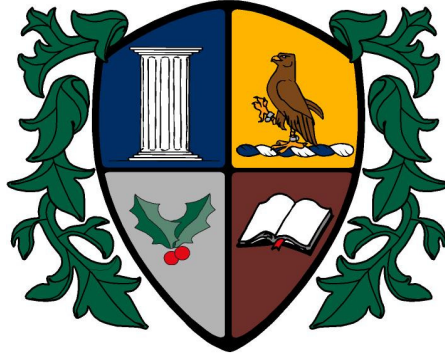


Holly Academy



Inspiring Excellence

A Michigan Public School Academy

Parent/Student Handbook

**248-634-5554
820 Academy Rd
Holly, MI 48442
hollyacademy.org**

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INTRODUCTION

FORWARD

This handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the Director/Deputy Director.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Directors and the Academy. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

EQUAL EDUCATION OPPORTUNITY

It is the policy of Holly Academy to provide an equal education opportunity for all students.

Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at the Academy or an Academy activity should immediately contact the Holly Academy Compliance Officer listed below:

Ken Kander
Business Manager
248-634-5554 ext. 205
kanderk@hollyacademy.org

MISSION OF THE ACADEMY

To achieve individual academic success for all students through a positive family/school/community partnership.

VISION STATEMENT

To provide the highest quality comprehensive educational environment that inspires excellence in academics and character by:

- educating the whole (social, emotional, physical, academic) child,
- setting high expectations,
- partnering with parents and community,
- fully maximizing available resources, and
- ranking in the top 10% nationally.

INTRODUCTION

BELIEFS AND VALUES

Students are our first priority. We believe that traditional fundamentals of education must be enhanced to form a solid foundation for the future of the student. The high expectations and standards of the Academy are set above those of the accepted norms; we encourage students to excel. In addition, teaching character development and values enables a child to grow into a responsible, respectful member of society.

The Academy promotes a caring environment. Structure and consistency are the fundamental elements of effective discipline and we adhere to our set standards.

Holly Academy understands and recognizes that a parent is a child's first and primary educator and diligently pursues a strong and beneficial home/school partnership.

EDUCATIONAL PHILOSOPHY

Holly Academy represents a partnership of students, faculty, administration, and staff. These partners are united in their commitment to the common objectives outlined in our mission statement and standards.

As role models and instructors, Holly Academy teachers are valued by students and parents for their caring attitudes. Intelligence, creative teaching ability, loyalty, and responsibility are characteristics of the faculty.

Parents expect and appreciate direct and regular communication from faculty regarding their children. Reciprocally, Holly Academy parents should be responsive to teacher suggestions for helping students.

GENERAL INFORMATION

SCHOOL DAY

Daily Schedule

8:00am	School Day begins
11:30am-12:30pm	Lunch Periods
3:15pm	Dismissal

Pick-Up Times

In the interest of your child's safety and the teacher's preparation time, please pick up your student between 3:15pm and 3:30pm. Siblings or carpoolers in the north building will be brought up to the auditorium in the main building for dismissal. The office closes at 4:00pm. All students must be picked up by 3:45pm, as there will be no supervision for them. Under authority of the Department of Human Services (DHS) and Family Courts of Oakland County, students not picked up by 3:45pm will come under the jurisdiction of the Department of Human Services and/or the local police and protective services authorities. Holly Academy will use this authority to call local agencies to have children picked up at 3:45pm. If you are picking up a student early, you must sign out through the office first. Only students who are participating in an after school athletic sport program or other school sponsored extra-curricular activities are allowed to stay after dismissal, as long as arrangements have been made for them to be supervised by a coach or teacher. No siblings may stay at school with a student participating in an after school activity.

EARLY DISMISSAL

A parent/guardian must come into the office to sign the student out.

Students may be released only to a parent whose signature is on file in the school office, or to a properly-identified person authorized to act on their behalf.

EMERGENCY SCHOOL CLOSING

In case of severe weather (major snowstorm, ice storm, dangerous wind chills, heavy fog, etc.), the Director will notify local radio and TV stations regarding the decision to close school or delay its opening. Parents are requested to listen to the following radio & TV stations for closing school notices.

WJBK TV 12
WEYI TV 25

WXYZ TV 7

WJR Radio (760AM)
WCRZ Radio (108FM)

WWJ 950AM

Severe Thunderstorm Watch or Warning

If school is already in session when the watch or warning is issued, the school will stay open. Staff will take safety precautions.

GENERAL INFORMATION

Tornado Watch

Students will remain in school, and the staff will take safety precautions. Students will be released to parents/guardians or other designated adults upon request.

Tornado Warning

All students and staff members will remain in the building and take shelter in designated areas. Students may be detained beyond the usual dismissal time. Students will be released to parents/guardians or other designated adults upon request.

Fire and Tornado Drills

Fire drills will be held several times throughout the school year. Tornado drills will be held once in the fall and once in the spring. Safe areas inside and outside the building are designated for each classroom.

Posted Directions

All evacuation and shelter procedures are posted in every classroom.

ADMISSION OF STUDENTS

The Board of Directors will allow students who reside in Michigan to enroll in the Academy.

Because space is limited, each student must enroll each year. Preferences will be given to:

- A. Currently enrolled students-a letter will be sent home in January of each year. Letters must be returned to the office no later than March 1st.
- B. Siblings of enrolled students.

When maximum enrollment for a grade has been reached, applicants will be placed on a waiting list and admitted on the basis of a lottery system developed by the Director.

The Board authorizes the Director to deny admission to any student who has a record of behavior that the Director believes would constitute a threat to the safety and well-being of fellow students and staff.

TRANSFER FROM THE SCHOOL

Upon notification by the parent that a student is transferring out of the School, the Academy shall use a procedure that ensures the items on the check-out Form 5130 F1 is properly completed.

- A parent signs the necessary release forms and a copy is placed in the student's cumulative record.
- The student's name is taken off the class list, and a memo is sent to appropriate personnel notifying them of the transfer.
- The student's cumulative record is completed by teachers and counselors and sent to the Director.

GENERAL INFORMATION

- The Director arranges for the proper delivery of the student's records to the receiving school as specified in AG 8330.
- In the case of the special education student, the Special Education Supervisor shall also be notified of the transfer, date of transfer, and the receiving school or agency.
- If the student transfers when school is not in session, the process is to be completed as soon as possible.

PROMOTION AND RETENTION

In general, a student who has mastered the grade level curriculum is promoted to the next grade level each spring. The decision to retain a student is a joint decision among the teacher, parents, and Director/Deputy Director with the teacher taking the lead in the decision-making process beginning in January. Specific written notification to parents by teachers considering retaining a student will be sent to parents at the end of the 2nd marking period in January, again in March (around spring Parent-Teacher Conferences), and a final notice by May 31st. The following factors are considered but not limited to when making a retention recommendation and decision:

- Student academic performance in the grade level curriculum
- Standardized State mandated assessments tests if appropriate
- Metropolitan Achievement Test – 8th Edition
- Scantron Test results in core academic areas
- Attendance and discipline record
- Chronological age and maturity level
- Capability vs. performance and likelihood of academic success at next grade level

The school Director or Deputy Director reserve the right to retain a student in the same grade according to his/her judgment, despite the objection of the parents, when a combination of the above listed factors strongly suggest that a student needs the benefit of another year of growth in order to be successful at the next grade level. Such a decision is never made frivolously and is preceded by numerous communications between the teacher and the parents throughout the school year. Again, the Director or Deputy Director has the final responsibility to promote or retain the student.

CURRICULUM

Curriculum can be described as a coherent plan for instruction and learning, which serves as the basis for both the teacher's and student's active involvement in the construction and application of knowledge. As required by the Michigan Department of Education, the Holly Academy curriculum is thoroughly aligned with the Michigan Curriculum Framework Content Standards and Benchmarks, and Grade Level Content Expectations.

GENERAL INFORMATION

Reading

Holly Academy believes and recognizes that successful readers become successful lifelong learners. It is our responsibility to provide students the tools needed to become successful readers and learners.

Our reading program begins in Kindergarten as we systematically introduce, practice and begin to master sounds and symbols in our language, through teaching of phonics and phonemic awareness.

Comprehension of what is read is equally important. Just recognizing and/or reading words is not useful if what's read is not understood. Comprehension skills are taught, modeled, practiced, and evaluated at every grade level. All genres of reading are presented to students: informational, narrative, novels, poetry, drama, etc. Active participation is encouraged throughout the grades.

Writing/Grammar

All students are expected to develop a strong understanding of, and appreciation for, written and oral English language. Students are instructed in the writing process, grammar, punctuation, spelling, syntax and handwriting. Certainly neatness is important in presentations and daily work, and excellent penmanship is an expectation at all levels.

Students are encouraged to move at a challenging pace and assignments are tailored to the student's abilities and needs. More advanced students are challenged to go beyond the standard and extend themselves and their education.

Mathematics

Mathematics plays a prominent role in modern life. Holly Academy's math curriculum provides holistic instruction so that children can master mathematical concepts. Instruction in mathematics must emphasize content (facts and skills) and the processes (the mode of thinking). Students are taught a constructivist approach through the process of thinking in mathematical terms and creating solutions for problems encountered in daily life. Through critical thinking, cooperative and individual lessons, writing activities, memorization, and hands-on experiences, students acquire authentic learning of mathematical concepts. Instruction is thematically based with integration in all subject areas.

Social Studies

Our social studies curriculum helps build four capacities: subject knowledge, thinking skills, commitment to the core democratic values, and citizenship. Teachers guide learners to move beyond memorization by creating engaging learning experiences which demand sustained, disciplined, and critical thought on topics that have relevance to life beyond school. The goal of our teachers is to help students to continually evaluate and focus on how to improve individual life skills and become life long learners.

