

**HOLLAND
EAST**

373 East 24th Street
494-2425

**HOLLAND
HEIGHTS**

856 East 12th Street
494-2750

**HOLLAND
JEFFERSON**

282 West 30th Street
494-2500

**HOLLAND
WEST**

500 West 24th Street
494-2350

Preparing Students in Grades K – 7 for Success!

K-7 Handbook Procedures & Policies 2011 – 2012

The Official K-7 School Year Handbook is posted online.
Go to **www.hollandpublicschools.org**,
then look under your school for the
“Handbook and School Rules” section
Any changes or modifications made are shown here.

Additionally, each K-7 school may have its own rules
and regulations based on its own school day schedule,
facility needs, and instructional goals.
Copies are available online and in the school office.

**HOLLAND
PUBLIC SCHOOLS**

District Administration Offices

156 West 11th Street
Holland, MI 49423

phone **616-494-2000**

www.hollandpublicschools.org

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you may have during the school year (first section of the handbook) and to provide specific information about certain Board policies and procedures (second section of the handbook). This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference.

If you have any questions that are not addressed in this handbook, you are encouraged to talk to your child's teacher(s) or the building principal.

Thank you for choosing
Holland Public Schools and
for taking the time to look over
our handbook.

Brian Davis
Superintendent



Holland Public Schools does not discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, handicap, disability, or limited English proficiency in any of its programs or activities. Inquiries regarding the district's nondiscrimination policies should be directed to: The Director of Human Resources, Holland Public Schools, 156 W. 11th St., Holland, MI, 49423 (616) 494-2025.

Last Revised August 22, 2011

Holland Public Schools ~ K-7 Buildings

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District Policies

Please refer to the second portion of this handbook, pages 9-19, for district policies.

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Absence Due to Sickness

In the early morning hours before school starts it is often difficult to determine whether or not to send your child to school. Most illnesses that children have are contagious, meaning other children can catch them. For that specific reason we have guidelines for school attendance so that children do not infect or endanger the health of other children.

For example, if your child has the following symptoms please keep him/her home from school:

Fever:

- We consider a fever to be a temperature of 100 degrees or greater.
- Your child's temperature should be normal 24 hours before sending him/her back to school.

Bad Cough:

- We consider a bad cough to be one which is persistent and interfering with schoolwork.
- Children that have a bad cough often do not remember to cover their mouths. Coughing can easily spread germs.

Diarrhea, vomiting or severe stomachaches:

- These symptoms should be gone for 24 hours before sending your child back to school.

Excused/Unexcused Absences:

- An absence will be excused when a parent calls or sends a note excusing the child. An unexcused absence will result when a parent or guardian does not phone (or present a note) excusing the student from school.
- It is the responsibility of the student following an excused absence to meet with each teacher regarding his/her make up work.
- **Please call the school office by 9:00 am if your child is going to be absent or tardy to school.**

Assessments

The following assessments are used in addition to classroom and district grade level assessments. Assessments may change to meet curriculum needs.

• ITBS

The Iowa Test of Basic Skills is given to students in grades 1–7 in March this school year. Holland Public Schools uses the results of these assessments to provide instructions at the appropriate level of need, as well as to measure the yearly growth of each child. For more information about these tests please contact your building principal.

• GMRT

The Gates-Macginitie Tests (GMRT) are given to Kindergarten students.

• DIBELS

The Dynamic Indicators of Basic Early Literacy Skills are a set of standardized, individually administered measures of early literacy development. They are designed to be short fluency measures used to regularly monitor the development of pre-reading and early reading skills. These tests are administered three times a year to K-5TH grade students.

• MEAP

Each year, students in 3RD – 7TH grades participate in the Michigan Educational Assessment Program. This test is given over a three week period in October. Students in the 3RD – 7TH grades are assessed in mathematics and English Language Arts. Fourth and seventh grade students are also assessed in writing. Sixth grade students are assessed in social studies, and fifth grade students are assessed in science.

