure to follow expectations will result in disciplinary action and financial liability.**

Use of a district-issued MCD is a privilege—not a right. Any intentional damage, vandalism, or misuse of a device may result in full replacement charges and potential loss of technology privileges.

Taking Care of Your Device

Students are responsible for the general care and safekeeping of the Chromebook or iPad issued to them. Devices must:

- Be stored **securely** when not in use. **Unattended devices are not permitted** unless locked in a student's locker.
- Remain free of stickers, markings, or personal labels. **Tampering with asset tags is prohibited**.
- Not be taken to any outside service or repair facility.

If a device fails to function or is damaged:

- **While on/off campus**, students must immediately notify a classroom teacher.
- If a device is **stolen**, a **police report must be filed** and submitted to the school office.

Devices must never be:

- Stored in vehicles
- Left in unlocked lockers or unsupervised spaces.
- Lifted or carried by the screen.
- Transported with items (books, supplies, cords) that could apply pressure or damage the device.

GENERAL DEVICE GUIDELINES

General Expectations:

- Bring your MCD to school daily, fully charged.
- Bring your charger to school as needed.
- Families who opt out of a district device must send their student with a personal device daily.

General Precautions:

- No food or drinks near MCDs.
- Insert cords and USB devices carefully.
- Disconnect power cords when not in use.
- Power down regularly to apply updates and extend battery life.

Transporting Devices:

- Close lids and unplug cords before moving a device.
- Never transport a Chromebook with the lid open or lifted by the screen.
- Carry devices in a padded backpack or bag—do not toss or drop.
- iPads must remain in their protective cases at all times.

Screen Care:

- Never apply pressure to screens.
- Do not close devices with items on the keyboard (e.g., pens).
- Clean screens only with a soft, dry microfiber cloth.
- Do not poke, scratch, or apply cleaning solutions to screens.

Asset Tags:

- Devices are tagged for district asset tracking.
- **Do not remove, modify, or damage tags**.
- Missing or tampered tags may result in full replacement charges.

TECHNOLOGY USE AND CONDUCT

Students must:

- Only use district technology under staff supervision.
- Access only appropriate, educational websites and tools.
- Never share accounts or passwords.
- Follow all district policies.

Improper use of school-issued technology or network access may result in **suspension of technology privileges, school discipline, and/or referral to law enforcement**.

Damage, Loss, and Fees

Students and parents/guardians are **financially responsible** for loss or damage to district-issued devices. Failure to return a device or pay assessed charges may result in:

- **Withholding of report cards or final grades**.
- **Exclusion from graduation ceremonies or school events**.
- **Referral for civil action or criminal charges**.

Damage Type	2026 - 2027 Estimated Fee (Including Labor)
Screen Replacement (Chromebook/iPad)	$125
Damaged Keyboard	$125
Replacement Charger	$25
Full Chromebook Replacement	$350
Tampered/Missing Asset Tag	Up to Full Replacement Cost
Intentional Damage/Vandalism	Full Cost of Repair or Replacement
Lost/Stolen (with police report)	Reviewed case-by-case
Lost/Stolen (no police report)	Full Replacement Cost

Fees are based on vendor rates and are subject to change. Final cost is determined by Holly Area Schools.

TELEPHONES - OFFICE

The office telephone is for school business and available for student use to contact parents/guardians. Ride arrangements and social plans should be made in advance at home. *Students may use cell phones **in the Main Office or Student Office only** to contact a parent or guardian*.

TEXTBOOKS/LIBRARY BOOKS

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 and/or library books.

TOBACCO

Current Michigan law prohibits tobacco use in all buildings owned by public schools. Violators will be subject to a criminal misdemeanor penalty. This legislation applies to **ALL PERSONS - - students, employees, parents, and visitors.** For further details, see page 29.

TRANSPORTATION POLICY

A school bus is a classroom on wheels and students shall conduct themselves on the school bus the same way they conduct themselves in the classroom.

1. Holly Area School District, parents and students are committed to providing safe transportation on our buses. Each year the transportation department distributes a flyer outlining rules. Riding a school bus is a **PRIVILEGE and not a right**.
2. Treat the bus driver with courtesy and respect, following all requests promptly and politely.
3. Board and exit the bus properly; students may not ride a bus they are not assigned to.
4. Follow all bus safety procedures.
5. Use only appropriate language.

