

**HOLLY HILL SCHOOL
PARENT/ STUDENT INFORMATION**

SCHOOL PHONE NUMBER: (386) 258-4662
Attendance Clerk x52021 Clinic x52198 Cafeteria x52199
Main Office x52000 Media Center x52196
Extended Day x52041

SCHOOL HOURS

The school office is open from 7:30-3:30. The regular school day for students is 7:50-3:05. The hours for Early Release Days are 7:50-2:05. We are proud to have the school-wide Plus One Program which adds an hour to every K-5 school day and one half hour to grades 6-8.

VISITORS

Visitors are welcome. All visitors must check in and out at the office. Visitors will receive a visitor's badge that must be worn in a visible place at all times. Visiting classrooms during school hours must be prearranged. There will be a predetermined start and stop time with the visit lasting up to 30 minutes. Visitors must have an escort and may observe without interacting or conferencing.

VOLUNTEERS

We welcome volunteers. All volunteer applicants must be cleared by the county office before they are allowed to assist at any school. In order to volunteer at school or chaperone on a field trip, the Jessica Lunsford Act (JLA) requires volunteers to have a cleared form on file. This process takes time, so please complete an application early in the year. We keep a current volunteer report in the office. Applications are available in the office and on line at the district web site. Following clearance, volunteer activity may be arranged through the Volunteer Coordinator.

SUPERVISION

Supervision is provided for all students beginning at 7:15 AM and lasting until ten minutes after the dismissal bell. A morning day care program is available for grades K-5 for a fee through the Extended Day Enrichment Program (EDEP) beginning at 6:30 AM. They also offer after school care. Contact the EDEP Coordinator to register.

ARRIVAL AND DISMISSAL

Students in grades K-8 who are eating breakfast should report directly to the cafeteria. All students in grades K-2 will report to the cafeteria and remain in the cafeteria in the assigned waiting area. Students in grades 3-5, who are not eating breakfast, report to the courtyard west of the cafeteria (report to the stage on rainy days). Students in grades 6-8, who are not eating breakfast, will report directly to the gymnasium. Teachers will escort students to class at or by 7:50 AM bell. During dismissal, students will be escorted to their designated place of departure. Bus and day care van riders depart from the east parking lot. Walkers and bike riders depart from Center Avenue or 15th Street. Car riders depart from the Parent Pick-up Area located at the south parking lot. Students should be picked up promptly after school. On days when students have after-school activities, arrangements for transportation home will need to be made prior to arriving at school on the day of the event. Siblings of students participating in after-school activities are not permitted to remain on campus unsupervised to wait for their sibling.

Students who walk and ride bikes will be dismissed at 3:00 to meet their siblings in designated areas and depart. Students who ride a bus or day care van will be dismissed at 3:05. Students who go to Extended Day (EDEP) will be dismissed at 3:10 to report to EDEP. Students who are picked up will be dismissed at 3:10 to meet their siblings in the assigned Parent Pick-up Area. Older siblings should wait with younger siblings so parents stop only once to pick up the entire family.

PARENT DROP-OFF AND PICK-UP

The south parking lot on 15th Street has been reserved for all parent drop-off and pick-up activity. (The east parking lot on Center Avenue has been reserved for school buses and registered Day Care facility vehicles). Please keep the right lane free of parking and use only for dropping off and picking up students. The left lane is for drive-through only. Based on availability, parking spaces may be utilized in the south parking lot for those who need to come inside for parent teacher conferences. Please only park in designated parking areas and use crosswalks accordingly. Please be patient. Our children's safety is our number one priority. Children should be picked up daily within ten minutes of dismissal.

BICYCLES

All bicycle riders must wear a helmet, bring their own bicycle lock, and are responsible for locking their bicycle daily. Students in grades K-5 will lock their bike at the bike rack on Center Avenue near Building 1 and students in grades 6-8 will use the bike rack on 15th Street near Building 12. School personnel are not responsible for stolen bicycles, accessories, or scooters. Skateboards, rollerblades, and scooters may be carried on campus with principal permission. Rollerblading, roller skating, & shoes with wheels are not permitted on campus.

ATTENDANCE

Students are encouraged and expected to be in school every day and to remain in school all day. Students may be excused from school for personal illness, a death in the family, quarantine in the home, or observance of a religious holiday. Students are not excused due to a parent's illness.

ABSENCES

If your child is absent, please call the attendance office by 10:00 AM to report the absence. Excessive absences will be referred to the school social worker. Five tardies or early check outs are equal to one absence.

TARDIES

Students arriving after the 7:55 AM tardy bell are considered tardy and shall report to directly to the office for a tardy pass. Grades 6-8 may report to either the main office of the house office. A student who is consistently tardy will be reported to the principal. The school social worker will investigate if the problem persists.

