####

 2019-2020 PARENT/STUDENT

 Information Packet

 **Front Office Hours**

7:05 a.m. - 3:00 p.m.

**Regular Day Schedule**

Bus Arrives: 7:05 a.m.

(Approximately)

Supervision Begins: 7:05 a.m.

(Time students are **allowed** on campus)

**INSTRUCTION**

**TK/Kindergarten**

 Begins Ends **Wednesdays**

 7:30 a.m. 11:06 a.m. **10:09 a.m.**

**Grades 1-6**

 Begins Ends **Wednesdays**

 7:30 a.m. 1:47 p.m. **12:51 p.m**.

**MORNING BREAK:**

Grades 1-3: 9:00 a.m. - 9:15 a.m.

Grades 4-6: 9:20 a.m. - 9:35 a.m.

**RECESS/LUNCH:**

1st/2nd Grade: 11:00-11:20/ 11:20-11:40

3rd/4th Grade: 11:30-11:50/ 11:50- 12:10

5th/6th Grade: 12:00- 12:20/ 12:20- 12:40

#### **MISSION STATEMENT**

Hollyvale Innovation Academy promotes innovative learning through:

* Communication
* Critical Thinking
* Creativity
* Collaboration
* Character
* Citizenship

**PARENTS’ ROLE**

Parents are encouraged to take an active role in the educational process. They are encouraged to share in a vital partnership with the school, participating in leadership and planning within many areas of the school. This may be accomplished through their service on the elected School Site Council or their voluntary service in PTC, the parent and teacher organization.

Parents are welcome to observe in the classroom. To provide the least disruption to the educational process, we ask that the time is arranged through the office well in advance and teachers not be interrupted. Back-to-School Night, parent education programs, special events (such as Grandparents Day, Dr. Seuss Day, Safety Day, Field Day and student performances) also provide for families to visit and observe at Hollyvale.

**PARENT VOLUNTEER**

Many parents and family members volunteer throughout the school, providing an instructional support to teachers and an invaluable resource to students. **Any parent wishing to chaperone a field trip and/or assist in a classroom must go through the volunteer process. Volunteers must fill out an application and be approved by the School Board prior to working with students. A letter will be sent home verifying approval. This process may take up to one month.**

**CLOSED CAMPUS**

For the safety of our students and to ensure the school day runs without interruption, Hollyvale is a **closed campus**. Hesperia Unified School District’s Board Policy states, parent visitors and volunteers must be under the supervision of a teacher or administrator when in the presence of students. Before school and during lunch, students are to be supervised by our staff of proctors. With this in mind, **parents are not allowed to be on campus during the school day** unless it has been pre-arranged with a teacher or administrator.

When dropping off children in the morning, all parents entering campus must enter and sign in through the office.

Requiring parents to enter through the office before school hours ensures that every adult on campus is identified with a visitor’s pass and has been checked in by office staff. **Parents are not allowed on the playground in the morning and must exit campus by 7:20 a.m.**

**ENROLLMENT**

**Enrollment** at Hollyvale is completed through the office **from 8:00 a.m. to 1:00 p.m. daily**. Registration for Kindergarten is held each spring. For new student enrollment, parents are asked to supply a current immunization record, original County birth certificate, proof of residency (current utility bill), and for Kindergarten and first grade, a record of physical and dental examination. The office staff is happy to supply any needed forms and answer all related questions. Hollyvale is on a **modified** **traditional calendar**. **Office hours are from 7:05 a.m. to 3:00 p.m.** each school day**. Please remember the office MUST be your first stop to sign in when visiting the campus.**

**ATTENDANCE**

**Before School**: Students may not be on campus before 7:05 a.m. Since there is no supervision prior to this time, the school will not accept responsibility for any children on campus before 7:05 a.m. Bus riders will be released from the bus at 7:05 a.m. All students dropped off must enter the school using the gate facing Sycamore Street. **Do not drop students off by the office curb.**

**Breakfast:** Students wanting to eat breakfast should go directly to the solarium upon arriving at school. Students must be in line before 7:20 a.m. to be served breakfast (unless there is a late bus). Breakfast is only available for students enrolled at Hollyvale.