This list of rules is not all-inclusive and other offenses may give rise to student discipline. Serious violations could result in immediate suspension of bus privileges. Violations involving serious infractions may also result in school suspension and/or Board of Education hearing for expulsion. For more information regarding transportation, please access: http://www.hask12.org/departments/transportation/

TRANSPORTING STUDENTS TO & FROM SCHOOL- MORNING SUPERVISION INFORMATION

Parents who choose to transport students to and from school are asked to follow the signage in the parking lot for traffic flow and safety purposes. The building opens at **7:20 a.m**. for students to enter, **please do not drop off your child before 7:20 a.m.** Loitering outside is not permissible.

YOUTH ASSISTANCE

Holly Area Youth Assistance is a division of Oakland County Juvenile Court and is designed to try to prevent formal contact with the court system. The caseworker works with the student, parents and school to help resolve problems. Referrals to HAYA are submitted by counseling/administration of HMS.

DISCIPLINE

STUDENT DISCIPLINE - GENERALLY

It is the Board's policy to provide students and staff with a safe learning environment free from substantial disruption. Consistent with this policy, the District may discipline students who engage in misconduct. Discipline may, but need not, include suspension or expulsion from school.

It is the Board's policy that students should rarely be suspended or expelled from school and that steps should be taken to minimize occurrences of suspension and expulsion. It is further the Board's policy to comply with all applicable state and federal laws related to student discipline.

It is the Board's expectation that this Board Policy, especially those provisions that require consideration of specific factors and the possibility of restorative practices before suspending or expelling a student, will reduce the number of out-of-school suspensions that exceed 10 days and the number of expulsions.

This Board Policy applies to all student conduct that occurs: (1) on school property; (2) at a school-sponsored or school-related event; (3) on the school bus; (4) traveling to or from school, including at a school bus stop; and (5) at any other time or place if the conduct has a direct nexus to the school environment.

STUDENT CODE OF CONDUCT

The Board directs the Superintendent to develop and regularly update a student code of conduct. The student code of conduct must: (I) identify offenses that may result in discipline; (2) identify the possible disciplinary consequences for each offense, which may, but need not, include suspension or expulsion; (3) be consistent with Board policy and applicable state and federal laws, including laws requiring mandatory suspension or expulsion; and (4) include a copy of the section of this Board Policy entitled "Suspension from Class, Subject, or Activity by Teacher."

DEFINITIONS

For purposes of this Board Policy:

- "Suspend" or "Suspension" means a disciplinary removal from school for less than 60 school days.
- "Expel" or "Expulsion" means a disciplinary removal from school for 60 or more school days.
- "Restorative practices" means practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct.

RESTORATIVE PRACTICES

Before a student is suspended or expelled (except in cases involving firearm possession), the teacher, administrator, or Board must first determine whether restorative practices can serve as a more effective response to the student's behavior. If deemed effective, these approaches, such as conferences or reflection activities, can be appropriate in addressing behaviors like conflict, bullying, disruption, or property damage. When restorative options are offered, participation may reduce suspension days. Depending on the incident and a review of disciplinary factors, students may complete restorative programming outside of school. Parents are strongly encouraged to support and participate with their student in the completion of after-school restorative justice programming as a way to educate the student on positive choices and prevention of the same behavior in the future.

DISCIPLINARY PROCEDURES

(Not necessarily in progressive order)

DUE PROCESS

(or Referral Form)
Due Process will include the appropriate hearings and reviews and, in all cases, the rights of individuals will be ensured and protected.

A student has full rights and citizenship as defined by the Constitution of the United States and assumes the responsibility to take positive actions relative to this Constitution; the laws of the State of Michigan; and the policies, rules and regulations of the Holly Board of Education.

- The student shall be informed of the specific charges, which could be the basis for disciplinary action to be taken against him/her and be given a chance to admit or deny the charge.
- If the student denies the charge the student will be informed of the nature of the evidence and will have the right to present to the school administrator any relevant information, which will support his/her case.

As part of our district practices and protocols, building and district administration are permitted to interview students who may have relevant information about any alleged misconduct including violations of the school code of conduct. The law does not impose a duty on the District to obtain parental permission before interviewing students or asking for students' written statements.

The confidentiality of any questioning or written statements is maintained in accordance with the Family Educational Rights and Privacy Act, 20 USC § 1232g. The District is authorized to provide for the safety and welfare of students while at school or en route to or from school. MCL 380.11a(3). Given a school's authority and need to maintain a safe environment, school officials may question students on matters of school discipline without requiring parental consent.

