

Hollymead Elementary School



PARENT-STUDENT HANDBOOK 2019-20

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Introduction

Welcome

Welcome! We are delighted to have the privilege to partner with you in the growth and development of our students at Hollymead Elementary School. This handbook is a guide to some of the policies, principles, and practices that we follow. We are very proud of Hollymead and the successes of our students. We look forward to working with you and your child throughout the school year.

About Hollymead

Hollymead Elementary School is one of 15 elementary schools serving Albemarle County students in grades K-5. Hollymead Elementary School opened in September 1972 and is located on forty-one acres within the Hollymead community. The school building contains 58,000 square feet. There are approximately 420 students enrolled at Hollymead coming from a variety of neighborhoods. We follow the policies and regulations of the Albemarle County School Board and the Superintendent of Schools. Some of the policies and regulations that are of particular importance to parents will be cited in this handbook.

In many ways Hollymead is unique and we work to meet the unique needs of our students. This handbook is designed to help you become familiar with the school operation as it presently exists. We continually work to improvement, so these practices change from time to time. We welcome your suggestions for our improvement.

This handbook is not all-inclusive. If you have questions about anything included or not included in it, please ask for further clarification.

Philosophy

*Hollymead is a community of learners...
a community of students, staff, and families whose uniqueness is embraced and students' emotional, social, and academic development is the priority.*

At Hollymead Elementary School, children are our first consideration. We expect positive attitudes within our school population. Teachers, support staff, administrators, and parents should provide exemplary models for children. When all members of an educational organization are committed to the process of learning, children develop into confident contributing members of society.

Our philosophy is one of continuous improvement, for adults as well as students.

School Board Members

To e-mail all members of the School Board at once, write to SchoolBoard@k12albemarle.org

School Board Office Contact Information:

Jennifer Johnston, Clerk
jjohnston@k12albemarle.org
401 McIntire Road, Room 345

Charlottesville, VA 22902
Phone: 434/972-4055 Fax: 434/296-5869

NAME	DISTRICT	E-MAIL
Kate Acuff,	Jack Jouett	kacuff@k12albemarle.org
Jonno Alcaro, Chair	At-large	jalcaro@k12albemarle.org
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Katrina Callsen	Rio	kcallsen@k12albemarle.org
David Oberg	White Hall	doberg@k12albemarle.org
Graham Paige, Vice-Chair	Samuel Miller	gpaige@k12albemarle.org

ACPS Vision, Mission, Goals & Values

Vision

All Learners will believe in their power to embrace learning, excel, and own their future.

Mission

The core purpose of Albemarle County Public Schools is to establish a community of learners and learning, through relationships rigor, and relevance, one student at a time.

Goals

Our One Student-Centered Goal: All Albemarle County Public Schools students will graduate having actively mastered the lifelong-learning skills they need to succeed as 21st century learners, workers, and citizens.

Our Objectives

The following five objectives represent our commitments for how we intend to achieve our one student-centered goal.

1. We will engage every student.

ACPS will engage every student in meaningful, authentic and rigorous work through the use of instructional best practices and supportive technologies that will motivate students to be self-directed and inquisitive lifelong learners.

2. We will implement balanced assessments.

ACPS will implement a balanced assessment system that accurately reflects student demonstration and mastery of our Lifelong-Learner Competencies.

3. We will improve opportunity and achievement.

ACPS will improve lifelong-learning opportunity and achievement for all students and enrollment groups.

4. We will create and expand partnerships.

ACPS will create and expand partnerships with parents, community and business leaders to fulfill their essential roles as actively engaged partners in supporting student achievement and lifelong-learning outcomes for student success.

5. We will optimize resources.

ACPS will optimize all resources to achieve the school division's strategic goal and lifelong-learning outcomes for student success.

Values

Excellence • Young People • Community • Respect



Educational Programs

Organizing for Instruction

The regular instructional program at Hollymead includes kindergarten through fifth grade. Teachers work in Professional Learning Communities (PLCs) to support students in their ability to meet the goals of the Albemarle County School Board, and the Standards set forth by the Commonwealth of Virginia – the Standards of Learning (SOL). Teachers create engaging lessons, and instruction is delivered to classrooms that are created heterogeneously. We encourage flexible grouping and student choice to create instruction that is differentiated for the needs of each student.

Support Programs

Teachers and students receive valuable assistance from numerous support programs that are offered in our school. These programs may be a part of our regular curriculum for all students or may be in addition to the regular program for children with special needs.

Physical Education

All students receive 120 minutes of planned physical education activity per week following the PE standards of learning. We expect all students to fully participate in PE so they must come dressed appropriately (sneakers) on their designated PE days. A doctor's note is required if a student needs to be temporarily exempted from PE class.

Library/ Media Center

The media specialist, in addition to providing instruction for students in the use of our amazing library, works very closely with teachers in planning special activities and in providing materials to enhance instruction.