GENERAL INFORMATION

Science

Science instruction at Holly Academy is taught by highly qualified science instructors on a daily basis. In grades K-4 students are exposed to science through the use of the Discovery Works Science series by the Silver Burdett/Ginn publishing company. In grades 5-8 students are instructed by Prentice Hall materials. Hands on experiences are presented to students on average 2 days a week in all grades. At grades 4th, 6th, and 8th, our students participate in the school's annual science fair, held in the spring of each year.

The purpose of the Science Fair is to encourage students to develop their understanding and awareness of the scientific method. This helps to develop skills in data collection and analysis, research and inquiry, critical thinking, and public speaking. Students have the opportunity to present their projects and learn from each other's presentations. The emphasis of the Science Fair is for students to research and develop an area of interest to them.

Students at Holly Academy have the opportunity to enter their Science Fair project at the Flint Area Science Fair held at Kettering University in the spring. All students in grades 4-8 are eligible to enter a project. We encourage participation in this event and have had students experience successes which have further encouraged their passion for the scientific process.

Music

Students explore many periods of music during their weekly classes. Students spend time learning music appreciation and study great composers and their works. Theory is also an important part of music and children learn many basics in this area. Holly Academy also offers a beginning, intermediate and elective band program. There are many opportunities for the students to sing and perform as a part of the class and as a part of the yearly school-wide music programs. Two music programs are held each year.

Spanish

Beginning in Kindergarten, students are exposed to a wide variety of Spanish vocabulary. In the lower grades, the emphasis is on vocabulary memorization in topic areas such as colors, body parts, and food. Beginning in 3rd grade, the emphasis of the program switches from vocabulary acquisition to verb conjugation. As early as 3rd grade, students will learn to conjugate a few basic verbs in present tense, allowing them to decode and write simple sentences in Spanish. With each passing year, students' vocabulary will increase, as will their ability to conjugate verbs. By the end of 8th grade, students should have a 1000+ word vocabulary in Spanish, and be able to conjugate the three types of Spanish verbs (are, ir, and er) in present, present progressive (participle), past participle, near future, future, past preterit and past imperfect tenses, leaving them well prepared to continue with advanced Spanish in high school.

GENERAL INFORMATION

Physical Education

Physical Education is a sequence of developmental experiences in which children learn through movement. Physical Education helps students develop in four areas. Students work on individual skill development through direct instruction and guided practice. Students learn about teamwork through playing team games. Students learn about the importance of sportsmanship through instruction and modeling by the instructor. Lastly, students are given the opportunity to develop a positive attitude toward life-long physical fitness.

Technology

Kindergarten through fifth grade students visit the computer lab bi-weekly to develop basic computer skills. Sixth grade through eighth grade students integrate technology into their assignments using the technology available in the middle school computer lab.

Character Education

Each month a different character quality is emphasized. Core emphasis is placed on the qualities of Caring, Fairness, Citizenship, Responsibility, Trustworthiness and Respect. Each theme is taught and modeled to students. Special programs are presented to illustrate what the qualities “look like” in a Holly Academy student and staff member.

Library

Each class visits the library weekly. Students have the opportunity to read, check out books, and receive instruction in different areas of library usage. The library is equipped with an automated checkout. Use of the media center and its materials is a privilege that requires responsible behavior by students. Students will be expected to behave appropriately and handle books, computers, and media materials in a responsible way. Students are expected to respect all media center personnel, including volunteers. Students who misbehave or misuse media materials may have their media privilege suspended.

Enrichment

All students are challenged to seek their highest level of potential achievement. Each classroom displays a wide range of abilities and Holly Academy endeavors to challenge each learner. Assistance is provided for special needs students and enrichment takes place in all classrooms depending on individual needs and circumstances. The factors used to determine enrichment include, but are not limited to teacher recommendations, daily student performance, MEAP test scores, MAT-8 scores, textbook assessment instruments, Scantron Performance Series Assessment, and child study reviews.

GENERAL INFORMATION

GRADING

The grading policy for Holly Academy is designed to provide constructive feedback concerning student progress and to motivate students to strive for academic excellence.

The guidelines are as follows:

Grades K-2: Report cards are marked with grades of mastery, developing and area of concern.

Mastery: The student shows accuracy, appropriateness, and demonstrates mastery of grade level skills or concepts and applies these skills or concepts on a consistent basis independently.

Developing: The student shows some accuracy, demonstrating grade level skills or concepts correctly and independently. The student shows some understanding of the grade level skills or concepts. Teacher reminders, hints, and suggestions are necessary. Errors or misunderstandings occur.

Area of concern: The student does not demonstrate grade level skills or concepts. Cannot complete tasks or skills independently. Shows little understanding of the concepts or skills. Quality is lacking.

Grades 3-8: Report cards are marked with letter grades of A,B,C,D,E. The following scale is used:

<u>Percentage</u>	<u>Letter Grade</u>
100 and above	A+
93-99	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
0-59	E

Subcategories which encompass the grade level content expectations or state benchmarks are marked with mastery, developing, or area of concern, as explained above.

GENERAL INFORMATION

Holly Academy participates in the “Character Counts” education program and expects each student to be respectful and courteous at all times. Our students are learning about the importance of accepting responsibility for their success in school. Each marking period the student will be assigned a citizenship number which indicates their overall observable display of these valued characteristics.

The scale for middle school students is as follows:

1- Excellent	Student’s behavior is exemplary at all times.
2- Good	Student’s behavior is consistent and courteous the majority of the time.
3- Average	Student’s behavior while acceptable at times, does require redirection. Teacher feels student is capable of doing better.
4-Needs Improvement	Student’s behavior is poor, resulting in disciplinary measures.
5-Unacceptable	Student’s behavior consistently requires staff and administrative intervention.

Elementary students’ citizenship marks are self explanatory on the report card.

Students in all grades explore the six character pillars throughout the school year. The goal of our “Character Counts” Program is for students to make sound decisions for themselves and to act less on impulse. We encourage the students to:

- Accept the consequences of their own actions.
- Accept the basic standards of good citizenship such as integrity, trustworthiness, respect and service to others.
- Develop self-confidence, self-esteem, and positive attitudes.
- Develop an appreciation of school and community to foster a culture of good character.

SPECIAL EDUCATION

Policy

It is the policy of Holly Academy to provide Special Education services within the Academy. All students with special needs have the right to a quality education appropriate to their needs, abilities, and interests. *Special Education services are provided for all children within the district including children of migrant workers, the homeless, and children in residential facilities.* It is the goal of the Special Education staff to act as a resource to the classroom teacher in the development and implementation of appropriate instructional and socialization strategies. Implementation of these strategies will occur within the general educational setting, and through small group and one-on-one remediation.

Individual Education Plan (I.E.P.)

Holly Academy complies with all Federal and State legal requirements that every student identified as having a disability is provided with an Individual Educational Plan (I.E.P.). The IEP specifies goals, level of service, ancillary services, and the least restrictive placement. Ancillary services that are provided are Speech and Language Therapy, Social Work, and Occupational Therapy. Registration forms are screened to identify current IEP’s from other school districts. Parents are fully informed of their rights, procedures, and responsibilities under Special Education law. Procedural safeguard booklets are distributed to parents before evaluations are conducted, and at IEP meetings.

ADMINISTRATIVE POLICIES & PROCEDURES

STUDENT CODE OF CONDUCT

Every student is entitled to those rights of citizenship granted by the Constitution of the United States and the State of Michigan. Specifically pertinent to the school setting are those rights contained in the First and Fourteenth Amendments which have to do with freedom of speech, press, assembly, and petition and with due process and equal protection.

It is recognized that the school is an academic community composed of students, teachers, administrators, parents, and the community-at-large. The rules and regulations of the school are the laws of that community. All those enjoying the right of citizenship in the school community must accept the corresponding responsibilities. This entails respect for the laws of the community and for the rights of the other members of that community.

IT IS THE STUDENT'S RIGHT TO:

1. Form and hold his/her own ideas and beliefs.
2. Express his/her opinions verbally or in writing in a respectful manner.
3. Associate and assemble peacefully.
4. Expect that the school will be a place for all students to gain an education.
5. Privacy of his/her school records.
6. Expect that the school will make every effort to safeguard individual rights.

IT IS THE STUDENT'S RESPONSIBILITY TO:

1. Respect the inherent human dignity, worth, and rights of every other individual.
2. Attend school daily and be on time to all classes.
3. Express his/her opinions and ideas in a respectful manner so as not to offend or slander others.
4. Dress according to Holly Academy's dress code while in school and on field trips.
5. Be aware of all rules and regulations regarding student behavior, and conduct himself/herself in accordance with them.
6. Study diligently and strive for the best possible level of academic achievement.
7. Assist in the maintenance and improvement of the school by preserving school property and exercising the utmost care while using school facilities.
8. Become actively involved in one's education, understanding for others, and preparation for adult life.
9. Report knowledge of any violation of school policy (i.e., weapons, drugs, alcohol, etc.) on school property.

ADMINISTRATIVE POLICIES & PROCEDURES

FREEDOM OF SPEECH

Students are entitled to verbally express their personal opinions. Such expressions shall not interfere with the freedom of others to express themselves or with the educational process. The use of obscenities or personal attacks is prohibited.

FREEDOM OF ASSEMBLY

Students have the freedom to assemble peacefully. All student meetings or gatherings in school buildings or on school grounds may function only as part of the educational process as defined by the Director. The Director must be informed in advance and may impose reasonable restrictions on the time and place of student gatherings or assemblies. Attendance at such meetings and assemblies is limited to students regularly enrolled in the Academy unless prior approval is given by the Director. Gatherings or assemblies which interfere with or disrupt the operation of the school or a classroom are prohibited.