**Lunch:** Students will have lunch recess at the beginning of their lunch period. The first 20 minutes of lunch will be a mid-day break outside and the remaining 20 minutes of lunch will be in the solarium where students will eat lunch.

**After School**: Students are expected to go directly off school campus (as parents have designated at the beginning of the school year) within minutes of the dismissal time. **Any modifications as to the manner in which a child goes home must be accompanied by written parent permission.** No playground supervision is provided after dismissal time.

**Tardiness**: Prompt and regular attendance is required by law. Entering the classroom late disrupts the instructional program. All children arriving on campus later than 7:30 a.m. need to report to the office for a tardy slip.

**Collaborative Wednesdays**: Every Wednesday, school dismisses approximately one hour early.  This is to provide time for our teachers and other staff members to work together to help increase the overall effectiveness of our educational programs.  Please remember that this occurs **EVERY Wednesday**, and that dismissal is almost **one hour earlier**.

**Early Sign Out**: An adult listed on the emergency card must sign out all students leaving school during the school day for any reason in the office.  PLEASE BE READY TO SHOW IDENTIFICATION UPON SIGNING OUT YOUR STUDENT.  Students returning to school later that same day must check back in the office before returning to class. If you are planning to sign your student out, you must do so by 1:30 pm. **The office will not call students out of class any later than 1:30p.m. (12:30 p.m. on Wednesdays)**

**Independent Study Contracts**

On those occasions when a family emergency or vacation occurs during the regular school session, parents should request an Independent Study Contract (ISC) for those days so that attendance credit is earned.  Prior notice is necessary and your child must be gone for at least 5 school days.  Please contact the school attendance specialist before the absence so that the study packet can be prepared for you.

**CUSTODIAL ISSUES**

If your student has special or unique custody or visitation arrangements, it is most important that you bring this to the attention of the office staff.  A copy of the “Order to Show Cause” document of final divorce papers should be given to the office.  California State Law allows both natural parents of a child to pick up that child from school unless court documents state otherwise.  Please understand that without specific court documents to the contrary, the non-custodial parent MAY sign out and remove the child from school.

As changes occur, it is important that you bring in an updated official stamped (recorded) copy of the court documents so that this information will be kept current in your child’s file.

**STUDENT RELEASE**

Hollyvale has a **closed campus** policy. Students may not leave the school site during school hours unless an individual who has been listed on their emergency card signs them out, in the school office. Students will be released to individuals over 18 years of age who are listed on their emergency card. Students who have not been picked up by 2:00 (1:05 on Wednesdays) you must come into the office, and sign out your child.

Our primary concern is your child’s safety and we appreciate your cooperation in the following procedures:

* Anytime you plan to change the method in which your child goes home, ***please inform the school in writing; phone calls will not be accepted***. Many times children overhear conversations, and when dynamics change during the day, they become confused with how they should go home.  ***You must write a note to the school informing us of any changes*** (even if it is for one day).
* ***If there is a need for your child to leave school early, it must be done before 1:30 p.m. (12:30 on Wednesdays). If you arrive after this time, you will be issued a bus slip to remove your child from the bus line when classes are dismissed. If your child is a pick-up and you arrive after this time, you will need to wait until classes are dismissed.***
* ***Please do not call ahead to have your child wait in the office***. Students will be called to the office upon the arrival of the individual picking them up. Students are missing valuable instruction time, and it is difficult for the staff to supervise students in the office.
* If you have a change in dynamics in your household, please update your child’s emergency card. ***Students will not be released to individuals who are not listed on the card***. Please inform individuals picking up your child that ***they must have photo identification*** or the child will not be released to them.
* If your child is involved in a custodial situation, please remember that the school will refer to the most current certified/stamped court document that is on file.