Individual, building and district reports are used to address school improvement or curricular needs. For more information about MEAP, please contact your building principal.

• Running Records

A running record is one method of assessing a child's reading level by examining both accuracy and the types of errors made while the child is reading one-on-one. Running records are used throughout the year in K-5 to plan instruction for individual children and small groups.

• CogAT

The CogAT (Cognitive Abilities Test) is used to identify students who may benefit from a more rigorous and individualized learning environment. The results of the CogAT are useful in determining how best to meet the unique needs of high ability learners including placement into our G/T Program. The test is administered to all eligible students in grades 4 – 6.

Bicycles, Skateboards and Rollerblades

- Bicycles, skateboards and rollerblades should not be ridden on school property.
- Skateboards and rollerblades must be carried into the building and stored in student lockers.
- Bicycles must be parked in the racks that are provided and must be locked at all times.
- The school does not accept responsibility for loss or damage.

Books and Supplies

Holland Public Schools provides textbooks to students to be used throughout the school year. Textbooks are on loan to the students free of charge. Students are expected to return textbooks at the end of the year in good condition. There is a textbook replacement fee for all damaged and lost books. A fee will also be charged for any lost or damaged classroom or library book.

Closing of Schools / Emergencies

In case of severe weather and/or building emergencies (loss of heat, water, etc.) buildings may be closed for classes. The closing of schools is determined by the Superintendent who notifies the news media.

- Please listen to the local radio **WHTC – 1450 AM** and/or television stations for all school closings.
- You may also call the **Holland Public Schools Information Line – English 494-2095 or Spanish 494-2096.**
- Closing information is also available on the school website at **www.hollandpublicschools.org**
**We ask that you not call the school.
 Telephone lines must be kept open.**
- We may also use our **Instant Alert** Phone Message System. Please supply us with your accurate phone number.

Custodial Parents

If one parent has been awarded custody of a child and the non-custodial parent has custodial limitations, a copy of the custodial order should be provided to the school principal. **If a child is not to be dismissed to the care of any other adult, specific written information must be provided for the school.** Requests by non-custodial parents for copies of report cards, etc. should be put in writing.

Dress and Appearance

Academic achievement is our mission. Experience indicates there is a real and reasonable connection between proper dress and grooming and quality student discipline. Therefore, we request that students not wear clothing, or lack of clothing, that disrupts the educational environment of the classroom. We expect students to not wear clothing displaying inappropriate language or pictures. Shirts/blouses must cover the mid-torso, and shorts must reach to mid-thigh. Shoes are required at all times. Students may not wear “pajama pants” or slippers to school. Head coverings are not to be worn in the school. Students should leave backpacks and jackets in their lockers during the school day.

Additional rules for 6TH & 7TH graders can be found in the student planner.

Final decisions concerning appropriateness or alleged violations of the dress code rest with the administration.

Early Dismissal

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

Family Trips

All trips must be cleared through the school office at least one week in advance of the trip. Students are expected to make-up missed work.

Field Trips

Educational field trips are planned during the year to supplement classroom teaching. A permission form signed by the parent or guardian is necessary before a student may participate.

Field trips are considered an important part of the school’s curriculum. As such, the same rules regarding teacher supervision and student rules of conduct that apply to regular classroom behavior are enforced relative to school field trips.

A student who has repeatedly exhibited unacceptable behavior may be denied access to a school field trip if school personnel collaboratively determine the safety of the student, other students or staff may be compromised if the student participates in the field trip.

Homework

Students may be requested to complete independent work at home which serves as an extension and application of classroom experiences. It is the responsibility of the student and parent to develop a plan to make sure that this homework is completed and returned back to school on the assigned day. Fifth – seventh grade students are provided with a daily planner to record homework and assignments.

Injury and Illness

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

A student who becomes ill during the school day should request permission to go to the nurse. The nurse 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. Accident reports will be completed as needed and will be kept on file by the school nurse.

Insurance

Student insurance is available to all pupils through an outside agency. Information is sent home in the opening day's packet. Purchase of this program is optional. Parents/students acknowledge that a certain level of risk is involved with the participation in any extra-curricular activity.