FREEDOM OF PETITION

Any student has the right to petition. Individual students have the right to ask their teacher, the Director, or his/her designee for reconsideration of actions they believe to be unfair.

Students shall not be subject to disciplinary measures for initiating or signing a petition providing that the petition is free from vulgarities, obscenities, libelous statements, or personal attacks.

RIGHT TO PUBLISH

In order to protect the educational process and school environment, printed material produced or distributed within the confines of school property shall meet the following criteria:

1. Material shall be non-commercial.
2. Material shall not contain libelous, vulgar, or obscene language.
3. Material shall not advocate illegal actions.
4. Material shall not contain false statements or innuendoes that would subject any person to hatred, ridicule, contempt, or injury of reputation.
5. Material shall not advocate disruption nor eminently threaten to disrupt the educational process of the school.
6. Material shall not invade the lawful rights of others; distribution shall be non-coercive.
7. Material shall not advocate action that would endanger the health or safety of persons.
8. Material published, posted, or otherwise distributed shall bear the name of the sponsoring organization or group and its advisor.
9. Material which seeks a donation or solicits funds, other than school-approved publications, shall not be circulated.
10. Distributors of materials shall be held responsible for cleaning up litter caused by such distribution within a time period designated by the Director or his/her representative.

ADMINISTRATIVE POLICIES & PROCEDURES

Prior to the distribution of materials, the Director or a designated representative shall meet with representatives of the publication sponsor to establish time, place, and manner of distribution of material. The responsibility and authority for decisions based on the above standards are vested with the Director or his/her designated representative.

AUTHORITY OF THE HOLLY ACADEMY BOARD OF DIRECTORS

In accordance with the laws of the State of Michigan MCL 380.1300:MSA 15.41300, the Holly Academy Board of Directors has the authority to make reasonable rules and regulations relative to whatever is necessary for the proper establishment, management, and carrying on of the public school functions. This includes the establishment of regulations relative to pupil behavior in school and while attending school-sponsored activities, or behavior while not at school-sponsored or regular instruction programs. The Board of Directors has approved the policies, rules, and regulations contained in this publication. The Board may adopt other policies, rules, and regulations as deemed necessary.

GENERAL LIMITATIONS ON FREEDOM

Because educational institutions must be orderly institutions, the freedom in each school may be reasonably restricted to protect the rights of all.

1. No idea or belief may be communicated in such a way as to cause a disruption of normal school activities.
2. The advocacy of immediate action, as opposed to the advocacy of ideas or beliefs, is not permitted when such action would disrupt normal school activities, violate any laws, or interfere with the rights of others.
3. No communication of commercial, obscene, or defamatory remarks in nature, nor any communication advocating racial or religious intolerance is permitted.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, she/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed and signed by a parent or guardian and filed in the Academy office. A student may be excluded from the Academy until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs, along with proper documentation by a physician, to the Academy.

STUDENT WELLNESS

Holly Academy provides students with nutrition education and physical education to foster lifelong habits of healthy eating and physical activity. To this end, we ask that students in grades K through 5 bring a daily snack with an emphasis on fruits and vegetables. We ask that you refrain from providing soft drinks with your student's snack or lunch.

ADMINISTRATIVE POLICIES & PROCEDURES

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If a necessary, the student will be treated and may return to class. If medical attention is required, the office will follow the Academy's emergency procedures.

A student who becomes ill during the school day should request permission to go the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

CONTROLLED SUBSTANCES: DRUGS, ALCOHOL AND TOBACCO

The Board of Directors recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As an educational institution in this community, the school should strive to prevent drug abuse and help drug abusers by educational, rather than punitive means.

For purposes of this policy, "drugs" shall mean: all dangerous controlled substances as so designated and prohibited by Michigan statute; all chemicals which release toxic vapors; all alcoholic beverages; any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy; "look-alikes"; anabolic steroids; any other illegal substances so designated and prohibited by law.

In accordance with Federal and State law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on school property, within the Drug-Free School Zone, or at any school-related event. Furthermore, the Director shall take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Michigan Statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

SEXUAL AND OTHER FORMS OF HARASSMENT

The Board of Directors recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the school.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, marital status, and/or any other legally protected characteristic.

ADMINISTRATIVE POLICIES & PROCEDURES

The harassment by a student of a staff member, fellow student of this school or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any student who is found to have harassed a staff member, or third party, or student, will be subject to discipline in accordance with the law and the Code of Conduct.

The Director shall establish administrative guidelines which address the conduct prohibited by this policy and describe a reporting procedure. The Director shall ensure that the prohibited conduct and reporting procedures are available to all students and are posted in appropriate places throughout the school.

Civil Rights Act, 42 USC 1983, 42 USC 2000d et seq., 42 USC 2000e et seq., 29 USC 621 et seq., 29 USC 794, 42 USC 12101 et seq., 20 USC 1681 et seq.

PERSONAL APPEARANCE

Apparel, jewelry, accessories, or manner of grooming which, by virtue of its color, arrangement, trademark, or other attribute denotes membership in a group that advocates drug use, violence, or exhibits behavior(s) that interfere with the normal and orderly operation of the school are prohibited.

If there is a question regarding a student's dress or grooming, the Director or his/her designee will be responsible for determining if it is appropriate in accordance with the dress code approved by the Board of Directors.

K-5 DRESS CODE

Studies have shown schools that implement a strict dress code policy produce students who focus better on important tasks and goals of learning and less on visual appearance. We believe this results in fewer distractions and a higher caliber of students. Students who dress according to strict policy also conduct themselves in a more dignified manner, which serves to facilitate our lessons and develop etiquette skills.

Pants/Shorts/Skirts/Skortts

Colors: NAVY BLUE, KHAKI and MAROON & GREY SCHOOL PATTERN (Skirts/skortts only!)

Styles: Plain, basic design (pants/shorts)

- Pockets must be sewn on the inside with slit openings.
 - Pants/shorts must have belt loops.
 - **NO JEANS, DENIM, CORDUROY, CARGO/CARPENTER POCKETS, LOW RIDERS, BELL BOTTOMS OR FLARED PANTS, CAPRIS, SWEAT SUITS, PULL-AWAY PANTS OR EXCESSIVELY BAGGY CLOTHES.**
- All shorts, jumpers, skirts and skortts must be properly hemmed and no more than 2 inches **above or below** the knee in length. Shorts may only be worn from April 1st through October 31st.

Belts/Ties

Colors: (Belts) BLACK or BROWN (Solid Colors Only!)

Styles: Plain leather with plain buckle

- **NO** cutouts or studs.
- **All students (grades 2 and up) must wear belts with pants or shorts.**
- Colors: (Ties) MAROON and NAVY BLUE (Solid Colors Only!)

Jumpers

Colors: NAVY BLUE, KHAKI and MAROON & GREY SCHOOL PATTERN

Styles: Uniform

Shirts

Colors: NAVY BLUE, LIGHT BLUE, WHITE and MAROON (Solid Colors Only!)

Styles: POLO-TYPE, BUTTON DOWN (OXFORD), BLOUSE or TURTLENECK

- ALL shirts must have plain collars.
- Shirts must be solid in color
- Shirts must be long or short sleeve.
- SHIRTS ARE TO BE TUCKED IN AT ALL TIMES.
- NO visible T-shirts or excessively baggy clothes will be allowed.

Holly Academy sports uniform TOPS may be worn only on game days.

Sweaters/Vests

Colors: MAROON, NAVY BLUE and WHITE (Solid Colors Only!)

Styles: PULLOVER or BUTTON DOWN, V-NECK OR CREW NECK (Waist Length Only!)

- Sweaters must have long sleeves.
- NO cut-out patterns, hoods, stripes or tie fronts.
- Holly Academy logo sweatshirts, team sweatshirts or fleece of approved school colors may be worn with an approved shirt underneath, which is tucked in (No t-shirts).

Shoes

Colors: (Dress shoes) BLACK, NAVY BLUE, or BROWN

(Athletic shoes) WHITE or BLACK

- Plain as possible.
- NO lights, neon colors, bright stripes, wheels or other “decorative elements”.

Styles: (All shoes)

- NO CLOGS, SANDALS, PLATFORMS, FLIP-FLOPS, BOOTS or OPEN HEEL/TOE.
- SHOE HEEL MAY NOT BE HIGHER THAN 1 INCH.

Socks/Tights (must be worn with shoes)

Colors: NAVY BLUE, TAN or WHITE (Solid Colors Only!)

Accessories

- NO HATS are to be worn in the classroom.
- PURSES and bags must remain in lockers.
- NO Bandanas or Chain-type Ornamentation (such as from wallets or belts).

Hair/Nails/Body

- Hair may NOT be dyed or highlighted or be worn with any extensions or fake hair pieces. All hair must be cut above the eyes (not in eyes) and for boys be NO longer than shoulder length.
- BOYS' hair must be maintained at a length above the ears on the SIDES and no longer than the bottom of the collar in the BACK.
- Hair must not have designs of any kind shaved in it.
- Absolutely NO tattoos, real or fake are permitted.
- No fake nails permitted.
- Girls are permitted to wear one set of earrings no larger than a dime. Jewelry may not be worn in any other visible body piercing for boys or girls.
- Make up is permitted ONLY for GIRLS 6TH – 8TH GRADE.

FIELD TRIPS

BOYS

- **NAVY pants**
- **WHITE shirt**
- **BROWN or BLACK belt**
- **NAVY tie (if required for event)**

GIRLS

- **NAVY pants or skirt**
- **WHITE shirt**
- **BROWN or BLACK belt (with pants)**

When in public, our students are ambassadors of Holly Academy. Their means of dress, conduct and appearance reflect upon our school. Certain field trips may offer an option of dressing for a more informal basis; these will be communicated to you at the appropriate time.