Music

Each class participates in weekly music instruction. Our music teacher is also available to work with classroom teachers on special projects. Typically, each grade level, under the direction of the music teacher, has the opportunity to perform for the school community.

Art

Students have a weekly art class. Our art teacher also works to help support grade level curriculum. Students will have their artwork displayed throughout the school and, in some cases, at the Albemarle County Public Schools' Arts Festival.

Gifted Services

Our gifted resource teacher (GRT) serves the intellectually gifted student population and arranges enrichment programs to address the needs of all Hollymead students. The GRT also coordinates the process for identifying gifted students. The ACPS gifted education program uses a push-in model in which the GRT collaborates with the classroom teachers to ensure that students needs are met.

Special Education Services

A wide variety of Special Education services are provided at Hollymead. Full time special education teachers and their teaching assistants provide help to children who are identified by ACPS as having learning difficulties, developmental delays, or emotional concerns. In order to protect students' civil

rights and best serve them, we follow a Response to Intervention model (described below) to move students from a place of frustration to one of academic mastery.

Speech/Language

Our full-time speech/language pathologist is available to work with children who have been identified by ACPS with disabilities related to speech and language. All Kindergarten students are screened early in the year for speech and language needs and all third graders get their hearing screened.

Guidance

The guidance counselor provides structured developmental guidance in an individual or group setting, as well as through classroom lessons. The counselor also provides consultation and training to teachers and parents. Students may be referred by themselves, teachers, or parents. Parents may contact the counselor by calling the school office at 973-8301.

Academic and Social Support

We use a team structure to identify and problem solve any issues a student is having academically, or socially. This team called the School Based Intervention Team (SBIT) analyzes student work and data to determine if students are making adequate progress and responding to current instructional strategies. This is done through collaborating with classroom teachers, interventionists, parents, and administrators. Struggling students may receive interventions that increase in frequency or intensity depending on the progress a student is making. Most students do not need interventions beyond what the SBIT team implements, however, for the few who do, a referral for special education testing may be made. Student progress is frequently monitored and they will continue to receive the necessary support as long as it is effective

EDEP (Extended Day Enrichment Program)

The Hollymead Extended Day Enrichment Program is an *ACPS fee-based program* designed for families who need after school care for their children, either on a regular or an occasional basis. The EDEP staff works to provide a fun, learning, and safe environment for children. Students are dismissed to the EDEP at 2:30 p.m. The program operates until 6:00 p.m. For more information, please phone 296-5840 or visit their web page on the ACPS web site.

Assessments

Assessments are intended to provide students and teachers with feedback on how the student is progressing. Teachers use this information to guide their instruction. Assessments occur regularly in the classroom and range from observational to a standardized test. Some assessments are prescribed by the State, some by ACPS, and some are designed by the teacher. Assessment and feedback are two of the most important tools we use as educators to help students learn. If you have a question about how your student is progressing, or about assessment information, please contact your child's teacher.

Standardized Tests

As required by the Virginia State Department of Education, the *Standards of Learning* tests will be given to third, fourth and fifth grade students. SOL tests are administered as follows:

- Third Grade – Mathematics, Reading
- Fourth Grade – Mathematics, Reading
- Fifth Grade – Mathematics, Reading, Virginia Studies and Science

The CogAT (Cognitive Ability Test) will be administered to second graders, as well as to students in grades three through five who have not previously taken this assessment. The CogAT is part of the county-wide screening for academically gifted students.

We will also administer other assessments as required by Albemarle County Public Schools.

School Policies

Enrollment Procedures

Registering a Child

A child entering school for the first time must be registered by his/her parent or guardian. The following forms must be completed and/or submitted prior to a student attending school:

1. On-line registration form
2. Physical examination and immunization record signed by a doctor
3. Request for records form (permission for former school to release records)
4. Original birth certificate (any child entering public school for the first time). We will make a copy of the original for our files.
5. Two proofs of residency: one must be the lease/mortgage agreement and the other may be a utility bill, tax bill, etc. *NOTE:* We may, for various reasons, request that families provide proof of residence while they are already enrolled at Hollymead. It is School Board policy that a student must reside with his/her legal guardian who **MUST** be a resident of Albemarle County. In addition, only students who live within Hollymead's attendance area may attend school here. If you have questions on this, please check with Mrs. Mitchell in the front office.

Kindergarten Registration

Registration of new Kindergarten students begins in the spring and is also online and the same forms are required. The State of Virginia has established that children who are five by September 30 may enter Kindergarten in the fall.

Attendance

It is imperative that students be at school on time every day. When students miss school, they lose out on a wide array of learning experiences. When students miss even a few days, it may put them considerably behind. This places a lot of stress on children as well as the teacher.