**Phone Messages**

For the protection of our students and at the advice of the Police Department, phone messages are not acceptable for making a change in how a student gets home from school.  The only way for a student to be dismissed other than what is originally agreed upon is by written request or by the parent/guardian coming to school in person.  In order to avoid classroom and office interruptions, students may use the phone only in an emergency.  We ask that messages from home be kept to an absolute minimum, and limited to true emergencies. **If there is a change in the daily routine of a child’s release, the office must be notified in writing by the parent**.

# **Student Walk Up Pick Up**

Teachers are responsible for taking those students who get picked up by a parent NOT IN A CAR to the solarium. Parents/guardians **should park in the front parking lot and walk into the solarium to pick up their child.** Students will be released to their parents/ guardians from the lunch tables.

**Car Pick-up**

Teachers will brings students who have been designated at enrollment as Car Pick Up to the side of the school facing Sycamore Ave. Parents will remain in their cars and display the card with their child’s name (will be handed out in the first week of school) in the front windshield to ensure a quick dismissal process. Students will be called down to the curb as their vehicle makes its way around the parking lot. Students will be helped/ escorted to the car by teachers on duty.

**A.S.A.P. – After School Activities Program** (sponsored by Hesperia Parks and Recreation)

Students enrolled in the ASAP program will report directly to room 603 where they will meet the after school leader. As you pick up your child from the program, please use the gate located in the bus circle and go to room 603 to check out your child. Please remember, the after school program ends at 6:00 p.m.

# **Bus Dismissal**

Two teachers will line the students up on the sidewalk outside the administration office doors. The teachers on duty will lead and students will follow the teacher to the bus.

**Bus Riders**

Provided by First Student

If your first through sixth grader lives within one mile of the school, or three-quarters of a mile for those in kindergarten, **bus transportation will not** be provided.

If your child is eligible to ride the bus, please understand that **bus transportation is provided as a privilege**. Please refer to the Transportation Handbook entitled “Safety and Your Student” which is provided in the new year parent packet and additional copies are available in the school office. Students are to sit quietly and listen to the bus driver. An abuse of this request will result in suspension or loss of bus transportation. **All kindergarten students must be met at the bus stop each day when being returned home. Kindergarten student will be returned to the school if there is no adult present to pick them up at the bus stop. If a kindergartener is returned to the school in excess of three times, First Student will deny bus transportation for the student for the remainder of the school year.** Any questions or concerns regarding bus policies or safety concerns may be directed to First Student by telephoning (760) 244-4022.

**BUS PASSES**

Bus passes are issued at the school site by **determining bus eligibility**. **Proof of Residency will be required** for every student. **If the child moves during the school year, a new form must be submitted along with Proof of Residency.** A bus pass will not be issued if the parent/guardian cannot provide Proof of Residency.

**A child must have a temporary bus pass or the permanent bus pass to ride a school bus**. If the child forgets his/her bus pass, they will need to go to the office in the morning to get a temporary pass to ride the bus home**.** Students are not allowed to break or deface bus passes. Bus drivers will confiscate any bus passes that are damaged/defaced (any part of the pass is illegible because the student has cut the card up, broke the card, scratched out the photo or bus stop, or written all over the pass) and outdated (temporary passes will only be issued for a 2-week time frame). It will be the child’s responsibility to pay for a new bus pass if this is the case. A child will not receive a temporary bus pass until the fee is paid. The bus pass is District property and must be surrendered upon request. **Replacement fee for a lost or defaced bus pass is $5.00 and students will be issued a receipt**. **Each child may receive one grace pass (no charge) for a loss replacement**. A grace pass will not be issued for a broken or defaced bus pass - the replacement fee will be in place for this.

**Temporary bus passes will not be issued to a student to go to a friend’s house.**

**Students Who Walk Home**

Students who are to walk home will be dismissed to the gate area located by the kinder building. Students will be monitored and released after the buses have been released (approximately 10 minutes beyond the end of the student day). Students who do not normally walk home **must have a written note** from their parents. Should you elect to allow your child to **walk**, please determine the safest route between your home and school. Discourage your child from ever accepting a ride from a stranger or unauthorized friend and encourage use of the same route each day.