Learner Profile

Each year after the Spring Recess, Holland Public Schools' staff begins the process of looking at our present students and making recommendations for their placement for the next school year. This process requires each sending teacher to consider academic, social and emotional issues in order to make a successful match. Other factors such as gender and ethnicity are also taken into consideration when making class lists.

The Student Learner Profile provides an opportunity for parents to provide input about additional educational needs of their child. This profile is available from the school office or online from the district web page.

Lost and Found

We encourage you to mark coats, jackets, gym shoes, hats, boots, lunch boxes and anything else that could become misplaced at school. There is a lost and found area in each school where misplaced items that are not identified are stored. The school cannot assume responsibility for losses. Every 2 – 3 months unclaimed items will be donated to local agencies.

Lunch/Breakfast Programs

The school provides children a place to eat lunch and breakfast. Menus for the school breakfast and lunch programs are available on the HPS website. Envelopes are available from the office and teachers for depositing money in your child's account. Accounts must be kept current for children to participate in this program.

Children who do not participate in the hot lunch program are expected to bring a cold lunch from home. Lunch boxes or bags should be identified. We request that drinks be in a non-breakable container. Milk may be purchased.

If you have questions/concerns about the breakfast/lunch program, please call the Food Service office at 494-2245.

Media Center

Your child will have an opportunity to visit the media center in his/her school to check out books. Your child must return books on time to ensure continued use of the media center. Parents will receive a bill for any books your child loses or damages.

Medication

If it is necessary for a student to take a prescription and/or nonprescription medication during the school day, the following guidelines must be followed:

- Medication must be brought in the original container and supplied by the parent/guardian.
- A signed permission form for each medication must be completed by the parent(s)/guardian(s) and a physician, allowing school personnel to administer. *This applies to both prescription and over-the-counter medications.*
- All Medications will be stored, and dispensed in the Nurse's Office.
- Bringing medications to school is the responsibility of the parent/guardian.

Money

If money must be sent to school for activities, gifts, P.T.O., hot lunch, etc., we ask that the **money sent with students be placed in an envelope and marked with the parent's name, child's name, room number, teacher's name, and purpose.**

Children coming to school with an unusual amount of cash will be questioned and parents will be called.

Newsletter

Newsletters will be sent home with your child on a regular basis. Students will bring home newsletters in their Thursday folders. These newsletters contain important information about our school, as well as upcoming events and dates to remember.

Parent Teacher Organization (P.T.O.)/Booster

We encourage all parents to become involved in the life of their child's school. This may involve volunteering, coaching, after school activities, fundraising and participating in Booster and P.T.O. We welcome the support and participation of parents and teachers. Please contact the principal for more information.

Parent-Teacher Conferences/Report Cards

Parents and teachers are encouraged to communicate with each other during the year. Addressing any problems, concerns or questions about your child's education will assist in increased learning and collaboration. Parent-Teacher conferences are held twice per year. The purpose of these conferences is to exchange ideas and concerns about your child's academic and personal growth. It is important that parents attend conferences. We encourage you to work with your child's teacher to schedule a conference time that fits with your work and personal schedules so that you are able to attend.

In addition, report cards which mark your student's academic performance will be sent home throughout the year.

Personal Items

With teacher permission, children may bring to school those items that might be of interest to other children and which supplement an area of classroom study. If you send personal items, we ask that you please have your child's name on them. We encourage you not to send extremely valuable or easily broken items. Students are responsible for personal property.

Pets in the Classroom

Students are asked not to bring pets or animals into the classroom without prior approval of the teacher and administrator. The school administration will ensure that the visit is in compliance with the district's pet policy.

Scheduling and Assignments

The principal will assign each elementary student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

Schedules are provided to each 6TH and 7TH grade student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through

Physical Activities

Physical activities, both formal (gym/swimming classes) and informal (recess) are part of the school program. Children are expected to participate in these physical activities unless they are ill or injured.