ACPS School Board Policy JED states, "School attendance is directly related to academic achievement and the development of good habits which are important in the world of work. Optimum student attendance is a cooperative effort and the School Board expects parents and students to take an active role in accepting the responsibility for good attendance. The principal has the discretion to deny credit or promotion to a student who misses more than sixteen (16) days during the school year". Hollymead parents will receive written notification when their child's absences begin to exceed normal limits and further action may be required.

Absences

When a child is absent, a parent or guardian should call the Hollymead Office (973-8301) and leave a message by **8:30 a.m.** Parents can also send an email to hesattendance@k12albemarle.org. You are welcome to contact the school the evening before the absence and all messages/emails will be checked on the next school day. Please note that if the school is not contacted, we will attempt to reach a parent or guardian by telephone or email to confirm a child's absence. Regular attendance is important in order that each child receive the maximum benefits from regular daily sequential instruction. If a child will be out for more than two days **due to illness**, please notify the office so that missed school work can be collected for parents to pick up. In situations other than illness, students will work with their teachers to make up missed work **upon their return to school**.

Tardiness

Tardiness is disruptive to classroom instruction. In addition, it places stress on the child that is late. If a child comes to school late (after 8:00 a.m.), he/she will be considered tardy.

We understand that appointments may cause students to be tardy. Please get a note from the doctor if your child is tardy due to a doctor's visit, or similar appointment, and give it to the main office staff when you bring your student in.

Early Dismissal

Please realize that when a student is released early, he/she will miss valuable learning time. Just as it is important for your child to be at school on time for lessons, it is equally imperative that they be in school for all the day's activities. In the school attendance system, early dismissals are also recorded as "tardies".

If a child is to be dismissed *before* 2:30 p.m., he/she should submit a note, email, or a Change of Dismissal Form that provides early dismissal details. Parents or guardians may also call to alert the school or an early pick up. Parents picking up a child must report to the office to sign him/her out, and he or she will be called to the office when the parent arrives. **Parents may not pick up children from the classrooms.** If you are sending someone to pick your child up from school, please notify the school office **in writing**. A student will not be allowed to leave school with anyone other than his/her parents or guardians unless we have prior notification from the parent or guardian. We ask that early dismissals be kept to a minimum as a class must be interrupted when a student is requested to come to the office for pick up.

If your child is scheduled to attend the Extended Day Enrichment Program (EDEP) but you choose to pick him/her up instead, you should inform their EDEP teacher about the change.

Only in an emergency can we accept changes in dismissals after 1pm. If you must do this, please use the telephone, as we will no longer check the email account after 1pm.

Withdrawals

If it becomes necessary to withdraw your child from school, it is suggested that the following procedure be followed:

1. Notify the school in writing as soon as your plans are definite. Provide the name and address of your child's new school, if possible.
2. Inform us of the last day your child will be in attendance.
3. Return any textbooks, library books or other materials belonging to the school.
4. Pay all outstanding debts.
5. Have your child bring home any personal belongings.

Student Placement in Class/ Teacher Requests

Each spring teachers place students into groupings that they feel will be optimal for each student. In most cases these groupings become the classes for the following year. Teachers consider class size, ability levels, learning styles, and placement with (or separation from) specific students. Additionally, we attempt to balance each class so that they are heterogeneous.

We are confident that your child will find success in whichever class he or she is assigned, however teacher assignment is done purposefully each year after much consideration. In order to provide a placement based on educational needs, we ask that you do NOT request specific teachers. If there is a particular learning concern that you would like to communicate, it should be done in writing or via email to Craig Dommer and **sent no later than the last day of the school year** for consideration. While your child's current teacher will have input regarding academic, behavioral, and social/emotional needs of each student, please realize that the final placement will be made by the administration.

Emergency School Closings

If school is closed, the electronic notification system will be used and announcements will be made through local radio and TV stations and posted on the ACPS web site. All after school activities including EDEP are cancelled if school is closed.

PLEASE DO NOT CALL THE SCHOOL OFFICE WHEN THERE IS A CLOSING OR POSSIBILITY OF SUCH! The lines need to be kept open for emergencies.

To learn more about closings go to the ACPS [Closings & Delays page](#) or call 434-296-5886

Home-School Communications

You and the teachers have much to give each other—you, because you know your child so well and the teachers, because of their professional experience with so many children. Get to know your child's teachers early in the year and begin to lay the foundation for good communication.

Some ways we will try to communicate with you are through:

- Hollymead Buzz
- Report cards -via ParentPortal
- School website
- "Backpack Mail"
- Mail and email
- Parent-teacher conferences
- This handbook

Your child's teacher may telephone, email, write you a note, send progress reports, send a class newsletter, or come to your home in order to better communicate with you about our mutual concern—your child. Please realize that our teachers are busy throughout the day and are not available to take phone calls or respond to emails at that time. Teachers should send some form of communication (e.g. newsletter) at least monthly. You may initiate communication more frequently.