WARNING

A notice to a student that a behavioral choice is unacceptable and may result in stronger action if not corrected.

STUDENT CONFERENCE

Student and staff member discuss and resolve behavioral concerns.

PARENT CONFERENCE

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

REFERRAL TO A RESOURCE AGENCY OR PERSON

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

COMMUNITY SERVICE

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

DETENTION

Students can be assigned a detention for a variety of violations to the Student Code of Conduct.
Lunch detentions: At teacher's or administration's discretion.
Detentions 1-3: Student is assigned a 45 minute after school detention.
Detentions 4+: Student will serve an in school/out of school suspension.

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

Cell phone are not permitted in detention. Devices will be collected and returned to the student at the conclusion of their detention.

SUSPENSION AND EXPULSION - SPECIFIC EXAMPLES

To ensure a safe learning environment for all students, under certain circumstances a student may be denied the privilege of attending Holly Middle School. Participation in any of the following behaviors/activities may result in a student's removal from school and school related activities.

REMOVAL FROM CLASS

If a student is directed to leave class for disciplinary reasons they must report to the Student Office, sign in, conference with their counselor or the assistant principal upon arrival, and conference with the teacher at a later time. Removal from class may result in further disciplinary actions assigned by the administration/teacher.

MEETING WITH A POLICE LIAISON OR SUPERINTENDENT

An intervention intended to impress on the student the seriousness of their misbehavior. If behavior is not corrected, a Board of Education hearing follows.

IN-SCHOOL SUSPENSION

Is an alternative setting that removes the student from the classroom and regular school day, while still allowing a student to attend school and complete their schoolwork in an alternative setting within the school, under staff supervision.

OUT-OF-SCHOOL SUSPENSION

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

Out-of-School Suspension - Loss of Privileges

ELIGIBILITY FOR SCHOOL-SPONSORED EVENTS AND ACTIVITIES

Higher-Level Code of Conduct Violation:

After receiving a suspension for a higher-level code of conduct violation, **students will not be permitted to attend any school-sponsored events and activities (dances, field trips, assemblies, etc.) for one school year**.

Higher-level code of conduct violations include, but are not limited to the following:

- Fighting/Assault/Physical Aggression
- Drugs, Alcohol, Tobacco, Vaping
- Harassment, Bullying, or other Threatening Behavior
- Any other higher-level infraction as determined by the building administration

The student may be given the opportunity to apply to regain these extra privileges. The opportunity to engage in the application process is based on administrative discretion and a number of factors, including past discipline.

If the student is approved to apply to regain these extra privileges and the student's plan is successfully completed, the student's extra privileges will be reinstated 60 school days after the student's application is approved.

Lower-Level Code of Conduct Violations

After receiving an out-of-school suspension for a lower-level Code of Conduct violation, the student will be placed on probation for school-sponsored events and activities, as determined by building administration.

While on probation:

■ If the student receives another suspension for any disciplinary reason, the student will be ineligible to attend the next school-sponsored event or activity, such as Jam Fest, a dance, assembly, enrichment field trip, or other school-sponsored activity.

■ If the student does not receive another suspension while on probation, the student will remain eligible to attend upcoming school-sponsored events and activities.

Final decisions regarding probation status, eligibility, and participation in school-sponsored events will be made at the discretion of building administration.

A student who is suspended due to an action that occurred at school-sponsored event is not eligible to purchase tickets or attend a dance/prom attend any event (dances, enrichment field trips, assemblies, etc.) for one calendar year from the date of the offense. If the infraction occurs during a student's 8th-grade year, this one-year loss of privileges will extend to their 9th-grade year at HHS.

EXPULSION

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

ANTI-DRUG INTERVENTION

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

PROCEDURE FOR SUSPENSIONS

1. The student shall be informed of the specific charges that could be the basis for disciplinary action to be taken against him/her and be given a chance to admit or deny the charges.

2. If the student denies the charge, the student will be informed of the nature of the evidence and will have the right to present to the school administrator any relevant information that will support his/her case.

3. If the student is suspended by the school administrator, the administrator:
    a. Notifies the parents, promptly by phone and/or in writing, of the duration of the suspension, the reasons for it, and the steps necessary to effectuate the student's return; and
    b. Discusses with the parent(s) or guardian(s) and the student to plan satisfactory return of the student to the school setting.
    c. When a student is suspended, he/she will not be permitted to use district transportation. Parents or guardians must make arrangements to pick up the suspended student before the end of the school day.
    d. For the duration of a suspension, the student will not be permitted on school grounds or at any school events.