FINE ARTS ASSEMBLIES

Visual presentation is often a significant part of any fine arts/cultural program. At Holly Academy we find that having our students dress in a coordinated manner creates a pleasing visual effect. The desired effect may change with each performance. Therefore, students will be informed of the dress requirements for each performance prior to the performance date.

Please keep in mind that these are guidelines. Holly Academy Administration has the final say regarding what is approved or unapproved.

COMPLIANCE POLICY

All adult employees of Holly Academy are responsible for monitoring dress code.

If a student comes to school, not dressed in accordance with the dress code as outlined above, the following procedures will be followed.

- First Violation:** A note is sent home to the parent indicating the violation.
- Second Violation:** The child's parent or emergency contact (s) will be called regarding the violation and, if necessary, asked to bring in any missing dress code attire.
- Third Violation:** A conference will be set up between the parents and the administration to determine a proper course of action.
- Fourth Violation:** The students will be suspended for one school day.
- Fifth Violation:** The students will be suspended for three school days, and parents will be scheduled to appear before the Holly Academy Board of Directors to determine any further action.

DRESS DOWN DAYS

No sweat pants or sweat outfits allowed on dress down days. No inappropriate logos or sayings on clothing. No spaghetti straps, or halter tops. No hats or flip flops.

ADMINISTRATIVE POLICIES & PROCEDURES

HOLLY ACADEMY MIDDLE SCHOOL DRESS CODE POLICY 6th, 7th, 8th Grades ONLY

***All clothing must be properly maintained and free of rips, stains or excessive wear.**

Pants/Shorts/Skirts/Skortts

Colors: NAVY BLUE, KHAKI and MAROON & GREY SCHOOL PATTERN (Skirts/skortts only!)

Styles: Plain, basic design (pants/shorts)

- **NO JEANS, DENIM, LOW RIDERS, FORM-FITTING/TIGHTS OR STRETCH PANTS, SWEATSUITS, PULL-AWAY PANTS OR EXCESSIVELY BAGGY CLOTHES.**

- All shorts, skirts, jumpers and skortts must be properly hemmed and no more than 2 inches **above** the knee in length.
- Shorts may only be worn from April 1st through October 31st.

Belts

- All students must wear a belt. Any style or color is acceptable, with the exception of studded belts or protruding objects.

Jumpers

Colors: NAVY BLUE and MAROON & GREY SCHOOL PATTERN

Styles: Uniform

Shirts

Colors: NAVY BLUE, LIGHT BLUE, WHITE and MAROON (Solid Colors Only!)

Styles: POLO-TYPE, BUTTON DOWN (OXFORD), BLOUSE, TURTLENECK

- All shirts must have a plain color collar.
- Shirts must be solid in color.
- Shirts may not be sleeveless
- Holly Academy long and short sleeved t-shirt
- SHIRTS ARE TO BE TUCKED IN AT ALL TIMES.
- NO visible T-shirts or excessively baggy clothes will be allowed.

Holly Academy sports uniform TOPS may be worn only on game days.

Sweaters/Vests

Colors: MAROON, NAVY BLUE and WHITE (Solid Colors Only!)

Styles: PULLOVER or BUTTON DOWN, V-NECK OR CREW NECK (Waist Length Only!)

- Sweaters (if not sleeveless vests) must have long sleeves.
- NO hoods or stripes.
- Holly Academy logo sweatshirts, team sweatshirt hoodies, or fleece of approved school colors may be worn

Shoes

Colors: (Dress shoes) BLACK, NAVY BLUE, or TAN/BROWN

(Tennis Shoes) Preferably BLACK, WHITE, TAN/BROWN, GREY or NAVY BLUE as plain as possible.

- The colors of red, orange, pink, light blue, yellow or green are NOT permitted as the main/primary/base color of the shoe.
- The intent is for shoes to be as plain as possible.
- NO lights, wheels, cartoon characters, charms or other “decorative elements”.
- Shoelaces should match and be the same as the main color of the shoe.

Styles: (All shoes)

- NO PLATFORMS-SHOE HEEL MAY NOT BE HIGHER THAN 1 INCH.
- Sandals are permitted from the beginning of the school year through September 30th and the first day of Spring through the end of the school year (**NO FLIP FLOPS**).

Accessories

- NO HATS are to be worn in the classroom.
- PURSES and bags must remain in lockers.
- NO bandanas or chain-type ornamentation (such as from wallets or belts)

Socks/Tights (must be worn with shoes)

If a student is wearing shorts, skorts or a skirt, socks must be either: NAVY BLUE, TAN or WHITE (Solid Colors Only!). If a student is wearing long pants the sock type does not matter.

Hair/Nails/Body

- All hair must be cut above the eyes (not in eyes) and for boys be NO longer than shoulder length.
- Hair may NOT be dyed or highlighted ANY un-natural hair color (i.e. pink, blue, bright red)
- Hair must not have designs of any kind shaved in it.
- Absolutely NO tattoos, real or fake, are permitted.
- No fake nails permitted.
- Jewelry may not be worn in any visible body piercing other than the ear for girls.
- No sharp objects may appear on bracelets, necklaces or other jewelry.
- Make up is permitted ONLY for GIRLS 6TH – 8TH GRADE.

COMPLIANCE POLICY

All adult employees of Holly Academy are responsible for monitoring dress code.

If a student comes to school, not dressed in accordance with the dress code as outlined above, the following procedures will be followed.

- First Violation:** A note is sent home to the parent indicating the violation.
- Second Violation:** The child’s parent or emergency contact (s) will be called regarding the violation and, if necessary, asked to bring in any missing dress code attire.
- Third Violation:** A conference will be set up between the parents and the administration to determine a proper course of action.
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DRESS DOWN DAYS

No sweat pants or sweat outfits allowed on dress down days. No inappropriate logos or sayings on clothing. No spaghetti straps, or halter tops. No hats or flip flops.

ADMINISTRATIVE POLICIES & PROCEDURES

STUDENT PERMANENT SCHOOL RECORDS

Access to student records is governed by Michigan's Freedom of Information Act and Board of Directors' policy as contained in "Guidelines for Collection, Maintenance and Dissemination of Student Records," (a copy of which is available in the Director's office).

Access to student records is available, in consultation with the school officials, to authorized school personnel, to the student's parents or legal guardian, and to the student (if over 18). Arrangement for review may be made through the Director.

Under the provisions of the Family Educational Rights and Privacy Act (20 USC Section 1232g) and the regulations adopted pursuant thereto, all parents and guardians of students under eighteen (18) years of age and all students eighteen (18) years of age or older have the right to examine student records directly related to a student and maintained by the school district in accordance with the terms of the law and regulations.

The Board of Directors policy and procedures for inspection, review, and copying of student records with a description of the types of records maintained by the school district and the procedures seeking correction of student records is available from the office of the Director of the school.

Complaints with regard to violations of rights can be submitted in writing to the Family Educational Rights and Privacy Act Office, Department of Health, Education, and Welfare, 400 Maryland Avenue, SW., Washington, D.C. 20202.

Other than in certain exceptional circumstances described in the Board of Directors' policy and procedures concerning student records, no personally-identifiable information from the Directors' records of a student shall be released to third parties without the prior written consent of the parent, legal guardian, or student over eighteen (18) years of age.

ELECTRONIC DEVICES

Pagers, cell phones, gameboys, radio/headsets, tape/CD/MP3 players, or other related electronic devices or paraphernalia must be turned off during school hours, including passing time. All devices must be stored out of sight in backpacks, lockers, purses, duffel bags, or other like items. Any exception to this policy must be pre-approved from the Director. Confiscated items shall be claimed by parents within 30 calendar days from the school office. Unclaimed items will be discarded at no expense to the Academy. During the school day teachers will guide students toward appropriate materials when accessing the Internet. Outside of school, families bear the same responsibility for such guidance as they exercise with other information sources such as television, telephones, cell phones, movies, radio, and other potentially offensive media. ***Please refer to the Acceptable Use Policy. Violations will result in disciplinary or legal action in accordance with the Student Code of Conduct.***

ADMINISTRATIVE POLICIES & PROCEDURES

SEARCH AND SEIZURE OF LOCKERS AND CONTENTS

LOCKERS ARE SCHOOL PROPERTY:

All lockers assigned to pupils are the property of Holly Academy. At no time does the school relinquish its exclusive control of its lockers. Pupils are prohibited from placing locks on any locker without the advance approval of the Director, or his/her designee.

LEGITIMATE USE OF SCHOOL LOCKERS:

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by School Board policy or the Director or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and shall not share their lockers with other pupils, unless authorized by the Director or his/her designee.

SEARCH OF LOCKER CONTENTS:

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the Board authorizes the Director or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent.

The Director or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The Director or his/her designee shall supervise the search. In the course of a locker search, the Director or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

SEIZURE:

When conducting locker searches, the Director or his/her designee may seize any illegal or unauthorized items, items in violation of Board policy or rules, or any other items reasonably determined by the Director or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the Director or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the Director or his/her designee of items removed from the locker.

ADMINISTRATIVE POLICIES & PROCEDURES

ATTENDANCE

Holly Academy Board of Directors believes regular school attendance is essential to a quality education. According to Michigan School Code MCL 380.1561, "...every parent, guardian, or other person in this state having control and charge of a child from the age 6 through the child's 16th birthday, shall send that child to the public school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled." Frequent absences and/or tardiness in a class can seriously affect the student's progress and credit for that class. Attendance patterns of the student are the responsibility of the parent or guardian and the student. Continued violation of student attendance requirements can and will lead to a referral to Probation Office of the County in which the child resides.