Some ways we hope you will communicate with the teacher include:

- Visit the classroom (please arrange a time with the teacher in advance)
- Volunteer to help when you can
- Attend parent conferences and other parent-teacher meetings; telephone; email or write a note whenever you feel it necessary
- Promptly sign and return report cards and other forms that need your attention
- Call the office if your child is absent and provide the reason for the absence

We believe that confidentiality is essential to developing good school-home relationships. We will only discuss your child with you and not with others. In like manner, we ask that you refrain from discussing concerns about the teacher or the school in the presence of your child. When a difference of opinion exists, please discuss the issue with the teacher first and then, if not resolved, the school principal or assistant principal. It is essential that we work together for the benefit of the student.

Please feel free to contact Craig Dommer, Principal, or Laura Morris, Assistant Principal, if there is a question regarding instruction, discipline or other matters affecting your child.

Visiting a Classroom

Parents are always welcomed at Hollymead. They must first report to the office to sign in and receive a pass. Schedule the visit in advance with the teacher if you would like to visit a classroom. For classroom observations that entail a full class period, parents should contact the Principal or Assistant Principal to arrange a mutually agreeable time. Younger siblings are welcome to visit for lunch but may not visit the classroom, as it may be disruptive to student learning.

Student Conduct

Students at Hollymead are expected to be good school citizens by following Hollymead CARES. We are a Responsive Classroom school and this informs all the work we do. Please talk with your child about the importance of following CARES:

Cooperation- working together for a common good

Assertion- standing up for what is right for yourself and others

Responsibility- owning your own actions

Empathy- seeing a situation through another person's perspective

Self-Control- being in the right place, at the right time, doing the right thing

If student behavior is such that they need more intervention they will be sent to the office where administrators will use restorative practices with the goal to help them “make it right” and integrate successfully back into the classroom community. Parents will generally be notified when a student receives intervention in the office.

Student Dress

Students at Hollymead will be engaged in learning activities that are active, require movement around a classroom, and to different parts of the classroom, and will involve collaborating with many other students and teachers. A student should dress in a manner that is comfortable, and allows for participation in a variety of learning activities. Student dress should not be distracting or interfere with the health and safety of the student or those around them. The following are some examples of dress that may be considered inappropriate for school: halters, tube tops, bare midriffs, showing underwear, short shorts or skirts, inappropriate shoes, not wearing shoes, not wearing shirts, etc. Please see policy JFC or contact the Principal or Assistant Principal for more information.

Discipline Procedures

Our goal is to improve student behavior rather than to punish children for their misbehavior. We work to discipline with dignity through Responsive Classroom and Restorative Practices as indicated above. Natural consequences are used whenever possible as a means of achieving this goal. Students are usually required to develop a plan for correcting wrongs and improving their behavior prior to returning to the classroom.

In severe cases of misbehavior a discipline referral form is completed by the teacher and sent to the appropriate administrator. A copy of the referral will be sent home and the parents will usually be contacted by telephone. Discipline referrals (including Bus Conduct Reports) may become a part of the student's record at Hollymead as required by Virginia State law.

Playground Use

The playground is for the use of all students, but it is necessary that certain age groups have priority in some areas. Pre-school, kindergarten and first grade students have priority in the use of all play equipment on the "Small Play Area" on the side of the building. Grades two through five have priority in the "Large Play Area" in the back of the building. If the equipment is not in use, other groups may use it. We believe in the importance of outdoor play, so no student shall miss recess for punitive reasons.



Any playground equipment that is used by children must be supervised by an adult at all times.

- The playground must be used in a safe manner at all times.
- Certain games may be restricted or discouraged if safety is compromised.
- Swings, ladders, and climbing poles shall be used by one person at a time.
- Students must sit on the swings facing the building and swing forward and back, not sideways.
- Students are to go down the slides sitting, one person at a time, facing forward.

Teachers will review all playground rules with students throughout the school year.

After School Use of the School Playground

Over one hundred Hollymead students attend the Extended Day Enrichment Program and they use the playground, so it is closed to others until 6:00 p.m. on weekdays.

Homework Policy

Homework is used to review, reinforce, and extend classroom learning experiences. It provides parents with the opportunity to be aware of the instructional process and helps students to develop a sense of personal responsibility. Students should be capable of independently completing most homework assignments. Teachers should not assign grades to most homework. Teachers will establish support systems for students who have few opportunities to complete assignments at home. The school will help provide books and materials needed for the completion of assignments.

Parents are discouraged from assuming too much responsibility for the completion of assignments. Homework is intended to be a positive experience for students and parents.

General ACPS Guidelines for homework include:

- Practice homework should be clearly understood and assigned after introduction and thorough explanation of the skills necessary to successfully complete the assignment.
- Homework should serve a valid purpose and be closely related to classroom activities.
- A student's access to resource materials should be considered when making assignments.
- Homework should be evaluated promptly and returned to the student with feedback.
- Homework should not be used for disciplinary purposes.