CRIMINAL ACTS

A student's commission of, or participation in, any acts prohibited by federal or state law or local ordinance also violates the student code of conduct when such acts affect the safe and orderly operation of the school, including but not limited to acts committed on school property, on school-sponsored transportation, or related to any school program, function or activity. School officials may take disciplinary action regardless of whether criminal charges

result. Examples of such criminal acts include, but are not limited to: arson, assault, battery, theft, extortion, blackmail, threats, vandalism, trespassing, false alarms/reports, and weapon violations.

DISCIPLINARY INFRACTIONS

The rules and policies of the Holly Area School District apply to any student who is on school property, school-affiliated transportation, in attendance at school or at any school-sponsored activity, or whose conduct at any time or place interferes with the operations, discipline, or general welfare of the school, regardless of location, date or time. Our goal is 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. 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:

ACADEMIC MISCONDUCT

Cheating and/or Plagiarism includes, but is not limited to: The use of any unauthorized assistance in taking quizzes, tests, or examinations. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments. The acquisition, without permission, of tests or other academic material belonging to an instructor. The unauthorized use of artificial intelligence (AI) tools to complete assignments, tests, or any other academic work.
Plagiarism or the unauthorized use of purchased, borrowed, or stolen reports or papers is prohibited. This includes, but is not limited to, material taken from internet sources, AI-generated content, and material (classwork, test answers, etc.) given or received from other students.

Single violations will result in the loss of credit for that assignment, quiz, or test. Repeated violations (those occurring on more than one occasion) will be reviewed by the administration and may result in the loss of credit for the course(s) involved.

HAS ARTIFICIAL INTELLIGENCE (AI) GENERAL GUIDELINES

Our goal is for all students to use AI tools in an effective, appropriate, responsible, and ethical manner. In alignment with our district's commitment to equitable and innovative learning experiences, students will engage with AI based on shared expectations outlined in the AI Integration/Acceptable Use Scale. Consistent implementation across classrooms ensures all learners have access to meaningful opportunities that build future-ready skills.

1. If a student is suspected of inappropriate use of AI, a teacher may ask the student to:
    - Reflect on their process of completing the assignment while referring to the disclosure requirements on the AI Integration/Acceptable Use Scale.
    - Reflect on the assignment rubric and/or student expectations.
    - Converse with the teacher/counselor/administrator/teacher about their work.
    - Present their process/drafts.

2. If a student disregards the Acceptable Use guidelines, **they may face disciplinary action in accordance with the Student Code of Conduct.**

3. Full Set of Guidelines and Expectations available on the website and at the school office.

AIDING AND ABETTING

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

ARSON

Purposefully, intentionally, or maliciously setting a fire on school property.

ASSAULT

Causing or attempting to cause physical harm to another through intentional use of force or violence.

NO BAG POLICY

Backpacks, book bags, and bags may not be used in the school building during school hours. Medical exceptions, which require a doctor's note identifying a need for a student to use a backpack during the school day, must be turned in at the office. At this point, the student will either be given a clear backpack or a medical tag for their bag.

BULLYING

The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically based or gender-based verbal put-downs, social exclusion/shunning, extortion. This may include acts of hazing.

Each student shall refrain from bullying and aggressive behavior at school (see District policies for definitions).

Any student who believes s/he has been or is the victim of bullying or other aggressive behavior should immediately report the situation to the principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator.

The discipline for violating these prohibited acts ranges from administrative intervention to expulsion. The actual penalty imposed will depend upon the nature and severity of the offense, the age of the student, the student's prior behavioral records, the recommendation of school personnel, and all other circumstances deemed relevant. See the Board Bullying Policy at www.hask12.org

CAFETERIA BEHAVIOR

Cafeteria expectations: Once in the cafeteria, **remain seated unless given permission to leave your seat**. Use conversational tones, and be polite to other students/staff. Please throw all trash in the garbage cans provided in the cafeteria. Students leaving the cafeteria for any reason must have a lanyard-secured pass. **All food & drink must be consumed in the cafeteria.**

FOOD

Food is not permitted outside the lunchroom (Main Street) or designated area. Students should report directly to Main Street for lunch. All other areas of the school are off-limits.

Food delivery services (DoorDash, Uber Eats, etc.) are not permitted during the school day.