Parents are their children's primary teachers and continue to mentor them along with their children's school. Parents should model behavior valued by our society; being prompt and on time is important. Children who are tardy delay or interrupt the start of the instructional day for everyone. As parents should expect of a school of excellence, Holly Academy requires that teachers start on time. Please deliver your children on time ready to learn.

At Holly Academy, parents must provide timely transportation for their children. It is essential that all children arrive at Holly Academy in time for them to go to their classrooms and be ready for instruction which begins at 8:00a.m. Parents should deliver their children before 7:55a.m. but not earlier than 7:40a.m. in order for them to be seated and ready to learn by 8:00a.m.

The following attendance policy applies to all students and is set by Board Policy #5200:

- A. A student is tardy if he/she is not in his/her desk ready to learn at 8:00a.m.
- B. Three (3) tardies equals one absence.
- C. If the student is not in the classroom for any reason, excluding school sponsored field trips, that day counts as an absence. There are no "excused" absences.
- D. Students will not be permitted to participate in after school athletic activities if they are absent from school the same day.
- E. A student with twenty (20) absences in a school year may not receive credit for the school year. The student will be required to repeat the grade if he/she accumulates over twenty (20) absences in a school year and academic performance is hindered.
- F. In the event that a student accumulates more than twenty (20) absences, review of all absences will be conducted by the Director or Designee. If all the absences occurred for the documented medical benefit of the student or for documented bereavement benefit of the student, a waiver to the above policy may be approved by the Holly Academy Director.

In addition to parents being notified when a student reaches 10, 15, and 20 days of absence, persistent absences from school may result in a referral to Probate Court and/or Department of Human Services (DHS) as a violation of the truancy law/educational neglect.

Truancy is defined as: “Willfully and repeatedly absenting oneself from school in violation of Michigan Juvenile Code 712A.2.” Please note: Unless there are extenuating circumstances, a truancy petition will be filed once a student has been absent 20 days. The 20 days are inclusive of attendance within other school districts within the same academic year.

Frequent absences or tardiness in a class may seriously affect the student’s progress and credit for the class. Attendance patterns of a student are the responsibility of the parent and the student.

ADMINISTRATIVE POLICIES & PROCEDURES

MAKE-UP WORK

Teachers will provide students with assignments missed during each day of absence (i.e. one day equals one day make-up, two days equals two days make-up, etc.). They shall accept students’ work for credit which was due during the time of their absence. The work may be made up prior to, during, or immediately following the absence, by arrangement with the teacher(s) involved. It is important to note that it is the student’s responsibility to arrange for any make-up work with the teachers. If requested by parents or students, teachers shall provide students with assignments missed for disciplinary reasons, including out-of-school suspensions. If there is a difference, however, between daily assigned work and long-range assignments that encompass work or preparation for more than the actual days of absence, the teacher will accept the latter. The Director shall resolve questions regarding the definition of daily work or long-range assignments.

When advance work has been requested and approved, work will be given to the students’ teacher(s) on the day the student returns to school. In cases of extenuating circumstances, additional time may be allowed at the discretion of the classroom teacher.

If parents desire that their children are assigned work during a vacation period they must make this request of the teachers five (5) school days in advance of the absence date. It should be understood that it will not always be appropriate to assign work prior to instruction. Any work given prior to a vacation is due the day student returns, unless specified otherwise by the classroom teacher.

Notice for Make-Up Work

In order to keep interruptions to instruction to a minimum, if you are requesting makeup work from a teacher, a 24-hour notice is needed. This 24 hours will begin at the close of the business on the day the request has been made (i.e., if you call Monday at 11:00 a.m., work should be available by 4:00 p.m. on Tuesday afternoon).

STUDENT MEDICATIONS (Prescription or Non-prescription)

In accordance with Act 157, Section 378 and Section 380.1178 of the Michigan School Code and Board of Education Regulation (AR 5145), the following policies and/or procedures for medication will be followed:

Definition: Medication includes both prescription and non-prescription medications and includes those taken by mouth, taken by inhaler, those which are injectable (epi-pen), or applied to the skin.

Prescription/Non-Prescription Medication: If it is necessary for a student to take prescription or non-prescription medication during school hours, the law requires that the school receive written authorization from the parent and the doctor, as well as the doctor’s instructions for administering the medication. The school office will provide a form for administering the medication. The school

office can keep up to one-month supply in the office in the original prescription bottle. The medication is to be taken in the presence of designated school personnel. Any unused medication at the end of the year will be discarded.

*If a student has written approval by the physician to possess and use an inhaler, the student is allowed to self-administer the medication if needed.

ADMINISTRATIVE POLICIES & PROCEDURES

HEALTH REQUIREMENTS, SERVICES, AND MEDICATION

Health Requirements

The Health Department can exclude students from school if they do not have an immunization record with the following minimal doses:

DPT, DT, OR TD Diphtheria, Tetanus, Pertussis (Whooping Cough)	Minimum of 4 doses
Polio	Minimum of 3 doses
Measles/Rubella/Mumps	Minimum of 2 doses
Hep B	3 doses
Chicken Pox	Vaccine or Disease

NOTE: Parents may request a medical or religious exemption from immunization requirements. (Waiver available in school office).

Health Services

Our students also receive special health services through the Health Department. These services include vision screening for students in grades 1, 3, 5, 7, and hearing screening for students in K, 2, 4, and 6.

GENERAL CLASSROOM GUIDELINES FOR PARENT VOLUNTEERS

Thank you for adhering to the following guidelines during classroom visits. In doing so you make our volunteer efforts truly beneficial for our teachers and students at Holly Academy.

1. Please always check in at the office, sign in when volunteering and wear a visitor badge.
2. Please leave siblings and young children in your care at home.
3. Please remember that the teacher is responsible for the children and activities within their classroom.

4. When volunteering in a classroom, please enter the room quietly and wait until there is a break in the activity to communicate with the teacher and students in the room.
5. Please respect issues of confidentiality relating to the children with whom you work. As a volunteer, you may not talk with other parents about another child other than your own. When helping grade papers, marks should be kept in strict confidence.

ADMINISTRATIVE POLICIES & PROCEDURES

6. Please keep all comments positive when volunteering in the classroom. By keeping comments positive and encouraging, you are modeling respect for students.
7. Dress appropriately when supervising students at school or on field trips.
8. Please remember Holly Academy is a non-smoking facility. Smoking is prohibited in the building, or on the grounds of the school, in cars transporting students and on any field trips or extra curricular activity.
9. Please sign out and leave your visitor's badge as you leave the building.

VOLUNTEER GUIDELINES

The Holly Academy Board of Directors would like to thank our parents for their willingness to help us provide children with the best possible education. The Academy places the utmost importance on parental involvement in the formal and informal education of their children.

Please read the following guidelines carefully and acknowledge your willingness to follow the guidelines as you work on our behalf. Should you have any questions regarding the guidelines below, please contact an administrator.

- All volunteers must have a criminal background check.
- When you volunteer at school and on school-sponsored field trips, you are a school representative. Please put the safety and health of the students first. Please follow the instructions and directions that the teacher in charge gives you.
- As the school's representative, you have both the authority and responsibility to handle situations that arise if the teacher is not available to handle it. If a situation arises on the playground that requires discipline, you should handle the situation promptly and any injuries should be reported to the office immediately. Professional conduct is required as a representative of Holly Academy.
- On school-sponsored events or field trips, please follow all instructions provided by the teacher or Academy. We would prefer that you leave the radio off and converse with the students. Smoking in vehicles transporting students is never permitted.
- Travel directly to and from the designated field trip location. Do not stop at any other location while driving and chaperoning students.

- All volunteer drivers for school sponsored field trips must complete the “Student Transportation in Private Vehicle/Common Carrier” with proof of liability insurance. Again, pre-schoolers and/or younger children are NOT permitted on field trips involving different age/grade trips.

ADMINISTRATIVE POLICIES & PROCEDURES

As a representative of the school, it is important you respect the confidentiality of things you hear from the “mouths of children.” When you are in contact with students as you volunteer, please remember that this is a public school. If you suspect abuse, it is your legal responsibility to inform the office of such a suspicion. You are protected from liability when you do so.

Remember the tales of children are not always accurate. It is our job to listen and share only with those who really need to know! It is important that you show no preference for any one religion over any other or a preference for religion over non-religion. You need to respect the right of students to express themselves on matters of religion, but you must also respect the right of other students not to be harassed by such expression. Please be aware that is inappropriate for you to volunteer your personal religious views to students when acting as a volunteer.

INSTRUCTIONAL MATERIALS

Holly Academy shall provide students with the use of individual textbooks, supplemental textbooks, library books, and other instructional aids and materials free of charge to better assure the success of a student taking course work. It is the student’s responsibility to maintain these items in the best possible condition.

Fines may be assessed against students for material that shows excessive wear, damage and defacing, and for lost items. Legal action may be taken to collect unpaid fines and/or fees.

DISTRIBUTION AND SALE OF UNAUTHORIZED MATERIALS

Sale of any goods is not permitted in school or on school property unless it is for a school-approved fund-raising project.

FIELD TRIPS

Whenever students are traveling away from school, they are subject to the same rules, regulations, and appropriate behavior and civility observed at Holly Academy. As in the classroom, the teacher will judge what acceptable or unacceptable behavior is, including compliance with the Student Dress Code. Signed permission slips must be on file with the teacher for each child for each field trip.

Holly Academy subscribes to three different kinds of field trips. Classroom teachers most commonly use **Academic Field Trips** as an extension of their classroom curriculum. **Co-curricular/Athletic Field Trips** are provided to encourage learning situations in an environment outside the classroom that arouse new interests and help students relate school experiences to the reality of the world outside the school. **Extended Field Trips** are occasionally provided as an extension of the classroom curriculum for students in Grade 5 and above. Extended field trips usually require out-of-state travel or over-night accommodations for students.