# **Bikes, Skates, Skateboards, and Scooter Riders**

Bikes will be walked to the bike rack area for housing and students must house their skates/scooters/boards helmets in their classroom. Once the student is on school grounds, riding is not allowed. Students riding will be dismissed to retrieve their bike and then must follow the same dismissal procedures as that of a walker. A student may lose the privilege of riding if this rule is not followed. The school is not liable for lost, damaged or stolen items.

**STUDENT CODE OF CONDUCT**

I am respectful. I am responsible. I am safe. I am prepared. I am here to learn; therefore, I will:

* Do nothing to keep the teacher from teaching or anyone from participating in learning.
* Cooperate with all members of the school community.
* Respect myself, others, and the environment.

By behaving this way, I demonstrate that I am a capable person, I can connect with everyone in the school, and I am willing to contribute to the pursuit of excellence in our school.

**DISCIPLINE**

Classroom effectiveness can be improved by decreasing student misbehavior, both in and out of the classroom. Carrying out strategies for improving consistency and effectiveness will help to achieve that goal. Developing school andclassroom rules is an important step in building an effective discipline plan. Well-designed rules convey to students what behavior is expected. **Hollyvale School has three rules: Be Responsible, Be Respectful, Be Safe.** These rules are positively stated to address the expectations in all areas of the school. Teachers use them to develop their classroom management plans. Rules are developed by posting them throughout the school, teaching them directly to students via role-plays and practice, and provide frequent monitoring and positive feedback. Effective rule teaching will create a culture of positive behavior in the school. Appropriate consequences, in a progressive manner, are assigned when students choose not to follow our rules. Those consequences include: warning, time-out, counseling, parent contact, referral to an administrator, loss of privilege, suspension or in an extreme circumstance, recommendation for expulsion. There are two issues that are constant challenges to effective education: academic and discipline. As a team working together these areas will continue to improve.

**Notice to Parents/Guardians and Students**: Through this handbook, the principal of each school shall ensure that every student and his/her parent/guardian is notified in writing of all board policies, administrative regulations and individual school rules related to discipline at the beginning of each school year and that transfer students and their

parents/guardians are so advised at the time of enrollment in school. Your child will be bringing home his/her classroom’s responsibility plan at the beginning of the school year.

**GENERAL SCHOOL RULES**

**All students at Hollyvale Elementary must follow the school’s behavioral expectations of Be Responsible, Be Respectful, Be Safe. Positive life-skills are practiced at Hollyvale. Students are expected to respect others and use good judgment and common sense at all times.**

1. Skateboards, roller/inline skates, scooters, bicycles (in use), and motorcycles are not allowed on campus.
2. Students are not allowed on campus prior to 7:05 a.m. each morning.
3. Radios, portable CD players, Ipods, video games, sports equipment, trading cards, toys, and magazines are not allowed at school. Students may receive consequences for disrupting class with these items.
4. Name calling and/or foul language is not allowed. Use kind words and actions.
5. Malicious acts, such as, but not limited to, defacing school property/books will not be tolerated. Respect all school property.
6. Ramp and sidewalk railings and fencing are not to be climbed, sat, or played upon. Remain on sidewalks.
7. Students must have a walking pass to go to the office, unless there is an emergency.
8. Gum and candy are not allowed at school. Other food must be consumed in the cafeteria or lunch area, unless supervised by a teacher.
9. Keep hands, feet, and objects to self.
10. At the end of all play periods, students are to line up for class promptly and quietly at their assigned area on the blacktop.
11. Restrooms are not to be used as a meeting place, a place to play, or a snacking place. Respect everyone’s privacy. Keep our bathrooms clean.
12. Snacks should be small and nutritious such as fresh fruits, vegetables, crackers or cheese. Individual servings only. Large snacks promote obesity and an unhealthy lifestyle. Canned soda is not permitted.
13. All Hesperia Unified School District dress code policies will be enforced.
14. All school rules will be in effect on buses and walking to and from school. Follow bus rules and bus driver directions.
15. Public displays of affection are inappropriate both on campus and during school-sponsored activities. This kind of behavior will not be tolerated and may be grounds for suspension.
16. Cell Phone and Electronic Signaling Devices: Please see the Hesperia Unified School District Parent Student Handbook on pg. 14