CELL PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES

Cell phones or other electronic communication devices **are prohibited from being used** at Holly Middle School.

- Once on school grounds students will turn their electronic communication devices off and store them in the locker.
- Cell phones and communication devices shall NOT be visible throughout the day and will be subject to school discipline if they are. This includes but is not limited to:
    - During class/instructional time
        - **Cell phones shall not be out or visible at any time during instructional time unless directed by a classroom teacher or administrator.**
    - Hallways
    - In bathrooms, locker rooms, dressing rooms, or any other changing room.
    - Lunchroom

Discipline Policy:

Cell Phone/Other Electronic Communication Devices including Smart Watches, Earbuds, Headphones, etc.

Use during class/instructional time will result in the phone being taken and turned in to the Main Office.

- **1st Offense** - Student can get their device/item back at the end of the school day.
- **2nd Offense** - Parent/Guardian must pick up the device/item. The student is assigned an After School Detention in addition to an online module through the Compass 360 program.
- **3rd Offense** - Parent/Guardian must up the device/item. The student will be required to check in and check out the device from the office.
- **4th Offense** - Progressive discipline, including out-of-school suspensions for insubordination.

NOTE: *If a student does not surrender their device/items to an HMS Staff member when requested, they are considered insubordinate and will face disciplinary consequences, including out-of-school suspensions and an immediate move to the 3rd Offense.* Additionally, if at any time school officials have reasonable cause to suspect that the device contains evidence of misconduct or illegal activity, the device may be seized and searched, regardless of who owns the device.

CELL PHONE/OTHER ELECTRONIC COMMUNICATION DEVICES, UNAUTHORIZED USAGE

Students who use their cell phones at any time in a manner that violates the Student Code of Conduct will move immediately to the consequences listed for a 3rd Offense **and** will be subject to the disciplinary consequences of their other Student Code of Conduct violations. Examples are listed below:

- Recording a fight, assault (verbal or physical), or any other form of confrontation
- Recording or taking pictures and posting/sharing them without active consent/permission from the person in the picture/recording at school or connected to any school event.
- Posting any picture, video, or message that contributes to harassment, bullying, peer mistreatment, etc., taken or shared at school or connected to any school event.

CLASSROOM MISCONDUCT

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

COERCION, EXTORTION, AND BLACKMAIL

A student shall not commit or attempt to commit coercion, extortion, or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value by the use of threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

CONTRABAND

Contraband refers to any items that are prohibited on school property or at school-sponsored events that pose a safety risk to students and/or staff and that may cause/potentially cause disruption to the learning environment.

DRESS

Holly Area Schools recognizes that each student's dress and grooming is a manifestation of personal style and individual preference. With that being said, students' dress and grooming choices may not interfere with the school's educational program.

Students must wear:
Top (undergarments may not be worn as a top)
Bottom (undergarments may not be worn as bottoms)
Footwear (curricular-specific and activity-specific shoe requirements are permitted).
All students must wear clothing in such a way that the chest, pelvic/groin area, and buttocks are covered with non-see-through material at all times.

Students are not permitted to wear the following during school hours and at school-related activities—attire includes, but is not limited to:

- Attire that causes or is likely to cause a material disruption, a substantial disorder to school activities or the orderly operation of the school, impedes student safety, or an invasion of the rights of others;
- Attire that depicts profanity, hate speech, obscenity, the use of weapons, or violence;
- Attire that promotes tobacco, drugs, alcohol, or other illegal or harmful products/ activities;
- Attire that promotes, implies, or contains sexually suggestive messages;

- Attire that exposes or reveals the chest, pelvic/groin area, and buttocks;
- Hats or Hoods;
- Clothing designed primarily for outdoor use, such as coats, snowpants, face/ski masks, and sunglasses;
- Blankets and flags worn as coats, wraps, and capes.
- Costumes and pajamas are prohibited unless granted by administrative approval.

Students not adhering to the Dress Code are in violation of the Student Code of Conduct and are subject to school discipline.

The judgment of the building administration will be final in determining inappropriate dress.

EXCESSIVE TARDINESS

An unexcused tardy is "not being in the classroom once the bell begins."

Six (6) or more tardies are considered excessive tardiness and will lead to appropriate disciplinary actions, up to and including out-of-school suspension.

Students arriving 10 or more minutes late to class is an absence.
Students leaving a class 10 or more minutes early is an absence.

FIGHTING

The act of quarreling involving bodily contact in or on school property, including school vehicles, and any activity under school sponsorship (e.g. dance or athletic events) is prohibited.