Booster Seats

As of July 1, 2008 children under age 8 and shorter than 4'9" have to be fastened into a booster seat. Parents are required to leave a booster seat for their child to be transported on field trips.

ADMINISTRATIVE POLICIES & PROCEDURES

All chaperones must have a criminal background check for overnight trips. The Holly Academy Board of Directors must approve all extended field trips in advance. No student shall be penalized academically for non-participation in any school sponsored trip but must attend an assigned classroom during the trip. All academic and co-curricular field trips are subject to cancellation without notice for lack of parent drivers.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the school who takes students on trips not approved by the Board or Director.

Except for extended field trips, Holly Academy depends on parents to provide student transportation on academic and co-curricular/athletic field trips. All parent drivers are requested to abide by the following requirements:

- Must possess a valid drivers license
- Operate an insured vehicle in good running order
- Accept responsibility for students assigned and follow the directions and prescribed transportation route provided by the trip leader/classroom teacher.
- **Make arrangements for the care of younger siblings during the trip to avoid driver distractions. Enrolled siblings in other grades are not allowed to accompany parent drivers.**
- Understand the purpose of the trip and assist the trip leader/classroom teacher with the instructional information.
- Be able to contact the trip leader/classroom teacher by phone or radio in case of an emergency for the duration of the trip.

PRIVATE TRANSPORTATION

When transportation is not provided by the school district, the following should be considered regarding private transportation. Holly Academy does not accept financial liability or responsibility for volunteer drivers transporting students to school-sponsored activities. Holly Academy does not screen these private driving arrangements. The driver's insurance is to provide primary coverage in case of an accident.

Traffic Flow and Parking

Because Holly Academy does not own a fleet of buses, parents are expected to provide the means for their child to travel to and from school in a timely manner. For most parents that has meant forming car pools in order to minimize personal inconvenience as much as possible. A list of families interested in carpooling with other families can be obtained in the school office. With an increased number of parents driving their cars to school, there is a significant potential for traffic congestion on a daily basis. Parents are asked to be patient and courteous with other parents. A report will be filed with the State Police of any unlawful or unacceptable behavior with any motor vehicle that creates an unsafe condition for arriving or dismissing students. You should plan on some delays, particularly during snowy and icy days.

Parents are not permitted to leave cars unattended in the pick-up lanes in front of the school between 7:30-8:00am and 3:00-3:30pm during school days. PARKING IS STRICTLY PROHIBITED IN THE FIRE LANES (lane closest to the entrance doors).

ADMINISTRATIVE POLICIES & PROCEDURES

Walkers

Students who walk to and from school are asked to wait until the majority of dismissal has been completed for their safety. The students are also encouraged to go directly home following dismissal. Students who linger at the school or stop to visit friends on the way home cause undue worry for parents and staff.

Bicycles

The riding of bicycles to and from school is strongly discouraged due to safety reasons. However, if it is necessary for a student to ride a bicycle to school, he/she is expected to park and lock the bicycle in the bike rack located in the front of the school. Please keep in mind that the school will not assume any responsibility for damage or theft. Students must register their bikes with the Police Department. Students must also wear a bicycle helmet.

Skateboards and Roller Skates

The use or possession of skateboards, roller skates, heelies or in-line skates on school property is strictly prohibited at all times.

STUDENT DISCIPLINE CODE

POLICY

The authority of the Board of Directors to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted in Section MCL 380.1300: MSA 15.41300 of the Michigan School Code.

PHILOSOPHY

The purpose of the Director/Deputy Director and staff is to assist every student in acquiring the skills, knowledge, and habits necessary to become a self-sufficient, thinking member of our democratic society. This includes the learning of not only basic educational skills but also self-understanding and the understanding of others. The school system has a responsibility to create an environment conducive to maximum learning which requires an atmosphere of fairness and equality. This discipline code contains the rules and regulations necessary to maintain that environment.

Good discipline is best thought of as positive, not negative; to this end Holly Academy subscribes to the positive behavior approach. This approach consists of helping the student to adjust and turning unacceptable conduct into acceptable conduct for these reasons:

1. Discipline must be treated as an individual matter for each student. Each student must be dealt with as an individual according to his/her age and maturity, experience, abilities, interest, and values.
2. The best discipline is preventive in nature rather than regulatory and restrictive. A student's behavior in school is directly related to many internal and external factors including, but not limited to: the student's self-image, active participation in both curricular and extra-curricular activities, and the understanding and support the student receives from parents, teachers, peers, and other adults.
3. Since students are basically motivated to learn and to meet standards of acceptable behavior, the role of parents, educators, and other school employees should be one of guiding pupils in understanding, establishing, and maintaining those acceptable behavioral standards as defined in the Student Rights and Responsibilities section of this handbook.

ROLE RESPONSIBILITIES IN DISCIPLINE

The Board believes that all concerned with the educational system must be aware of and accept their role of responsibility if a discipline policy is to be successful.

RESPONSIBILITIES OF THE STUDENT

The student is expected to respect constituted authority which includes not only obedience to school rules and regulations but also conformance to the laws of the community, state, and nation.

Students should respect personal property rights of fellow students, teachers, administrators, and other school personnel. The Golden Rule of "Do unto others as you would have others do unto you," is a good rule to apply.

RESPONSIBILITIES OF THE PARENT

Parents are expected, and should be willing, to cooperate with school authorities and to participate in conferences regarding the behavior, health, attendance, and/or academic progress of their children. Parents are subject to the provisions of statutes of the State of Michigan.

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RESPONSIBILITIES OF THE TEACHER

Teachers are responsible for creating an atmosphere conducive to learning. Thus, they are directly responsible for maintaining discipline in their classroom and assisting in the maintenance of discipline throughout the building. Such responsibility and authority of any teacher extends to all pupils of Holly Academy under the assigned supervision of such teachers, and to other pupils so situated as to be subject to the teacher's control.

Teachers will provide the opportunity for students to learn and understand acceptable behavioral standards within their classrooms. The Parent/Student Handbook, with its rationale and implications, will be discussed with the students at the beginning of each school year and thereafter, as necessary.

RESPONSIBILITIES OF THE DIRECTOR

The Director is expected to exercise leadership in implementing all necessary procedures, rules, and regulations to make effective the Parent/Student Handbook of the Board of Directors. Whenever appropriate in implementing such procedures, rules, and regulations, the Director will enlist the cooperation of the community agencies actively engaged in working with community youth.

RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The Board of Directors, acting through the Director, holds all school employees responsible for the control of pupils while they are legally under the Director of the school. The Board of Directors will support all personnel acting within the framework of the Parent/Student Handbook.

DETENTION

The upper grade teachers at Holly Academy (6th, 7th and 8th grades) adhere to a detention policy. All detentions will be served during lunchtime.

- Parent is notified in writing and detention form must be returned the next school day.
- If a parent needs to speak with the teacher, an appointment must be made.
- Student will bring schoolwork or a book to read.

In the event a student receives 5 detentions throughout one grading period, they will be suspended for one day.

In the event a student receives 10 detentions throughout one grading period, they will be suspended for an additional day and will not be allowed to return to school until a conference is held among the parent, teacher, and administrator.

DISCIPLINARY ACTION SHORT OF SUSPENSION

Efforts shall be made by the staff to solve disciplinary problems within the school setting.

The following actions are suggestions for dealing with behavioral problems short of exclusion from school. This list does not preclude the use of other methods or approaches which are reasonable and purposeful.

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

2. Student Conference – A conference involving a student and staff member(s) for the purpose of discussing and solving behavioral problems.
3. Parent Conference – A conference involving the parent(s) and staff member(s) for the

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purpose of discussing and solving behavioral problems. The emphasis is on enlisting the assistance of the parent(s). The student may also be involved in a parent conference.

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

SUSPENSION FROM SCHOOL

Teachers are responsible and have authority to suspend a student for one (1) day. The suspension may be extended beyond one day by the Director or Deputy Director at the teacher's request.

In cases of gross disrespect or insubordination, teachers may override the above steps.

A student may be suspended from school when the student:

1. Violates school policies or regulations. These policies or regulations apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or any place interferes with or obstructs the missions or operations of the school district or the safety or the welfare of students or employees.
2. Is guilty of conduct that interferes with the maintenance of school discipline.
3. Is guilty of conduct which, in the judgment of school officials, warrants the reasonable belief that disruption of school operations will likely result.
4. Is guilty of incorrigible conduct including insubordination, disorderliness, viciousness, immorality, persistent violation of school rules, or persistent misbehavior.

Exclusion from school may involve any of the following or a combination thereof:

1. Suspension for a period of ten (10) school days or less.
2. Suspension pending investigation.
3. Suspension pending a hearing under Section 504 of the Rehabilitation Act of 1973.
4. Suspension pending an expulsion hearing.
5. Expulsion.

Expulsion is defined as removal of the student from school attendance at Holly Academy. Expulsion may be for a period in excess of ten (10) days, up to permanent removal from school attendance. The permanent removal from school attendance requires action by the Holly Board of Directors in accordance with policy #5610.01.

