

**Holly Hall Elementary School  
233 White Hall Road  
Elkton, Maryland 21921  
Telephone 410-996-5050 Fax 410-996-5408**

**STUDENT/PARENT HANDBOOK – 2009-2010**

A warm welcome to Holly Hall Elementary School students and their families for the 2009-2010 school year. We want our students to find Holly Hall a great place for laughing, learning, growing, and making friends. Parents are our first and most important partners. We want you to feel welcome and to be involved. Together we can have a great year!

Mrs. Cathy Nacrelli  
Principal

Mr. Matt Stephen  
Assistant Principal

**PARENTS AND VISITORS**

All parents and visitors must stop by the office for a Visitor's Pass before visiting classrooms. This procedure is for your child's safety and an expectation of the school system.

**SCHOOL HOURS**

Children should not arrive before 8:40 a.m. Homeroom begins at 8:45 a.m.

**Grades K-5**

9:00 a.m. - 3:40 p.m. Monday, Tuesday, Thursday, Friday

9:00 a.m. - 2:00 p.m. Wednesday

**Pre-kindergarten Morning Session**

9:00 a.m. - 11:50 a.m. Monday, Tuesday, Thursday, Friday

9:00 a.m. - 11:00 a.m. Wednesday

**Pre-kindergarten Afternoon Session**

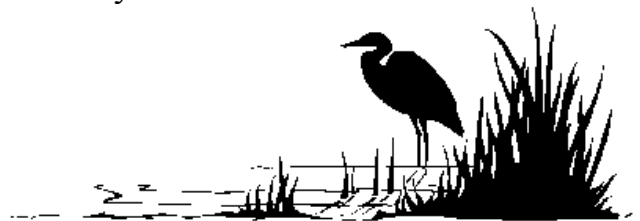
12:50 p.m. - 3:40 p.m. Monday, Tuesday, Thursday, Friday

12:00 p.m. - 2:00 p.m. Wednesday

**Teacher Hours**

8:15 a.m. - 3:45 p.m.

Good things happen at Holly Hall!



## HOLLY HALL PARENT-TEACHER ASSOCIATION

### 2009-2010 Officers

President:	Mr. Matthew Feeney
Vice President:	Mrs. Leann Longeway / Mr. Joe Pompili
Treasurer:	Miss Pam Hartzell
Secretary:	Mrs. Mary Sol Weston / Mrs. Kristen Laird

The PTO provides parents and teachers with a way to share their experience and knowledge about children. PTO members support public education and work to improve children's health and safety. The PTO meets on the first Monday of each month. Watch the Parent Newsletter for specific times and dates.

### WEATHER EMERGENCIES

In the event that school will be canceled, open late, or close early because of severe weather conditions, please listen to the T. V. or radio stations listed below. Also provide your child with a plan on what they are to do on an expected early dismissal day. You will also receive a telephone message from Central Office.

WMAR-TV	Channel 2	Baltimore	WJZ-TV	Channel 13	Baltimore
WSER	1550 AM	Elkton	WAMD	970 AM	Aberdeen
WBAL	1590 AM	Baltimore	WDEL	1150 AM	Wilmington
WASA	1330 AM	Havre de Grace	WLIF	102 FM	Baltimore
WSTW	93.7 FM	Wilmington	WOEL	89.9 FM	Elkton
WXCY	103.7 FM	Havre de Grace	WPOC	93 FM	Baltimore
WQSR	102.7 FM	Baltimore	WBAL	Channel 11	Baltimore

### EMERGENCY TELEPHONE NUMBERS

It is important that we can contact parents or other authorized persons in case of an emergency. Be sure we have the latest telephone numbers for you and those you have listed on the office information card.

### ATTENDANCE

Good attendance promotes achievement and attendance habits learned in school generally remain with the student as he/she enters the world of work. Parents must write a note giving the reasons for each absence. We will be monitoring absences very carefully. Students who miss more than five days during any marking period for absences that are unlawful and/or for uncertified illness (parent's note) will fail the marking period.

## **SCHOOL WIDE BEHAVIOR PLAN**

Welcome to Holly Hall Elementary School, a community that believes in **PossibilitieS**. At Holly Hall we strive to support all students and staff by teaching and promoting school wide positive behaviors and core values. We have three core values, which are reinforced daily and in all areas of the school:

**BE RESPECTFUL**  
**BE RESPONSIBLE**  
**BE SAFE**

When the core values are followed, students have the opportunity to be recognized for their efforts through the High Flying Heron Club, by receiving Heron Bills, or by being distinguished as a Holly Hall Hero. When school values are not followed, specific consequences result.

A new incentive being introduced this year is the **Holly Hall Hero** recognition honor. This honor is given at the end of each week to one student from each grade level. Students receiving this honor will wear a Holly Hall school lanyard with special tag, receive a phone call home, and have their pictures displayed on the **PossibilitieS** bulletin board in the main lobby. These students will also be featured on our Morning News show, a true honor!