Average Homework Time Per Night for All Subjects Combined		(includes independent reading time)
K-1 st Grades	Up to 10 minutes	Homework at the lower elementary level should be minimal and experiential, and most often should take the form of reading, playing games, or doing other activities that involve family. Homework during these grade levels will reflect the more complex nature of the content that students are expected to know and understand as well as the increasing expectation that students be more independent.
2 nd Grade	Up to 20 minutes	
3 rd Grade	Up to 30 minutes	
4 th Grade	Up to 40 minutes	
5 th Grade	Up to 50 minutes	
<ul style="list-style-type: none">• <i>Research has not shown a strong relationship between the amount of homework an elementary school student completes and achievement on standardized assessments.</i>		

If a child is out of school for more than two days due to illness, parents may call the school to request work. Teachers should send the work to the office by 2:30 for pick up. In situations other than illness, students will work with his or her teacher to make up missed work upon their return to school.

School Security

All visitors and volunteers at Hollymead School are required to sign in at the office and wear a visitor sticker. The Hollymead staff has developed emergency procedures to protect the safety of all students. No one is permitted to pick up a child unless the parent has provided written permission for this. In emergencies, if a parent cannot be reached, one of the names on the emergency contact list will be called. **It is essential that two names be provided for this purpose and that you keep the office informed if telephone numbers or emergency contacts change.**

Teachers in charge of after school activities will bring students to the lobby at the end of the activity. Parents should wait in the lobby to pick up their child.

Student Health

Illness or Accidents at School

Our nurse will take care of minor injuries without parent notification. Our nurse will notify parents/guardians if a student is injured/ill enough to warrant parent notice. If they cannot be reached, the student's emergency contacts will be called. It is important to have at least one emergency contact and that we have a **current** phone number for this individual.

On occasion, you will be asked to come and pick up your child. We ask that someone come to the school in a timely manner (i.e. within an hour) if a child is ill and the nurse calls. Due to limited space in the clinic, we are unable keep sick children for an extended period of time.

In case of an accident, no matter how minor, the student should report that accident to the teacher immediately. Parents will be made aware of any accident by phone or clinic note.

Medication at School

Please make us aware of conditions such as asthma, epilepsy, heart conditions, etc. as well as procedures to follow. Forms are available in the school office for parents to request the administration of medication if it is necessary during the school day.

See Albemarle County School Board Policy JGCD for a full description of School Division expectations regarding medicine. If your child needs medication during school the following apply:

- The “Parent’s Request for Giving Medicine at School” form must be completed prior to bringing medicine to school.
- The school nurse must have written permission to give any medication
- No more than one month’s medication may be stored at school
- Unused medication will be disposed of or returned annually
- Prescription medication must be in the original container and come with physician’s orders.
- Medication (including inhalers) **must** be brought to school in a container appropriately labeled by the pharmacy or physician.

Additional Procedures at Hollymead

Medication will be given in the office area or clinic only by the nurse. On rare occasions, it will be an administrator or secretary.

The student must assume responsibility for presenting himself/herself for medication at the appropriate time. School personnel will not assume responsibility for calling students for medication.

The parents of the child must assume responsibility for informing the school of any change in the child's health or change in medication.

If you have any questions, please call the school office (973-8301).

Allergies and Other Conditions

It is important that you provide us with any medication your child has for allergies to certain foods, animals, pollen, dust, bee sting, etc. that would require immediate attention.

A “nut-free” table is available in the cafeteria for students who have nut allergies. Students who sit at this table may not have any food item with them than contains nuts of any sort. Students who sit at this table are welcome to bring a friend to the table with them, as long as the lunch is nut-free.

If a child is to be excluded—partially or completely—from physical education for more than one day, we must have a statement from a licensed physician to that effect.

Preventing Student Illness

Please follow these simple guidelines to help protect your child and others from becoming ill.

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF:

Your child has had a fever of 100 degrees Fahrenheit or higher in the past 24 hours. Children should be free of fever, without the use of medications, for a continuous 24 hours before returning to school.

You know or suspect that your child has a fever or is ill. Delay sending him/her to school until you have had enough time to observe his/her behavior and feel certain that your child is well enough to be in school.

Your child has been diagnosed with a contagious illness and has not yet received medication for a minimum of 24 hours, or until your doctor tells you that your child is no longer contagious (Note: Please get this in writing and send it to school with your child.)

- Your child has received medication for an illness for the required 24 hours and still has a fever.
- Your child has vomited the night before or in the morning before going to school.
- Your child has diarrhea, stomach pain, or cramping.

-
- Your child has nasal drainage requiring constant wiping or blowing.
 - Your child has frequent coughing throughout the day or night.
 - Your child has any combination of the above symptoms.

Children who come to school sick are not productive learners and can spread the illness to classmates and staff. Finally, please remember that regular hand washing is one of the best ways to slow or stop the spread of germs in your family.