Suspension of Ten School Days or Less

1. The Director/Deputy Director may suspend a student for a period not to exceed ten (10) consecutive days for violation of school rules or regulations or gross misdemeanor or persistent disobedience.
2. Prior to making a decision to suspend, the Director/Deputy Director shall thoroughly investigate the situation and assure the student's right to due process. The following procedure shall be used:

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- a. The Director/Deputy Director shall advise the student of the exact charges against him/her.
 - b. If the student denies the charges, the Director/Deputy Director shall explain the evidence against the student and give the student an opportunity to present his/her side of the story.
 - c. The Director/Deputy Director shall accept information from persons with knowledge of the situation.
 - d. If, on the basis of this discussion, the Director/Deputy Director believes the student is guilty of the misconduct charged and also believes that suspension is the appropriate penalty under the circumstances, the Director/Deputy Director may suspend the student for ten (10) school days or less.
 - e. In cases where the suspension is for more than five (5) school days, the student shall be informed of his/her right to appeal and the procedure for such an appeal.
3. Students suspended from school shall not be allowed to participate in any curricular or extra-curricular activities. Suspension may affect academic performance so as to result in grade retention.
 4. Suspended students may appear on school district property only with the written permission of the Director/Deputy Director.
 5. Following suspension, a parent conference may be required as a condition of readmission.

Suspension Pending Further Investigation

If an offense is committed involving extraordinary circumstances and requires investigating prior to final determination of the appropriate penalty, a suspension may be imposed during the investigation.

Suspension Pending an Expulsion Hearing

In the event an offense has been committed which, following investigation, results in an administrative recommendation for expulsion, the Director may impose a suspension pending the expulsion hearing before the Board of Directors.

EXPULSION FROM SCHOOL

Expulsion of a student by the Board of Directors shall require removal of the student from school attendance in the district.

The school administration shall recommend the expulsion of a student, or students, to the Board of Directors. Such recommendation(s) shall be appropriately documented citing the disciplinary infraction(s) considered to be "gross misdemeanors or persistent disobedience."

Parents shall be informed, in writing by the Director, of the recommendation to the Board for expulsion and shall be invited to appear before the Board, with legal counsel if desired, at the time expulsion is considered.

Authority to expel belongs solely to the Board of Directors which is vested with final approval in all cases of expulsion.

The Secretary of the Board of Directors shall notify the parents in writing of the decision of the Board to expel.

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The student shall be afforded all of the rights of due process. The student shall be given all rights and protection afforded under Federal Law, Section 504 of the Rehabilitation Act of 1973.

APPEALS PROCEDURE

Only out-of-school suspensions of more than ten (10) days or recommendation for expulsion may be appealed. Appeals are for the purpose of refuting the charges or penalty based on documented evidence.

Suspension

In case of suspension of ten (10) days or less, the suspending Director's decision will be final.

Expulsion

The Director shall hear an appeal for an expulsion recommendation prior to the Board of Directors hearing. The Director, after hearing all appeals, may decide to support and convey a recommendation for expulsion to the Board of Directors.

An expulsion hearing before the Board of Directors is the student's and parent's opportunity to appeal the Director's recommendation for expulsion. The student or parent may be represented by an attorney or other advisor at all hearings. Both parties have the right to call witnesses to the hearing and to cross-examine those witnesses.

The hearing is not a court proceeding and court rules (other than those stated in this code) shall not be enforced at such hearings.

The following persons may be present at a hearing: The Director/Deputy Director, the Board of Directors' attorney and such resource persons as the President of the Board of Directors deems essential to the proper adjudication of the case. Hearings before the Board of Directors may be open or closed to the public based on the desires of the student(s) and/or his/her parents.

Only through official action by the Board of Directors may a student be expelled from school.

Within five (5) days of the conclusion of the hearing, the decision of the appeal body shall be forwarded in writing to the person or persons initiating the appeal.

Readmittance Guidelines

Readmittance to Holly Academy after expulsion will not be considered until twenty (20) school weeks (summer school not included) has passed. The exception is for students expelled for truancy. These students will be permitted to re-enroll for the semester following expulsion pending a parent, pupil, and school personnel conference discussing strategies to assist the pupil with improving his/her daily attendance. Students expelled two successive semesters for truancy will not be considered for readmittance until twenty (20) school weeks (summer school not included) has passed.

OFF-CAMPUS ACTIVITIES

Students are subject to the rules and regulations of the Parent/Student Handbook when on any school property. Likewise, students at school-sponsored, off-campus events shall be governed by all school rules and regulations as set forth in this Parent/Student Handbook and are subject to the authority of school district personnel. Students failing to obey rules and regulations and/or failing to obey the lawful instructions of school district personnel shall be subject to the provisions of this Parent/Student Handbook.

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DISCIPLINARY PENALTIES

THE PENALTIES INDICATED BELOW ARE THE MAXIMUM PENALTIES FOR THE LISTED INFRACTIONS. IN INSTANCES OF REPEAT OFFENSES, MORE THAN FIVE (5) SCHOOL DAYS MAY BE GIVEN.

Infraction

Maximum Penalty

1. Gross Misdemeanor*

Expulsion

***Gross misdemeanor** is conduct which constitutes violation of school rules and regulations (IN A SCHOOL SETTING OR AT SCHOOL-SPONSORED ACTIVITIES) and may include, but is not necessarily limited to, the following conduct:

1. Substantially interacts or interferes with the orderly educational environment of self and/or other students.
2. Jeopardizes the physical and mental health and safety of staff and/or students.
3. Represents willful disregard or disrespect for the constituted authority of the school.
4. Willfully destroys school district property.
5. In aggregate represents an unreasonable accumulation of infractions of school rules, none of which by itself is serious enough to warrant suspension or expulsion.

Infraction

Maximum Penalty

1. Defiance of Authority – the deliberate and open defiance of the constituted authority of the school.

5 Days

2. Dissemination of Unauthorized Material – the act of distributing unauthorized material on school property.

5 Days

3. Dress and Appearance – is disruptive or presents health or safety problems.

5 Days

4. Forgery – the act of fraudulently using, in writing, the name of another person or otherwise falsifying school records. (Falsifying progress reports, attendance records, hall passes, or medical records, i.e., athletic physicals, immunization records, etc.).

5 Days

5. Gambling – the act of gambling for money or valuables.

5 Days

6. Gross Disrespect – to insult, call derogatory names, dishonor, or in any other manner abuse verbally or physically any member of school staff or another student.

Expulsion

7. Misconduct – obscene or profane language or gestures, written or printed materials (including pictures), or conduct which is inappropriate in a school setting. 5 Days

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8. Public Display of Affection – behavior which is inappropriate in the school setting or which shows a lack of modesty or tact. 5 Days
9. Sexual Misconduct – inappropriate touching of another (or one's own self) with or without the other person's permission. Touching that invades the privacy or injures the dignity of another person. Public display of one's genitals, buttocks, or breasts. Expulsion
10. Leaving the school premises or being in restricted areas without authorization during the student's scheduled class hours and/or lunch period. 5 Days
11. Loitering – the act of prowling or loitering on foot, in a motor vehicle, or in any other manner in or about the school building. 5 Days
12. Use of Tobacco – the violation of State and school laws on the use and/or possession of tobacco products. Expulsion
13. Plagiarism/Cheating – the act of willingly and knowingly copying or using the work of others and representing it as one's own and/or the act of using books, notes, or other materials on a test with the knowledge or approval of the instructor. 5 Days
14. Possessing a product represented to be a controlled substance. Expulsion
15. Using, possessing, or being under the influence of pep pills, inhalants (glue, solvents, etc.) or other chemical agents, whether or not a prescription substance, used for causing a condition of intoxication, euphoria, exhilaration, or dulling of the senses or nervous system. Expulsion
16. Distributing and/or selling a product represented as a controlled substance. Expulsion
17. Distributing and/or selling pep pills, inhalants, or other chemical agents as described above in #16. Expulsion
18. Arson – the willful and malicious burning of school property. Expulsion
19. Assault – intimidation of students or staff: the act of verbally, physically, sexually, or otherwise threatening the well-being, health, safety, or dignity of persons on school property. Expulsion

20. Battery – physical threats or violence to persons.

Expulsion

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21. Fighting – engaging in hostile physical contact with intent to harm. Expulsion
22. Extortion, Blackmail, or Coercion – obtaining money or property by violence or threat of violence or by forcing someone to do something against his/her will by threat or force. Expulsion
23. Computer/Video/Audio and Other Electronic Trespass and/or Knowingly Invading School/Student/Staff Information and/or Accounts – the act of maliciously destroying another person’s recorded information, account, disks, video tape(s), computer program(s) or audio tape(s), or file(s). The act of entering and/or copying another person’s recorded information, account, disks, video tape(s), audio tape(s), or computer program(s). It is against the law to send certain things over school networks. Breaking the rules and public laws will result in disciplinary action including suspension from school. Loss of privileges relating to offense, to be determined on a case-by-case basis
24. False Alarms – the act of initiating a fire alarm or initiating a report warning of a fire, impending bombing, or other catastrophe without just cause. Expulsion
25. Fire Extinguishers – removing, discharging, or damaging fire extinguishers. Expulsion
26. The act of possessing, selling, using, or threatening to use any device or instrument capable of inflicting bodily injury (i.e., mace pepper gas, live ammunition, fireworks, etc.). Expulsion
27. Membership in Secret Societies – the act of belonging to a secret society as defined by the laws of the State of Michigan. Expulsion
28. Rioting, Unauthorized Demonstrations, or Assemblies – inciting others to violence or disobedience; to take the role of leadership or to overtly encourage activities which disrupt the normal Educational process of the school. Expulsion
29. Selling alcoholic beverages, controlled substances (drugs) or drug paraphernalia. Expulsion
30. Using, under the influence, or possessing alcoholic beverages, controlled substances (drugs) or drug paraphernalia. Expulsion
31. Theft, Burglary, Robbery, Larceny – the intent, attempt, or act of Expulsion

dishonesty in acquiring the property of others.