A note from the doctor is required if your child is to be excused from physical education/swimming because of medical reasons.

Parents are requested to provide a pair of gym shoes that are kept at school for physical education classes.

Pictures for Yearbook

Arrangements are made with a school photographer to photograph members of the student body. While an opportunity to purchase a package of individual pictures exists, there is no obligation for the students to do so. A student who wishes to have a picture taken for the yearbook only will not be charged for that service. All students who have their pictures taken will be included in the school yearbook unless a written request asking that the student not be included is on file in the Principal's office.

Playground

Children need the daily physical activity and play opportunities that playground time provides. They should wear appropriate clothing for outdoor activity according to the daily and seasonal weather. Students will go outside unless it is raining, the temperature falls below 10 degrees or the wind chill falls below -10 degrees.

All children will be expected to go outside for recess. A reasonable request for the child to stay in for one day at a time will be honored; however, each request must be accompanied by a new note daily stating the specific reason for the request. If additional time is needed, please contact the principal with a doctor's explanation of the circumstances.

At the beginning of school, each teacher will acquaint the students with the playground rules. The rules will also be posted. Staff members rotate playground supervision. They will report any serious problem(s) to the immediate classroom teacher and/or building principal. Acceptable student behavior is required.

the administrator. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

School Visitations

Parents are encouraged to visit their child's school. Please check with the teacher before a visit to be sure that the specific areas/subjects you wish to observe will be taking place on that day.

Neighborhood friends and citizens are encouraged to visit any and all schools and to observe the educational processes. All school visitors are asked to contact the school office before the visit so that appropriate scheduling can be made.

We ask that every parent and visitor report to the school office upon entering the building for safety and security reasons. Please use the main entrance.

Student visitors are not allowed at school during the school day and at events designated by the school.

Telephone Use

Use of the telephone by children is limited. If you must contact your child in an emergency, please call the school office. Every effort will be made to get the message to your child. Please make after school plans before your child leaves for school in the morning.

Volunteer/Parent Help

The use of volunteers in Holland Public Schools is encouraged. Please contact your building principal or P.T.O. to learn ways to assist in student support. The assignment of this help will be coordinated by the classroom teacher with the consent of the principal.

A mandatory volunteer information form is used to document information about our volunteers including a criminal background check & driving record, and must be approved prior to volunteering in any Holland Public School program.

Transportation

Transportation Office 494-2950

After school, students must ride their assigned bus, walk, or ride with a parent/guardian (or appropriate designee). Safety is improved when known routines are followed.

Automobile

Many parents drive their children to school or are in car pools with other parents. Please remind your child about safety when entering or leaving cars, crossing streets, and to cross at the crosswalk to get to your car. **Cars may not be parked in designated bus loading and unloading zones.** Students should be dropped off and picked up in designated areas.

Assigned Bussing Rule

If a student is assigned to ride a specific bus after school (and typically does so), school officials will plan on the student riding the assigned bus after school every day unless a written note signed by the parent or guardian is brought to the school office by 1 p.m. This signed note must be dated and state who is responsible for delivering the student home. The note cannot request that the student transfer to a different bus (for example, to ride home with a friend). Students can only ride their assigned buses. Parents/guardians and designees are responsible for providing transportation for their students when special occasions arise.

Bus Conduct Rules

Our school buses are extensions of the classroom and all rules and regulations established in the Student Code of Conduct (*Board of Education Policy – 5500*) apply when riding our buses.

We expect that students will follow these important safety rules to ensure their safety:

1. Obey the bus driver and other adults on the bus.
2. Remain seated.
3. Use quiet voices.
4. Keep hands and feet to yourself.
5. Keep the bus clean.

Bus Stop Rules

The following rules apply to the bus stop:

1. Students must be at the bus stop 5 – 7 minutes before the scheduled arrival time of the bus.
2. Young Fives and Kindergarten students must be met by a responsible adult or family member. The Holland Public Schools Transportation Office needs to know the responsible person designated by the parent. A form needs to be filled out. This is available on the HPS website and at the Transportation Office.
3. Students should wait at the bus stop at the assigned area as designated by the bus driver and should wait until the bus has come to a complete stop before approaching it.
4. **Parents are responsible for student safety and behavior to and from the bus stop and at the bus stop until the school bus arrives.**
5. Students are to conduct themselves with courtesy and consideration for others while waiting for the bus.