EARLY DISMISSAL/CHECK OUT

If your child needs to be excused during the school day, a parent or guardian must come to the main office and sign out the child. Grade 6-8 may check out through the house office. The office staff will send for the child. Parents may not go directly to the classroom. In no case will a teacher release a student without notification from office. Please bring proper photo identification. Repeated early check out may be prohibited. Students returning to school the same day must come to the office before returning to the classroom. There is no early dismissal after 2:30 PM (1:30 PM). In case of an emergency, please ask for an administrator.

WITHDRAWING OR TRANSFERRING

Parents are requested to contact the office in advance if your child is transferring to another school. Time is needed to fill out forms and compile information. When withdrawing your child, please make sure that all textbooks and library books have been returned and that all outstanding accounts have been paid.

EMERGENCY INFORMATION

All students must have a completed emergency information form on file in the school office. It is extremely important that we have accurate home, work, and emergency phone numbers and street address. We recommend that you list several emergency contacts and phone numbers. If your address, home phone number, or other phone numbers change during the year, please notify the office immediately. We utilize Connect Ed to call families with important information, and your primary number is essential.

CLINIC

The clinic is for minor first aid treatment, medication administration, and providing a temporary resting place for sick children. Please keep the office updated with current medical information, contact information, and phone numbers. Students running a fever or vomiting will be sent home.

MEDICATION

School personnel cannot administer any medication without the Authorization to Administer Prescription Medication form completed by the parent and the physician. Under no circumstances can a child carry or receive medication without this signed form. Medication must be brought to the school by an adult and signed in by the nurse or office personnel. Medication must be in the original container with the pharmacy label intact. Emergency care plans for life threatening illnesses must also be on file.

CAFETERIA

The cafeteria offers a breakfast and lunch program for all students. Breakfast is served from 7:15-7:45 AM. Lunch is served according to the assigned schedule and varies by teacher. Parents are asked to pay for meals in advance. The lunchroom receives payments before school. To make lunch payments, you may send cash or a check in a sealed envelope with the student's name and lunch number on the front of the envelope, or you can pay online at www.myLunchMoney.com (800-479-3531). Students who forget or lose their money may be loaned money for one day and repay the cafeteria the following school day. The free or reduced lunch program is available for qualifying students. A new form must be completed each school year for eligibility. Contact the school office for the details. If your child brings a packed lunch, please pack a balanced, ready-to-serve meal without soft drinks, candy, gum, or glass containers. Microwave ovens are not provided for student use. Food allergies should be reported promptly to the manager with documentation from a medical doctor.

Maintaining a safe and orderly cafeteria is considered a priority at Holly Hill School. Student behavior in the cafeteria is based on safety, courtesy, and cleanliness. Students must leave the table and floor area clean, talk quietly, refrain from exchanging food, walk at all times, and demonstrate respect to other students and to all school staff.

FIELD TRIPS

Field trips are a part of the instructional program. Teachers plan field trips that will enhance the educational curriculum. All field trips must have prior permission from the administration, and all students must have written permission from a parent or guardian on a formal permission form. With administrative involvement, students may be prohibited from attending a field trip if the teacher feels that the student has not demonstrated sufficient self-control to safely accompany the class. In the event that this decision is made, the teacher will make provisions for the student(s) to remain at school under proper supervision. Chaperones must have cleared volunteer status and be pre-approved by the administration.

MEDIA CENTER

The media center offers many materials and services that provide a resource for learning. The media center is available for student use Monday through Friday from 7:45 a.m. to 3:15 p.m. Upcoming family literacy nights will be held in our media center. Specific dates will be announced. Parents accompany children in the evenings. Throughout the year, parents may contact the media specialist to request access to the Internet for school related activities such as Parent Portal and myLunchMoney.com or to attend computer classes for parents if offered.

CONFERENCES

Parents and teachers are encouraged to have conferences concerning a child's academic and behavioral progress each semester. Parents wishing to speak with the teacher should arrange for a conference ahead of time via phone call or written message. Conferences are not permitted while school is in session unless scheduled during a teacher's planning period. An atmosphere of mutual respect will be maintained in accordance with School Board Policy 418.

REPORT CARDS / INTERIM REPORTS

Report cards are issued four times a year and the Interim Report is sent during the middle of the grading period.

GRADING SCALES

A = 90-100	Excellent	+	Demonstrates Mastery
B = 80-89	Above Average	√	Learning & Developing
C = 70-79	Average	∅	Area of Concern
D = 60-69	Passing	I	In progress Toward Grade Level
F = Below 60	Failure		Proficiency in Skills and Concepts

"I" may be issued for a student who has not yet met grade level criteria. The "I" will be replaced with the letter grade based on student progress.