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| 32. <u>Possession of Stolen Property</u> – receiving and aiding in concealment of stolen property knowing it has been stolen, embezzled, and/or converted. | Expulsion |
| 33. <u>Truancy</u> – excessive unauthorized absence from school or classes. | Expulsion |
| 34. <u>Vandalism</u> – willful destruction of property belonging to others. | Expulsion |
| 35. <u>Unreasonable Accumulation of Infractions of School Rules</u> - repeated violations of rules, no one of which by itself is serious enough to warrant expulsion. | Expulsion |
| 36. <u>Sexual Harassment</u> – sexual harassment may include actions such as the following: <ul style="list-style-type: none">a. Sex-oriented verbal “kidding” or abuse.b. Subtle pressure for sexual activity.c. Physical contact such as petting, pinching, or constant brushing against another person’s body.d. Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats. | Expulsion |
| 37. <u>Possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or while a student is associated with any school activity.</u> Malt beverages include those beverages labeled as “non-alcoholic,” including but not limited to: Sharp’s, O’Doul’s, Kingsbury Malt Beverage, and Zing Malt Beverage. | Expulsion |
| 38. <u>Distributing or selling of malt beverages (regardless of alcoholic content) on school grounds or while a student is associated with any school activity.</u> Malt beverages would include those beverages labeled as “non-alcoholic,” including but not limited to: Sharp’s, O’Doul’s, Kingsbury Malt Beverage, and Zing Malt Beverage. | Expulsion |
| 39. <u>The act of possessing, selling, using, or threatening to use any toy, replica, imitation, or facsimile of a device or instrument capable of inflicting bodily injury.</u> | Expulsion |
| 40. <u>Firearms, Explosives, or Weapons</u> – the act of possessing a firearm or weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile; or any destructive device which includes any explosive, incendiary, or poison gas such as, but not limited to, the | Expulsion |

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following: (a) bomb; (b) grenade; (c) rocket having a propellant charge of more than four ounces; (d) missile having an explosive or incendiary charge of more than one quarter ounce; or (e) mine. Weapons are defined to include: dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

41. Rape – the act of using force to have sexual intercourse with another person against that person’s will; or having sexual intercourse with another person under the age of sixteen. Expulsion

VOLUNTARY REFERRALS

The Director/Deputy Director and staff need to inform students that disclosing information about a peer is actually helpful. Students need to know how to make a “concerned-person referral.”

In a concerned-person referral, the Director/Deputy Director seeks help for a student. Often the help begins with a referral to qualified helping personnel. The parents would not necessarily be involved in the first report, but would be involved in the second report. The important message is that if someone needs help, it is safe to seek help.

OTHER USEFUL INFORMATION

Student/Teacher Ratios

It is the general policy of the Holly Academy Board of Directors to keep the student/teacher ratio at 25:1. While this ratio is honored at the Kindergarten through the 2nd grade level, class loads may be increased to 27:1 in grade 3rd through 8th grade depending on a number of factors including the size and student make-up of the classroom. While Central Michigan University authorizes Holly Academy to enroll a maximum number of students, it does not specify a set number per classroom.

Recess

Students need and want a time during the day to engage in self-directed activity. Recess is provided for that breath of fresh air, a moment of solitude, a private conversation, or other outside activities. When playing games, students are encouraged to include anyone interested in participating. Games that are abusive or demeaning are not permitted. All students are to remain in the designated recess area. Students are not allowed to use playground equipment while waiting for school to begin, waiting for rides, or following dismissal. Recess is scheduled everyday, weather permitting, which is interpreted as follows: If the temperature or wind chills is below 20 degrees F., students will have indoor recess. If the temperature or wind chill is above 20 degrees F., students will have outdoor recess. Students are required to wear hats, gloves, boots, etc. during the winter months. If your child can not go outside for recess, you **MUST** have a documented medical reason.

School Telephones

School telephones are reserved for staff only. Exceptions will be made in the case of an emergency. Important messages will be given to students or staff members upon request.

Communication

Effective communication between school and home is vital to the successful academic, social, and emotional well being of students.

The main general information vehicle is *Holly Academy News and Views*, which is brought home by your child each Friday. Parents can also access Edline (via the internet) to receive additional information.

Parent/Teacher Conferences

Parent/Teacher Conferences are held twice a year. These are established times when parents and teachers are encouraged to schedule a conference. Informal conferences can be held by appointment only before or after school at other times during the year. Please telephone your teacher to schedule an appointment. Parents are requested not to attempt to conduct parent/teacher conferencing as the school day begins or during dismissal times.

Personal Items

The school will not accept responsibility for the personal items of students. We encourage students to leave at home belongings that are not necessary for their education. More specifically, electronic games, toys, cassette recorders, and boom boxes are not allowed in school unless special permission has been granted. Any other personal items that staff members judge to be unsafe or inappropriate for school will be confiscated and held in the office or remain in the possession of the staff member until the parents retrieve them. Any unclaimed items at the end of the school year will be destroyed or donated to charity.

OTHER USEFUL INFORMATION

USE OF SCHOOL FACILITIES

The Holly Academy Administration is pleased to accept and honor requests for use of the Holly Academy facilities under the following additional terms and conditions:

1. Applicant will complete the Facility Use Request Form and submit it to the Academy office for approval a minimum of two (2) weeks in advance of the scheduled event.
2. Applicant will pay all fees and/or deposits required by the terms of the Academy Use Fee Schedule as prescribed below in advance of the scheduled event.
3. Smoking, tobacco use, drugs, weapons and controlled substances are prohibited on or in the premises at all times.
4. Applicant shall only use the room(s) approved for use on the Facility Use Request Form.
5. Use of the Academy's/staff's/students' personal property, equipment, supplies, or other property is prohibited without prior written permission of the Director or Deputy Director.
6. All of the Applicant's personal property will be immediately removed after each use, unless prior administrative written permission is granted to the contrary. Holly Academy shall not be responsible for any loss or injury to the Applicant, their guests or their personal property, and the Applicant hereby indemnifies and holds the Academy harmless with respect thereto.
7. Applicant will leave the premises in a clean, orderly and secured condition and shall pay for any damage done to the building or premises, or for any damage to or loss of personal property situated therein as a result of their use.
8. Applicant acknowledges its responsibility to insure appropriate levels of supervision for the event. A minimum of one (1) adult per ten (10) children under 18 years of age will be required.
9. Applicant acknowledges Holly Academy reserves the right to amend or revoke the Applicant's right to use the premises, due to the following reasons:
 - Applicant's failure to comply with the terms and conditions of the Board Policy or Administrative Procedure
 - A conflict with Academy activities
 - If the premises are otherwise reserved
 - Not in a condition to be used and occupied
10. Applicant agrees to provide Holly Academy, upon request, with a Certificate of Insurance evidence that the Applicant has in force not less than one million dollars personal injury coverage, one million dollars each occurrence coverage, and five hundred thousand dollar property damage coverage, naming Holly Academy Board of Directors as loss payee.

OTHER USEFUL INFORMATION

FACILITY USE FEE SCHEDULE

1. **All Academy Activities** **FREE**
 - 1.1 An Academy activity is defined as all student/academy related activities that are educational, recreational, and/or cultural. Organizations and groups involving a majority of Holly Academy Students shall be deemed Academy related.

2. **Non-Academy Activities**
 - 2.1 Holly Parent Teacher Organization **FREE**
 - 2.2 Board approved groups serving academy students **FREE**
 - 2.3 Community Groups during scheduled school days
(community groups and governmental entities) **\$27.00**
per hour with
two (2) hour
minimum

 - 2.4 Community groups during non-scheduled school days **\$35.00**
per hour with
two (2) hour
minimum

Holly Academy reserves the right to:

1. **Charge Applicant for cost incurred by the Academy as a result of Applicant's use of the school, inclusive of cost for security, to repair any damage done to the facility and/or grounds, and custodial cost if cleanup or maintenance is required. Maintenance/cleanup costs will generally be billed at the rate of \$35.00 per hour. All checks should be made payable to Holly Academy with notation that it is in payment for the Applicant's named event.**

2. **Require a performance bond or a deposit for protection of the building and equipment, and/or to guarantee payment of the fee and expenses, if any. It is generally intended that the Academy would, absent special reasons, not impose this right if the Applicant is a parent of a current student attending Holly Academy.**



A Parent's Guide to Solving School Issues

Oftentimes parents are faced with dilemmas regarding their children's performance/behavior at school. Taking the right steps and following The proper chain of command may prevent confusion and frustration for both parents and students. The following is a guide to assist parents with school issues.

STEP 1

Begin the process here-Take the concern to the person closest to it.

The Issue/Concern	Where To Start	How They May Help
Academic Concerns	Classroom Teacher	<ul style="list-style-type: none"> • Parent/Teacher Conference • Daily Assignment Planners • Edline • Tutoring Suggestions
Social Concerns	Teacher	<ul style="list-style-type: none"> • Parent/Teacher Conference • Counseling/referral to outside agency
Discipline Concerns – Clarification	Person Issuing Discipline	<ul style="list-style-type: none"> • Phone Conference or • Parent Conference
Attendance/Health	School Secretary	<ul style="list-style-type: none"> • Dispense Medications • Refer to Appropriate Personnel
Special Needs	Your Child's Special Needs Teacher Special Education Direction	<ul style="list-style-type: none"> • Parent/Teacher Conference • IEP
Athletics	Your Child's Coach The Athletic Director	<ul style="list-style-type: none"> • Phone Conference • Meeting With the Coach and/or AD

STEP 2

Present Your Concern To The next Level

This is the second person to contact if the concern/problem has not been resolved satisfactorily. If there is an assistant principal, you would call them first and then follow with the building principal.

STEP 3

School Board members are appointed to represent the interest of all parents. School Board members do not have direct authority in day-to-day school operations. The Board's primary responsibility is to make policies that guide the school. They are available to hear your comments but, concerns should be handled at the building level initially.