Immunizations

Virginia law requires that before entering a public or private school, a student must furnish a physical certificate that such student has been adequately immunized against communicable disease, (i.e., polio, measles, rubella, diphtheria, pertussis and tetanus). The certificate is part of the "School Health Examination Form MCH-213C" which is required for school entrance. A student may not enter school without the required physical examination and immunizations. Religious exemptions are honored.

Vision Check

The vision of students in third grade is checked early in the school year using an Eye Chart and parents are notified of any defects. Some defects may be identified that do not prove to be significant and specific visual problems may not be identified. Children who complain of vision problems should be examined by your family's eye doctor.

Management of Student's Scholastic Record

Student scholastic records are written and maintained for the purpose of assisting the student in his personal, social, educational, and vocational development consistent with high professional standards. These records are kept under the supervision of the principal or his/her designee. The records are used to assist the school staff in working with the student.

Parents who want to view their child's records should submit a written request to the principal which identifies as precisely as possible the record or records he/she wishes to inspect. Directory information (name of student, address, telephone listing, date and place of birth, and other similar information) may be made public as designated by your registration preferences in ParentPortal. See School Board Policy JO for further information.

School Hours

The school building opens to the students by 7:40 a.m. and the school assumes responsibility for the supervision of students at this time. Students should arrive between 7:40 and 7:55 a.m. Dismissal begins at 2:25 p.m and buses will depart at approximately 2:40 p.m. Children who walk will be dismissed after buses have departed. The school office is open each weekday from 7:30 a.m. to 3:30 p.m. The school office is generally open during Summer, Winter, and Spring break with normal working hours. However, we encourage you to call first during those times to ensure that the office is open and that a staff member is available to assist you.

Picking-Up and Dropping-Off Students

Parents who transport children to school are reminded **that it is against the law to pass a school bus loading or unloading students.** This law is in effect on school property also. **Please do not stop, unload, or park in the bus lane on the side of the school.** If you are unloading or picking up your child, please use the drop-off/ pick up area in the front of the school. Traffic is prohibited in the bus lane between 7:30–8:00 am and 2:00–2:45 pm.

Our crossing guards will help direct traffic as needed to help with the flow of cars into the drop-off area and parking lot. We ask that you pay close attention to them and follow their directions to allow for safe passage of students and better traffic flow. We appreciate your patience!

Morning Drop Off

If you choose to drop off your child in the morning, we ask that you follow these guidelines:

- **Staff members will be on duty for supervision no earlier than 7:40 a.m. Please do not arrive prior to that time.**
- All children should exit their car on the side closest to the sidewalk.
- Follow traffic director's instructions (e.g. pull as far forward as possible in the drop off lane).
- As soon as you are stopped at the front sidewalk let your child out.
- Parents are asked to remain in the car. We have staff members on duty that will open the door from the outside if there is a child-proof lock.
- If your child is to wear a jacket or coat, it should already be on so that time is not taken to put it on prior to getting out of the car. Likewise, backpacks, lunchboxes, and other items should be quickly accessible.
- Do not let your child out prior to the sidewalk or in the parking lot. We don't want them to cross any street or parking lot without adult supervision.
- Please pay close attention to the crossing guards so that children who are walking may cross the street safely.
- Please give the right-of-way to the buses.
- Be sure to give your child a quick goodbye as they get out of the car to help them have a great morning!
- Do not drop your child off in the school parking lot. It is not safe for them to cross unaccompanied in front of the cars in the drop off/pick up lane.
- Please leave your dog at home for student drop off and pick up. Staff members will not open doors if there is a dog in the car.

Please be aware that days of inclement weather may produce an especially long backup. If all cooperate, the cars will move through more efficiently and your child will be safer. We feel that these guidelines will help the flow of traffic each morning and get your child into school in a timely fashion. We appreciate your assistance with this.

Afternoon Dismissal

Come directly to the office if you need to pick up your child at school before 2:30 p.m. A staff member will assist you in signing out your child and the student will come to the office to meet you.

Children walking or riding bikes will be dismissed after buses depart. Walkers/bikers requiring adult supervision will be released to the responsible person by a staff member.

Students Who Walk to School

Students who walk to and from school must arrive and depart via the crosswalk on Powell Creek Drive and enter through one of the front doors of the school. No trespassing on Sutherland Middle School grounds during school hours is permitted.

Students in the Hollymead subdivision and along Powell Creek Dr. between Ashwood Blvd. and the traffic circle on Powell Creek are in the walk zone and will not have bus transportation provided. As some of these areas do not have crosswalks and/or paths, we encourage parents to walk with their child until they safely cross to the school side of Powell Creek Dr. or the side of Hollymead Drive with the path.

Trained staff members serve as crossing guards to assist with safe passage to and from school. Crossing Guards will be posted at the cross walk on Powell Creek near the school and at other locations on or close to school grounds deemed necessary to provide a safe passage for students.