HOMEWORK POLICY

Homework is assigned every school night, Monday through Thursday, with reading continuing through the weekends. With school-wide implementation of 100 Book Challenge, 30-minutes of nightly reading is included as part of homework. Parents are asked to sign a line on the reading log for each 15-minutes of uninterrupted reading. As students track their reading, prizes are awarded in the classroom. Additional assignments may be assigned by teachers as well.

TEXTBOOKS / LIBRARY BOOKS / SCHOOL PROPERTY

Textbooks are expected to last for many years. Textbooks and other instructional materials are on loan for the period of time that the student uses them. It is the responsibility of the student to keep books, desks, and school property clean and undamaged. Parents are expected to pay for lost or damaged school property.

PARENT INVOLVEMENT

Parents who are involved in their child's schooling can make the difference. Families are encouraged to become active members of our Parent Teacher Student Association (PTSA). Dues are \$5.00 a year. Your support will help to ensure a better school. Volunteering at PTSA sponsored events is always needed. All schools have a School Advisory Council (SAC) composed of teachers, parents, students, and community members. The primary purpose of the SAC is to assist in the continuing evaluation and implementation of a plan to improve student performance. If you are interested in joining our SAC or PTSA please call the office. Get involved in your child's school! Be there!

PHYSICAL EDUCATION

Sneakers must be worn at physical education and should be worn daily due to recess. Strict adherence to the rules and regulations of the physical education classes is necessary to ensure the safety and welfare of all students. A written request from the parent or guardian will be necessary if a student needs to be excused from physical activity. A written excuse from a doctor will be necessary if a student needs to be excused from physical education class for more than one week. No shoes with wheels are permitted at school.

LOCKERS

Lockers will become available for student use in grades 6 -8 in the gym locker rooms and classroom building. Specific instructions will be provided separately. Rental fees will apply.

CODE OF CONDUCT

All students must follow the rules and regulations as outlined in the Volusia County Code of Student Conduct and Discipline. These regulations are to be reviewed by the parent and child and the acknowledgment form signed by both. The classroom teacher also reviews the Code of Conduct. Every effort is made to inform parents when a child is sent to the office for disciplinary concerns.

SCHOOL RULES

There are three school rules that will ensure success for any student.

- 1) Obey the teachers and all adults who give instructions.
- 2) Do your very best at all times.
- 3) Report problems. (Don't tattle to get someone in trouble. Tell to keep someone safe.)

BUS REGULATIONS

Riding the school bus is a privilege for students who live outside the two-mile limit from the school and who follow the bus rules. Students may ride a bus only if they are assigned to that particular bus and must utilize only their assigned bus and bus stop. Please read rules for "Transported Students" in the Code of Student Conduct and Discipline. Improper conduct may result in the revoking of this privilege. (Transportation requests that students in grades K-1 include name, address, and phone numbers on the inside of each backpack.)

DRESS CODE

Students should come to school neat and clean in modest and appropriate school clothes. Students are expected to dress in a manner that promotes the health, safety, and general well being of all and does not have a distracting or disruptive influence. The appropriateness of student's clothes and/or shoes is at the discretion of the teacher and/or administration. Please see the complete Volusia County Schools Dress Code on the district website at <http://myvolusiaschools.org>.

USE OF PHONE / CELL PHONE POLICY

Children may use the school phone only in case of emergency or upon teacher instruction. Plan ahead. After school visits, sleepovers, forgotten work or money, and rainy day plans are not considered emergencies. Teachers and/or office personnel will be responsible for deciding what constitutes an emergency. Cell phones may not be used by students on campus except in the presence of an adult for use to call a parent. If one is carried for after school safety purposes, the phone must be turned off and may not be visible during the school day. Cell phones must be "out of sight" and "out of use." During standardized testing they are not permitted at all. Students who violate this procedure may have their cell phone confiscated and returned to an adult.

LOST AND FOUND

Lost and found items are brought to the school office initially and will later be relocated to the cafeteria dining room. Articles found around the school campus will be taken to the multi-purpose room. All articles not claimed by the end of each month are donated to charity.

PROHIBITED ITEMS

Students are not to bring electronic devices, trading cards, gum, sunglasses or animals to school. Unless requested by the teacher in writing, toys and games must remain home. Only approved school supplies should be brought to school. Additional items that threaten a safe and orderly school environment, such as weapons, tobacco products, drugs and alcohol, and pornographic materials, are also prohibited. School personnel will not be responsible for any lost or stolen personal items.

SAFETY

Holly Hill School is required to follow the security procedures as set forth by the School Board of Volusia County and outlined in the Holly Hill School Security Procedures Manual.

VOLUSIA COUNTY SEARCH POLICY

All individuals entering the school premises may be subject to search, including but not limited to their person, briefcases, book bags, lunch bags or boxes, purses and packages.

For more details, please visit: <http://myvolusiaschools.org>.