Bus Disciplinary Procedures

We are dedicated to providing a positive, caring environment. We accept the responsibility for exercising fair discipline to help ensure a safe ride for all. Students who misbehave on the bus may lose the privilege of riding on the bus.

Holland Public Schools does not discriminate in application of disciplinary procedures on the basis of race, creed, color, national origin, age, sex or handicap.

For a complete explanation of our disciplinary process or if you have transportation questions/concerns, please call Transportation at 494-2950.

Holland Public Schools ~ K-7 Buildings

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Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Important learning results from active participation in classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed, student who are considered an "habitual truant" may result in:

- loss of participation in school activities and events;
- a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child;
- a hearing before a judge in a court of law.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- Illness
- Recovery from accident
- Required court attendance
- Professional appointments
- Death in immediate family
- Celebration of a bona fide religious holiday
- Approved school related activities

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absence within 24 hours. They are to call the school office and explain the reason for the absence. If the absence can be foreseen and the "good cause" must be approved by the principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

If there is a pattern of frequent absence for "illness", parents will be required to provide a statement from a physician describing the health condition causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

No credit shall be given for any school work not completed as a result of truancy.

Authorized Absences / Suspension

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly-completed assignments and a grade on any made-up tests.

Tardiness

An elementary student who is not in his/her assigned location by the start of school shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

Each 6th and 7th grade student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location. Any student who is late shall be disciplined by the teacher. Refer to the 5th – 7th grade planner for specific consequences.

Homebound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by Student Services. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

Discipline Policies

Code of Conduct

A major component of the educational program at Holland Public Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Student Discipline Code – Board Policy #5600

The Board of Education has adopted a Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

Each of the behaviors listed below may subject the student to disciplinary action including suspension and/or expulsion from school.

1. Use, possession, concealment or distribution of drugs
2. Possession and/or use of tobacco
3. Student disorder/demonstration
4. Possession of a weapon
5. Use of an object as a weapon
6. Knowledge of dangerous weapons or threats of violence
7. Purposely setting a fire
8. Physically assaulting a staff member/student/person associated with the District
9. Threatening a staff member/student/person associated with the District in any way
10. Extortion
11. Gambling
12. Falsification of school work, identification, forgery
13. False alarms, false reports, and bomb threats
14. Explosives
15. Trespassing
16. Theft
17. Disobedience / Disrespect of staff members and others
18. Damaging property
19. Persistent absence or tardiness
20. Unauthorized use of school or private property
21. Refusing to accept discipline
22. Aiding or abetting violation of school rules
23. Display of affection
24. Possession of electronic equipment such as cameras, cell phones, MP3 players and Game Boys during school hours
25. Violation of individual school/classroom rules
26. Violation of bus rules
27. Disruption of the educational process
28. Harassment
29. Hazing
30. Loitering
31. Possession of a firearm, arson, and criminal sexual conduct
32. Profanity
33. Breaches of our Tech Code of Ethics (page 19)

Bullying – Board Policy 5517.01:

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The board encourages the promotion of positive interpersonal relations between members of the school community.

Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse such as bullying and hazing. The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

"Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone, cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual

orientation, gender identity and expression, or a mental physical, or sensory disability or impairment, or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school sponsored function, or in a school vehicle.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name calling, taunting, and making threats.