Student Bicyclists

Students who ride to school are to lock and park their bike or scooter at the bicycle rack located at the front of the building. **Students are required to wear a helmet.** If a student is a regular bus rider but chooses to ride his/her bike or scooter to school, it is considered a change in dismissal and a Change of Dismissal Form, note from home, or phone call must be presented.

Change in After-School Plans

The parents must send a Change of Dismissal Form, written note from home, e-mail from parent or phone call to the office giving permission any time a student is to leave in a manner that is different from his/her default dismissal plan. Parents must send these notes indicating changes on a daily basis. You may send change of dismissal e-mail to hesattendance@k12albemarle.org. If the school does not receive notification from the parent about a change of dismissal, the normal dismissal plan for the child will be followed. **All changes must be received by 1:00 p.m. to ensure that there is adequate time to notify the student and teacher of the change.**

Bus Transportation

Bus Schedules and Routes

School bus schedules and routes are established by the Albemarle County Transportation Department. Call the Transportation Department at **973-5716** or talk with your bus driver if you have questions. Do not, however, hesitate to consult the school administrators if you have a problem.

Bus schedules and stops are always subject to change during the first week or two of school as it takes several days before they are completely settled. We appreciate your patience during this period of adjustment. It is recommended that parents walk with children to bus stops and wait with them until the bus arrives.

Bus Drivers and Rules

Bus drivers provide an essential service in our educational system. Their job is not always an easy one. Parents are asked to give support by requiring their children to obey bus rules and respect the drivers. A copy of the county "Guidelines for Student Transportation" is sent to parents each year. One portion must be signed by the parent and, when appropriate, the student. These guidelines should be re-read from time to time during the year to reinforce proper bus behavior.

Bus Safety

Bus safety requires a community effort. If you suspect dangerous conditions on the school bus, please call our school or the Albemarle County Department of Transportation (973-5716). If you observe traffic violations by motorists that threaten the safety of our students, please report them directly to the Albemarle County Police Department.

Bus Passes

If a student is to ride a different bus or to get off at a different bus stop, the parents must send a [Change of Dismissal Form](#) or note to the office granting permission for this change. The office staff will reissue the parent's note to the student, which will serve as a bus pass and must be presented to the bus driver upon boarding the school bus.

Approval of the request to ride a different bus is dependent on available seats on the requested bus.



Miscellaneous Items

School Pictures

Individual school pictures are taken in the fall and class (group) pictures are taken in the spring.

Lost-and-Found

Always put your child's first and last name on personal items and clothing. If items are found without a student's name, they will be placed in the lost and found closet/shelf that is located in the hallway across from the cafeteria entrance. Items that are not picked up by the end of each month will be donated to a local charity.

Also, a lost-and-found drawer is maintained in the school office for small valuables.

Private Party Invitations

At Hollymead Elementary School we want all children to feel valued. Invitations to private parties may not be distributed at school unless ALL students in the class are invited.

Student Birthdays

Birthdays are a special occasion for students, especially in elementary school. The student will be recognized in the classroom on their birthday. However, we prefer to have any food celebrations occur during non-instructional times. If you would like to send in a treat, please check with your teacher about the best way to deliver the treat. All treats will then be passed out and eaten in the cafeteria during lunch.

Animals in the Classroom

This link below will explain the Albemarle County policy on animals - [Animals in the Building](#)

Some classrooms at Hollymead have classroom pets. Caring for and observing the classroom animals serve as an enjoyable, hands-on learning experience. The handling of animals by students is voluntary and only under the immediate supervision of the teacher.

Some teachers permit students to share their home pets with their classmates. Animals must be leashed or caged when brought into the building. A certificate of good health and vaccinations from a veterinarian is required and will be kept on file in the office. Teacher permission is required for any pet to be brought into the classroom.

If you do not wish for your child to come in direct contact with or handle either classroom or home pets, please notify your child's teacher in writing.

Dogs are not permitted on school grounds from 7:30 a.m. to 6:00 p.m.

Fund Raising

Opportunities exist throughout the school year to raise funds to support our school, students and partner organizations. Fundraising activities which involve elementary students in door-to-door solicitation shall be prohibited in compliance with Standard D of the Virginia Standards of Quality.

Student Use of Telephone

Students may only use school phones with teacher permission. Use of the telephone by students is limited to emergency calls and school business calls only. Calls for permission to attend parties, go home or ride buses with friends, etc. are discouraged. These matters should be taken care of prior to the school day.

Use of Personal Electronic Devices

Students may not use cellular phones or electronic devices during the school day unless being used for instructional activities with teacher permission. Personal phones must be off and in student backpacks at all times unless explicitly given permission from their teacher. We recommend you keep all electronic devices at home. It is at your own risk if they are brought to school.

Assemblies & Guest Speakers

A variety of assembly programs are provided for Hollymead students during the school year. These include student presentations, guest speakers, and professional productions.