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.

FUND-RAISING

Selling items for personal gain or for out of school organizations is prohibited.

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.

GROSS MISBEHAVIOR

This is any act of deliberate school misconduct.

HALLWAY MISCONDUCT

Misconduct that may include but is not limited to: running, pushing, throwing things, use of vulgar language, bumping into and tripping or touching others unnecessarily.

HARASSMENT

Deliberate or willful harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, religion, height, weight, marital or family status, military status, ancestry or genetic information. Harassment may take on several forms, including verbal, written or electronic communication. Derogatory racial comments are considered a serious violation of a person's civil rights. Sexual harassment is unlawful under both Michigan and Federal laws and is contrary to the commitment of this district to maintain a learning environment that is free from sexual harassment. HAS will not tolerate sexually harassing behavior, false reports of sexual harassment or retaliation against either person reporting allegations of sexual harassment or persons who cooperate with the investigation. For additional information, see the complete Board of Education Harassment Policy. See the complete Board of Education Harassment Policy.

HAZING

Hazing activities of any type are inconsistent with the education process and will be prohibited at all times. Hazing is defined as any willful act done by a student, whether individually or in concert with others, to another student for

the purpose of subjecting such student to humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame or disgrace. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

ILLEGAL SUBSTANCES OR PARAPHERNALIA, INCLUDING TOBACCO/NICOTINE, VAPING, CANNABIS, THC, AND ALCOHOL

Possession, use, sale, transfer, distribution, or participation in the sale, use, transfer, or distribution of alcoholic beverages, controlled substances, vaping or vaping products, or drug-related paraphernalia are strictly prohibited.

The impact of health and safety and the distraction to the district's core mission are significant concerns and will not be tolerated.

This includes vaping, THC, other cannabis products, and tobacco use/possession, including but not limited to tobacco, cigarettes, e-cigarettes, and vaporizers.

Having a perceptible odor of alcoholic beverages or of a controlled substance on or about the student or exhibiting evidence of consumption of alcohol or a controlled substance, or showing 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, look-alike drugs, and drug-related paraphernalia.

Malt beverages labeled as "non-alcoholic" (including but not limited to Sharp's, 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.

This policy applies while on school property or in any school building or while being transported to or from school facilities or school-sponsored events.

Violations result in disciplinary actions which may include suspension or expulsion, depending on the severity and frequency of the offense.

Possession and Use of Alcohol/Drugs (including THC and Cannabis products) and Vaping will follow progressive disciplinary actions starting from suspension to more severe penalties like long-term suspension and/or expulsion for repeated violations.

Resources such as substance abuse counseling and/or education materials to help students understand the risks associated with these products may also be provided for a first offense.

The Distribution, Transfer, Sharing, and Sale of Alcohol/Drugs (including THC and Cannabis products) related products will result in an Administrative Hearing for Expulsion.

The District has provided Awareness and Educational Materials through newsletters and information on the website to help families understand the risks associated with these products. This action, along with this policy, reflects a consistent approach to combat the use of Alcohol/Drugs (including THC and Cannabis products) and Vaping, focusing on disciplinary actions coupled with educational and counseling support to deter students from using these substances.

NOTE: *The possession and/or use of Vapes, THC, Alcohol, and other Drug-related products by a minor is ILLEGAL in the State of Michigan, and therefore, students will also be subject to citation and/or other penalties by law enforcement.*

The policy aims to maintain a safe and drug-free environment for students and staff.

INAPPROPRIATE PHYSICAL CONTACT

Rough physical behavior (hitting, pushing, kicking,etc.) even if intended as a joke or harmless fun, is not appropriate for a school setting.

INCITEMENT

Incitement includes but is not limited to directly or indirectly stimulating, encouraging, or provoking a fight or disagreement between individuals. Recording and/or distributing content that violates the code of conduct is also prohibited.

INCORRIGIBILITY (PERSISTENT DISOBEDIENCE)

Chronic school misconduct is incorrigibility.

INDECENCY

Indecent, obscene, or sexually inappropriate conduct, gestures, or language that offends community standards, disrupts the school environment, or shows a lack of respect for self and others. This includes actions or expressions that are vulgar, sexually suggestive, or intended to shock or offend.

INSUBORDINATION

The failure to respond or carry out a reasonable request made by a staff member, or the act of verbal or physical opposition to the school staff is considered insubordination. Chronic insubordination is considered incorrigibility and will be referred to the School Board.