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Discipline Policies: Bullying *continued*

“Bullying” is conduct that meets all of the following criteria:

- A. is directed at one (1) or more students
- B. Substantially interferes with educational opportunities, benefits, or programs of one (1) or more students
- C. Adversely affects the ability of a student to participate in, or benefit from the school district’s educational programs or activities by placing unreasonable fear of physical harm or by causing emotional distress and,
- D. Is based on a student’s actual or perceived distinguishing characteristics (see above), or is based on an association with another person who has, or is perceived to have any of these characteristics

All complaints about aggressive behavior that may violate this policy shall be promptly investigated and documented. Anyone found to have violated this policy and/or the Code of Conduct shall be subject to disciplinary action up to, and including suspension or expulsion from the District. These policies apply to all activities on school property and to all school sponsored activities whether on or off school property. See Board Policy #5517.01 for complete details.

Gang Behavior – Board Policy #5840A

Students, parents, and staff value learning and success for all students. Because of this commitment, students shall not be permitted to engage in behaviors at school, while on school property, or at school-related activities that promote “gang” behaviors. This is a “no tolerance” regulation. For more specific information and discipline procedures, see the 6TH-7TH grade planner.

Suspension and Expulsion

It is important to remember that school rules apply going to & from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal’s responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building

administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the Director of Student Services and a formal appeal hearing will be held.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The appeals committee then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in cocurricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the school rules.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community’s legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

Due Process Rights

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Director of Student Services.

During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make-up work missed.

Discipline Policies: Due Process Rights *continued*

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with 3 representatives of school administration during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within 2 days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Director of Student Services. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Holland Public Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the building administrator.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.). Copies are available in the District's Student Services office.

Search and Seizure

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks & other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

Police Interrogation – Board Policy #5540

Any student in Holland Public Schools may be interrogated by law enforcement officers on school property during school hours in the presence of a school official or his/her designated representative. Every attempt to contact parents will be made. Law enforcement officers are permitted to arrest a person without a warrant in the case of a felony where the officer has a probable cause to believe that the person, including a minor child, has committed a felony, or for a misdemeanor committed in the officer's presence.

Control of Casual Contact Communicable Diseases and Pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

Control of Non-casual Contact Communicable Diseases

In the case of non-casual contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Enrolling in the Schools

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of immunizations.
- D. proof of residency (gas bill, etc.)

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Homeless students / students in transition who meet the Federal definition of "homeless" may enroll and will be under the direction of Community Connections with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

Immunizations

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the building secretary.

Transfer out of the District

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from the school, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

Fire, Lock Down and Tornado Drills

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills.

Dismissal during tornado warnings:

1. **Holland Public Schools WILL AT NO TIME DISMISS STUDENTS from school during a tornado warning.** During a tornado warning (**tornado has been sighted and we have been alerted by Civil Defense**), emergency procedures will be taken at school to protect the children, teachers and other adults.
2. Children will be released to their parents or guardians only under the following conditions:
 - parents must report to the office to identify themselves and tell the person in charge that they are taking their child out of school.
 - Children will not be released to any other adult unless a parent or guardian has made prior arrangements with the Principal.
3. Please do not call the school during storm conditions. We must keep the phone lines open so that the proper authorities can advise us of what precautions we should use. Please listen to the local radio stations; you will receive as much information as we do at school and you will be advised of what safety precautions you should take.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes.

Dismissal During Lock Down: During a Lock Down, children will not be released under any circumstances.

Grades

Holland Public Schools has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Grading Periods

Students shall receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

Individuals with Disabilities

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. **Contact Student Services at 494-2100** to inquire about evaluation procedures and programs.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the Teaching & Learning Office at 494-2040 to inquire about evaluation procedures and programs offered by the District.

Middle School Athletics

The primary purpose of the Middle School experience is to offer the highest available standard of education to the students. The athletic activities are an integral part of the curriculum and are justifiable only to the extent that they are desirable learning experiences. All athletic activities shall be closely coordinated with the general instructional program.