Lunch Information

Hot lunches are provided daily by ACPS Food Services and our food services staff are the best! The lunch cost is **\$2.70** per day. Other items such as ice cream, juice, extra milk, and chips may be purchased at an additional cost. Adult lunches are **\$3.55**. Milk is 55¢. ***There is no discount for prepayment***, but it helps speed the process. Free and reduced lunches are available to those who qualify. Forms are sent home with each student at the beginning of the year and must be resubmitted annually.

Checks should be made payable to the Hollymead Cafeteria. Be sure to include the child's lunch number or first AND last name on the memo section of the check.

If a student packs a lunch, please arrange for plastic containers for beverages that are sent to school as glass bottles are not allowed. Please send nutrition rich items instead of sodas or other non-nutritional lunches or snack items.

A "grab and go" breakfast will be available for students. The cost for a student breakfast is \$1.45 and adults are \$1.75. Students who are purchasing breakfast are to report directly to the cafeteria to purchase their breakfast. Breakfast is served in the cafeteria each day until 8:00 a.m. Students pick up their breakfast and eat in their classroom.

Parents and the Cafeteria

Hollymead welcomes parents in the school cafeteria. If you wish to eat lunch with your child, please sign in at the front office and meet him or her at the cafeteria entrance at the designated time.

Parents who are having lunch with their children are welcome to assist other children with their lunches as needed, but should not bring food for other children without permission.

If family members (visiting grandparents) or special friends would like to eat lunch with your child, you **must** inform the school office in advance. We need your permission before anyone comes to school to spend time with your child.

Acceptable Use of Technology

Students at Hollymead are expected to follow the Albemarle County Public Schools' policy (**IIBE**) regarding the acceptable use of technology. A portion of this policy is listed below. It may be found in its entirety on the School Division's [website](#). Information regarding this is sent home at the beginning of the school year.

Internet and computer network and non-network access is available to authorized students, teachers, and other staff in the Albemarle County Public Schools.

Albemarle County Public Schools' primary goal for technology use in education is to promote educational excellence by facilitating resource sharing, innovation, and telecommunications as outlined in this policy and applicable regulations. However, some world-wide resources available on the Internet are not of educational value in a school setting.

Students and/or their parents or other legal guardians shall, prior to beginning grades K, 3, 6 and 9 or otherwise entering a school, receive and sign an acknowledgment of this Policy and return same to the appropriate individual school. The school shall maintain an accurate record of who has returned the signed acknowledgment and shall respond accordingly.

Use of the Albemarle County Public Schools' Internet and computer facilities is a privilege, not a right. Inappropriate use will result in an immediate termination of access and other privileges relating to use and may also result in disciplinary action (up to and including suspension or expulsion, formal reprimand, or dismissal) as well as potential civil or criminal liability and prosecution.

Use or transmission of any material in violation of any United States or state law is strictly prohibited. Also prohibited are the uses or transmission of the following: material protected by federal or state intellectual property laws; copyrighted material (except in accordance with School Board policy EGAAA); licensed material; threatening, harassing, or obscene material; and/or pornographic material. In addition, it shall be prohibited to access, attempt to access, use, or attempt to use the Internet or other computer network or non-network facilities for any other unauthorized purposes, including but not limited to commercial activities, introduction of viruses, and manipulation or corruption of systems, files, and other related resources.

Administration, faculty, or staff may request that the systems administrator deny, revoke, or suspend specific user access in the event of violation of this policy.

Parent Involvement

PTO (Parent-Teacher Organization)

The Parent Teacher Organization is an important part of the school. Our PTO coordinates invaluable parent volunteer services, assemblies, book fairs, and fund raisers to purchase school equipment. Every parent who has a child attending Hollymead School is a voting member of the PTO. PTO meetings are held each month with most beginning at 6:30 p.m. Parents will also receive PTO updates via email, backpack mail, and website on a regular basis. Check it out at <https://hollymeadpto.org>

Parent Volunteers

Hollymead has been fortunate in having a large corps of parent volunteers to assist with instructional and clerical duties. Our volunteers provide valuable skills and help. A volunteer orientation is held during the first month of school. This program is coordinated through the PTO. In an effort to best protect the individual needs of our students, all volunteers are required to review and sign a volunteer packet of forms. It is important that all volunteers understand that confidentiality is very important and must guard children's privacy.

Parent Advisory Positions

Albemarle County Public Schools welcomes parents to serve on a variety of committees at the School Division level. These include the Parent Council and Special Education Advisory Committee. If you are interested in participating in a role such as this, please contact Craig Dommer, Principal, at 973-8301.

In Conclusion

We hope that this handbook has provided you information helpful to you and your child. If you have questions or concerns regarding anything associated with Hollymead, please do not hesitate contacting your child's teacher, the guidance counselor, or the administration.

We look forward to a very successful school year!