**The violation of the following rules, according to Education Code, may result in suspension, and in certain cases, expulsion.**

**Theft Disclaimer:**

1. The Hesperia Unified School District is not responsible for stolen or lost items. The individual student is responsible for his/her personal property and for textbooks or other school items checked out to them.

2. We make every attempt to secure and protect all property at our school, but we are not responsible for any

personal property brought to school including clothing, backpacks, musical instruments and/or any other

equipment.

1. Hollyvale School is not responsible for loss or theft of toys, cell phones, electronic devices, CD players, or collectibles. We strongly discourage students from bringing these items to school.

**Chromebooks, Textbooks, Library Books, and Personal Property**

The School District and Hollyvale Elementary are not responsible for stolen or lost items.  Personal items, such as toys, trading cards, electronic gaming devices, CD players, mp3 players, and cameras are NOT ALLOWED on campus. Students are responsible for textbooks, library books and chromebooks issued to them during the school year.  All lost or damaged books/chromebooks must be paid for by the parent/guardian.

**STUDENT RECOGNITION AND ACHIEVEMENT**

With rigorous state and national standards in effect, Hollyvale is proud of our student achievement. In recognizing student effort towards meeting standards, semester awards assemblies are held. Parents/guardians of students receiving awards receive an invitation notifying them of the day and time of the assembly. In the primary grades, teachers nominate students to receive Principal/Scholar Awards, Citizenship Awards, and Most Improved Awards. In the upper grades, teachers nominate students to receive Principal/Scholar Awards, Citizenship Awards, and Most Improved awards.

Attendance awards are presented at each awards assembly.

In addition to students receiving awards at assemblies, students with good attendance – no more than 2 absences, tardies or early-outs within a 6-week period - will be awarded through the school’s High Soaring Hawks program. In addition, good behavior and classwork are necessary prerequisites to qualify as a High Soaring Hawk and participate in assemblies held throughout the year.

Students also receive “Caught Being Good” slips throughout the week when they model good or exemplary behavior. Students will turn in the slips for an immediate pencil and then are entered into a drawing every Friday for another prize.

Each month, teachers nominate a Student of the Month. Students selected receive certificates, a food coupon, and school-wide recognition. Each month there is a Student of the Month Lunch, where all current Student of the Month award recipients and their families can eat lunch together during the students appointed lunch time.

**CLASS PARTIES**

Schools in the Hesperia Unified School District are permitted to have three classroom parties each year (winter, Valentine's, and end-of-year).  Your teacher may ask for store bought food items to be brought in for these parties.

**STUDENT BIRTHDAYS**

At Hollyvale, we recognize that birthdays are a special day for children.  To celebrate, Hollyvale announces each child's name during morning announcements. Treats can be handed out during the students’ lunchtime. To limit disruptions, items may be **dropped off** but parents will not be able to come onto campus to pass out birthday items.

**EAT LUNCH WITH YOUR CHILD DAY/ LUNCHTIME EVENTS**

Parents/family members are invited to eat lunch with their children on select days throughout the school year.  To ensure successful lunchtime events, please adhere to the following guidelines.

- Parents must sign-in and wear a visitor’s pass at all times.

- **You may only provide food for your own children, no sharing please.**

- Parents must follow the school dress code while on campus.

**HOMEWORK POLICY**

At Hollyvale, we believe that nightly reading is the most essential daily learning activity for academic success.  In addition to nightly reading, each grade level has developed specific activities to be completed at home.  At the beginning of the school year, your teacher will notify you of their homework expectations, how it relates to grades, and how to best help your child with homework each night.