Athletic Eligibility Policy

1. A student who attends Holland Public Schools, will comply with the Holland Public Schools athletic eligibility code.
2. To be eligible (current) for interscholastic athletic practices and contests, a student must be taking at least eight academic subjects
3. To be eligible, a student must have a passing grade in six of their academic subjects. Eligibility status will be determined weekly and will be the accumulation of the athlete's grades from the beginning of the nine week marking period to the week of the current report.
4. A student athlete who is failing 2 subjects will only be able to participate if they complete the following requirements:
 - attend homework club (if available),
 - complete all assignments & steadily improve their grades.
 Failure to fulfill these requirements will result in the student-athlete becoming ineligible to participate. Any student who is failing 3 or more classes is automatically ineligible until they are passing 6 classes.
5. Students meeting these criteria shall be athletically eligible to participate in all levels of practice and competition in Holland Public Schools.
6. It is the responsibility of the coach to encourage athletes' academic performances and support them in their individual needs.
7. A student may participate in any form of athletic activity they desire during the summer vacation or before they have represented their school in that sport during the school year; however, they must not do any of the following:
 - a. accept any money from anyone for playing;
 - b. accept any award (medal, trophy or merchandise; the value of which is more than fifteen dollars (\$15.00)).

Attendance Policy for Athletes

Athletes must attend 4 of their 7 classes in order to practice or play in a contest. In addition, it is school policy that students who are unable to attend school due to illness are not to participate in athletics on the day of the absence. However, if an athlete has an unavoidable conflict such as a medical appointment or funeral, that athlete's participation will be determined by the Principal and the Athletic Director. Every effort must be made by athletes to arrange their appointments so as not to conflict with school time. Athletes placed on suspension shall not be eligible for competition or practice on that day.

Personal Rules and Responsibilities of the Student Athlete

- A. These personal rules and responsibilities are in continuous effect through the athlete's enrollment at Holland Public Schools.
- B. All athletes, or all sports, are to abide by the following rules of conduct, set up for the welfare of the individual, team, and school.
 1. The following are prohibited:
 - a. possession and/or use of tobacco, alcoholic beverages, drugs or narcotics.
 - b. breaking the laws and ordinances of the United States, State of Michigan, and the City of Holland.
 2. The athlete is expected to respect and obey the regulations of his/her school and the Holland Public School system as stipulated in the Student Handbook. These requirements extend to the following:
 - a. obedience to school personnel;
 - b. fighting;
 - c. abusive language & disrespectful gestures; and,
 - d. school suspensions

Disciplinary Action and Right to Appeal

- A. A copy of the disciplinary action regarding a violation of the above rules may be obtained from any member of the middle school coaching staff
- B. Such procedures include a complete listing of the due process procedures and of the student's right of appeal.

Athletic Seasons (Boys/Girls)

The following sports will be offered this year:

Fall:

- 7TH and 8TH Football
- 7TH and 8TH Girls Volleyball
- 7TH/8TH Girls Tennis
- 7TH and 8TH Boys Soccer

Early Winter:

- 7TH and 8TH Boys Basketball
- 7TH/8TH Girls Swimming

Late Winter:

- 7TH and 8TH Girls Basketball
- 7TH/8TH Boys Swimming
- 7TH/8TH Wrestling

Spring:

- 7TH/8TH Coed Track
- 7TH/8TH Boys Tennis
- 7TH and 8TH Girls Soccer

Nondiscrimination Policy

Holland Public Schools does not discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, handicap, disability, or limited English proficiency in any of its programs or activities. Inquiries regarding the district's nondiscrimination policies should be directed to: Director of Human Resources, Holland Public Schools, 156 West 11th Street, Holland, MI 49423, (616) 494-2025.

Non-School Sponsored Clubs & Activities

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. Prior approval must be obtained from the principal. The group sponsor must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

No non-district sponsored organization may use the name of the school or school mascot.

Flyers desired to be distributed to student homes must be pre-approved by the Superintendent's office.

Parent Involvement – Board Policy #211L

Parents are an important influence in helping their children achieve high academic standards. When schools and parents work together to help children learn, and when parents participate in school activities and decision-making about their children's education, children achieve at higher levels.

A full copy of the parent involvement policy is available on the Holland Public Schools' website at www.hollandpublicschools.org/parentlinks.