INTERNET MISUSE/VIOLATION OF ACCEPTABLE USE POLICY (SEE "TECHNOLOGY USE GUIDELINES" ABOVE)

A student shall not violate or attempt to violate School District policies, administrative regulations, and directives concerning School District or personal computers, networks, and telephone systems. Uses of Artificial Intelligence, large language models, or other similar technology are subject to the Acceptable Use Policy and the Student Code of Conduct. Violation of any of the rules and responsibilities may result in a loss of access privileges/technology privileges/computer usage and may result in other disciplinary or legal actions including restitution.

LOITERING

Students are not permitted to loiter on campus **before or after the school day** unless they are participating in a **supervised** activity. Students can arrive at school at 7:20 a.m.

MISSED DETENTION

Students must be prompt, appropriately behaved and prepared to work in detention. Those who are late, or not behaving appropriately or those who miss detention will be issued a more progressive disciplinary consequence.

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. Also see Village Ordinance 4-02-02-280.

OTHER

Other behavior which is either illegal or disruptive to the school environment.

PEER MISTREATMENT

the action of mistreating or fact of being mistreated; ill-treatment.

POSSESSING OR USING WEAPONS

In order to provide a safe learning environment for all children, our schools must be weapon-free. A. Michigan law requires the Board of Education to permanently expel a student for possession of a dangerous weapon on school property or in any school building, or while being transported to or from school facilities or school-sponsored events. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife (blade over 3' in length), a knife opened by mechanical device (regardless of blade length), iron bar, or brass knuckles. B. As a matter of District policy, the Board may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle, which may be used to cause or threaten harm to others. Examples include, but are not limited to: BB gun, pellet gun, look-alike gun, knife (blade 3" in length or less), razor blade, box cutter, chains, nunchucks, mace, pepper spray or any item intended for use as a weapon.

PUBLIC DISPLAYS OF AFFECTION

Demonstration of affection toward another person has an appropriate time and place. Inappropriate display of affection or physical contact is not considered acceptable behavior.

RACIAL SLURS/HARASSMENT

Derogatory racial comments are considered a serious violation of a person's civil rights.

RESTROOM CONDUCT

Proper restroom conduct is essential for maintaining a safe and respectful school environment. The following rules apply to all students:

Loitering: Students are not permitted to loiter in restrooms. This includes gathering in groups or remaining in the restroom for an extended period without a legitimate reason.
Stall Usage: Only one individual is allowed per stall at any time. Multiple students gathering in the same stall is strictly prohibited and will be subject to school discipline.
Backpacks/Bags: Students are not allowed to bring backpacks/bags into the restrooms at any time.
Horseplay: Engaging in horseplay or any disruptive behavior in the restrooms is not permitted.
Technology Use: The use of technology, including cell phones, tablets, and other electronic devices, is prohibited in the restrooms. This includes taking photos, recording videos, or using any form of social media.

SKIPPING

Any absence from class that is not authorized by the school. This includes students who do not attend class, who refuse to go to class, who leave without permission, or who have challenges being on time for class or leaving early from class. Skipping can result in school discipline including, but not limited to detention/suspension.

STEALING/STOLEN PROPERTY

Dishonestly acquiring the property of others or possession of property that has been acquired dishonestly.
Property found by students should be turned over immediately to adult staff.

THREAT BEHAVIOR(VERBAL or WRITTEN THREAT, INCLUDING BOMB OR SIMILAR THREAT)

Statement that constitutes a threat against a student, employee, other person, or school property. Statement which may result in a reasonable forecast of substantial school disruption.Determined threats and/or threatening behavior/activities by a student will be subject to school discipline and referred to law enforcement to face criminal penalties as permitted by the law.

Any student making inappropriate comments whether they are false and/or made in jest will be held accountable in accordance with our student code of conduct as such comments carry serious consequences. At Holly Area Schools, we thoroughly investigate all reports of inappropriate behavior, threats and weapons in accordance with our school policies and in partnership with local law enforcement. We maintain a zero-tolerance policy for weapons on school property, and bringing a weapon onto Holly Area Schools grounds can carry serious consequences, including expulsion and criminal charges. We encourage our parents to talk with their students about the consequences of making inappropriate statements while in school or on social media. We also encourage our students, staff, and parents to report any threats or inappropriate comments to school administration and police immediately.
Please see Safety Information and Threat Assessment starting on page 32 for more information

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.