Pesticides Application

Through the course of the year it may become necessary for various pesticides to be applied to the grounds and facilities of Holland Public Schools. If you would like to receive notice prior to any application please contact Maintenance at 494-2960.

Preparedness for Toxic & Asbestos Hazards

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Maintenance & Transportation Center on Waverly Road.

Review of Instructional Materials and Activities

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Solicitations to Students

The Board of Education generally does not approve the sale of merchandise to students by any school employee, or by others while the students are under the supervision of school personnel. Exceptions may include but are not limited to materials for classes with laboratory experiences, lunches served by the school, tickets for admission to school sponsored events, and commodities and services when not available through local merchants. Any such solicitation shall be approved by the building principal.

In general, material may be distributed which is school related and from such educational or community service organizations as the Parent Teacher Organization, Scouting and Club activities for students, and similar organizations. Partisan political, religious, commercial advertising and/or disruptive materials may not be distributed. All materials, prior to distribution, are approved through the Superintendent's office.

Student Information/ Emergency Contact

It is important that Holland K-7 Schools have the most current and up to date information for each student. Please make sure you notify the office of any change throughout the school year. At the beginning of each year parents are asked to update this information and complete a student data sheet. However, changes do occur throughout the school year and it is critical that the school be able to reach parents/guardians in case of an emergency.

Student Records

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the school principal's office and the Teaching for Learning Office. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found at www.hollandpublicschools.org.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and

- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and PPRA@ED.Gov

Student Rights of Expression

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
1. is obscene to minors, libelous, indecent and pervasively or vulgar,
 2. advertises any product or service not permitted to minors by law,
 3. intends to be insulting or harassing,
 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the building principal twenty-four (24) hours prior to display.

Technology Code of Ethics – Student Summary

Holland Public Schools considers technology a valuable tool for teaching and learning and encourages the responsible use of computers and computer-related technology in district classrooms. Listed below is a summary of the **Technology Code of Ethics**. All students and parents are encouraged to read the full Technology Code of Ethics, available through the principal's office and/or on line at www.hollandpublicschools.org. Use of district technology shall constitute agreement and consent to abide by the terms set forth in the Technology Code of Ethics.

1. All use of Holland Public School technology must be in support of education and be consistent with the purposes of Holland Public Schools.
2. Users have the privilege to use all of the technology for which they have had training. Anyone using the technology is responsible for the preservation and care of that technology.
3. Accounts are to be used only by the owner. Sharing of the passwords is prohibited.
4. Real names must be used; no pseudonyms are allowed. Additional personal information must not be shared over the Internet.
5. Users experiencing harassment or receiving requests for personal information should report the problem.
6. Any violations of the use of the technology should be reported to the teacher in charge. Students are responsible for following the Code of Ethics. Students violating the Policy will be subject to discipline as outlined in the full Code of Ethics (*for full Code of Ethics see website*), and may also be subject to legal action if appropriate.
7. Violation is summarized as:
 - any attempt to harm or destroy District equipment or materials
 - any attempt to use, harm or destroy another user's activity
 - any illegal activity
 - any use of the technology to find or process inappropriate materials.
8. Students are responsible for costs or fees not authorized by a teacher and any repair costs or damages for malicious use.
9. Technology users identifying a security problem must notify the teacher in charge. Do not show the problem to another.
10. Copyright laws must be observed.

Title IX

The government has made provisions by law to insure that no person is discriminated against on the basis of sex. (This applies to students as well as adults.) It provides that boys and girls have the same opportunity for course offerings, sports and other activities. The Director for Human Resources, Holland Public Schools, is the coordinator for any complaints.

The logo for Holland Public Schools features a stylized red 'H' on the left, followed by the word 'HOLLAND' in a large, bold, red, sans-serif font. Below 'HOLLAND' is the phrase 'PUBLIC SCHOOLS' in a smaller, bold, red, sans-serif font.

HOLLAND
PUBLIC SCHOOLS

District Administration Offices

156 West 11th Street

Holland, MI 49423

phone **616-494-2000**

www.hollandpublicschools.org