VANDALISM

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

SCHOOL SAFETY INFORMATION AND THREAT ASSESSMENT

Holly Area Schools is committed to maintaining a safe environment. School Administrators and Law Enforcement work together to provide for the safety and welfare of students and staff while they are at school or a school-sponsored activity or while enroute to or from school, or a school-sponsored activity.

Threat Assessment

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims of a threat, and provide assistance, as appropriate, to the student being assessed.

What behaviors warrant initiation of a Threat Assessment?
A Threat Assessment will be initiated for behaviors including, but not limited to: serious violence or violence with intent to harm or kill, verbal/written threats to harm or kill others, online threats to harm or kill others, possession of weapons (including replicas), bomb threats (making and/or detonating explosive devices), fire setting, sexual intimidation or assault and gang related intimidation and violence.

Duty to Report
To keep school communities safe and caring, staff, parents/guardians, students, and community members must report all threat-related behaviors.

What is a Threat?
A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet, or made by gesture. Threats must be taken seriously, investigated, and responded to.

What is a Threat Assessment Team?
Holly Area Schools uses a trained, multidisciplinary threat assessment team. Each team is headed by the building Principal and includes the Safety and Security Director, a mental health professional, instructional personnel, and the School Resource Police Officer. The district's legal counsel is also consulted as needed.

What is the Purpose of a Student Threat Assessment?
The purposes of a student threat assessment are:
- To ensure the safety of students, staff, parents and others.
- To ensure a full understanding of the context of the threat.
- To understand factors contributing to the person of concern's behavior.
- To be proactive in developing an intervention plan that addresses the emotional and physical safety of the person of concern.
- To promote the emotional and physical safety of all.

What Happens in a Student Threat Assessment?
All threat-making behavior by a student shall be reported to an administrator who will activate the protocol for the initial response. Once the team has been activated, interviews may be held with the student(s), the person of concern, parents and staff to determine the level of risk and develop an appropriate response to the incident. Intervention plans will be developed and shared with parents, staff and students as required.

What Parents and Students Need to Know
- Threats must be reported to the school administration.
- Investigations may involve students, teachers, counselors, the police or other community agencies.
- Investigations may involve locker or personal property searches.
- Interviews will be held with the threat maker and other students or adults who may have information about the threat.
- Parents of students who are directly involved will be notified.
- Threatening behavior may result in disciplinary action.

• An intervention plan may be developed for the student making the threat and a support plan developed for any individuals targeted by threats as needed.
• Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.
• Threat assessment team members maintain student confidentiality at all times as required by Board Policy 8330-Student Records, and State and Federal law.

This policy and procedure is consistent with the process for identifying, assessing, and managing students who may pose a threat as set forth in the joint U.S. Secret Service and Department of Homeland Security publication, Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence.

HOLLY AREA SCHOOL DISTRICT

BOARD OF EDUCATION

6161 E Holly Road, Holly, Michigan 48442 (248) 328-3100

President	Mrs. Leigh Jackson
Vice President	Mrs. Jennifer Young
Treasurer	Mr. Peter Deahl
Secretary	Mrs. Lisa Oaks
Trustee	Mr. Sean Creger
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ADMINISTRATIVE OFFICE

(248) 328-3100

Scott Roper	Superintendent
Michelle Szczechowicz	Executive Director of Educational Services
Linda Earl	Director of Business and Finance
Patricia Murphy-Alderman	Director of Human Resources

SCHOOLS

Davisburg Elementary 12003 Davisburg Rd.	Codie Lakin, Principal (248) 328-3500
Holly Elementary 810 E. Maple St.	Aimee Schwartz, Principal (248) 328-3600
Patterson Elementary 3231 Grange Hall Rd.	Jacob Haynes, Principal (248) 328-3700
Rose Pioneer Elementary 7110 Milford Rd.	Carrie Keech, Principal (248) 328-3800
Holly High School 6161 E. Holly Rd.	Melissa Wachowski, Principal (248) 328-3200
Holly Middle School 330 East St.	Monica Turner, Principal (248) 328-3400
Broncho Virtual School 6161 E Holly Road	Krystle Voegel, Director (248) 328-3333
Special Services 6161 E Holly Road	Jennifer Lauria, Director (248) 328-3100
Transportation 800 Elm St.	Frank Richmond, Supervisor (248) 328-3090
Central Kitchen 6161 E Holly Road	Thomas Baranoucky, Supervisor (248) 328-3033