### **HOMEWORK**

Most students will have homework ranging from fifteen to twenty minutes for first graders to an hour for fifth graders. Parents should try to provide a quiet place to study and encourage completion of the assignment. Do not do your child's homework. Help should only be given when necessary. Homework for the weekend or holiday is at the discretion of the teacher. Try to limit television time and encourage reading.

### **PARENT-TEACHER CONFERENCES**

Scheduled Parent-Teacher Conferences will be held November 6 and 9, 2009. You will receive a letter telling you the day and time of your conference. If at any other time during the school year you wish to talk with your child's teacher, please call the office to set up an appointment.

### **STUDENT RESPONSIBILITIES AND CARE OF PROPERTY**

Part of the learning process is to develop individual responsibility. Your child should be responsible for such items as gym sneakers, musical instruments, paper, pencils, money, lunches, library and textbooks. Since your child is responsible for his/her belongings, please have them clearly marked if possible with name and grade.

## **BUSES**

Please refer to the "Parent Guide for Pupil Transportation" for more information on bus policies and procedures. Students are only permitted to ride their assigned bus.

### **SCHOOL DISCIPLINARY ACTION FOR INFRACTION OF BUS RULES**

1. The first time a student is reported by the driver, the student is talked to by the school administration.
2. The second time an offense is reported, a letter will be sent home telling parents that if misbehavior occurs again the child will not ride the bus for one day.
3. With the third offense, bus riding privileges for one day will be suspended with written notification to the parents from the driver.
4. The fourth offense will result in the suspension of riding privileges for up to five days with a letter of notification sent to the parents from the school administration.
5. If the student continues to violate bus regulations, parents will be required to attend a conference with the student and the principal. Bus riding privileges will be suspended for an indefinite period of time.

### **PICKING YOUR CHILD UP EARLY**

If there is a need to release a child from school early, a note is required, stating the time and reason. When you come to pick up your child, always report to the school office. A photo ID must be presented upon release of a child. There you will need to sign out your child, and perhaps sign them back into school if they are returning for that day. Teachers have been instructed not to release students without notification from the office. This is for your child's protection. For the safety of our children and to reduce confusion we will not call students for early dismissal after 3:15 p.m. You will need to send a note to your child's teacher when it is necessary to pick up your child early for appointments or if there is a change in your child's transportation home. We will not accept this information via the telephone.

### **STUDENT DRESS**

The school is the child's place of business and students need to wear sturdy, comfortable clothes. The Board of Education has a formal dress code and leaves the responsibility to the parents for dressing and grooming their children. The cooperation of the parents is expected.

Students are expected to keep themselves well groomed and neatly dressed at all times. Any dress considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.

Items considered unacceptable include: bare midriff tops, shirts advertising alcoholic beverages or those with offensive slogans or pictures printed on them, short shorts, flip flops, and high heels.

For safety's sake students should wear sturdy shoes or sneakers. Clogs, sandals, flip-flops, and/or high heels are not appropriate for elementary children actively involved in their programs.

## **SCHOOL INSURANCE**

A packet will be available for each student on the first day of classes. Purchase of this program is optional. Please refer to the insurance policy for specific benefits and rates.

## **MEDICATIONS**

Children who need to take medication during the school day must have their medicine brought into the school by a parent/guardian in a labeled container to the school nurse. The medicine must be accompanied by the proper written request/form completed by the parents and the child's doctor. Medicine must be taken in the presence of school officials. The forms needed may be obtained from the school nurse. No medication will be given without a doctor's permission.

## **FOOD**

Due to food allergies, all foods that will be supplied for students for birthdays, classroom parties, etc., must be store purchased with the ingredient labels attached.

## **FIELD TRIPS**

You will be notified by a letter of explanation prior to field trips with an attached permission slip. Often there is a fee to be paid by each child. If there is a problem because of the fee, please let the school office know. Parent permission is required for all children to go on field trips. If a child does not have a signed permission slip, he/she will remain at school in another classroom.

## **VISITORS**

Visitors are always welcome at Holly Hall, but must first report to the office upon entering the building and obtain a visitors pass. During conference weeks, sign-in will be in the center of entranceway.

## **LABELING AND LOST & FOUND**

Please mark coats, lunch boxes, boots, etc. with your child's name. Unclaimed articles are kept in the cafeteria for a short period of time. Any items not claimed will be given to the needy.

## **ANIMAL POLICY**

No live animals may be brought to school without written permission from your child's teacher. The animal(s) must be caged and have appropriate shots.

## **GUIDANCE SERVICES**

Our counseling program will provide services to all students, teachers, and parents. Services will include classroom guidance, small group counseling, individual counseling, consultation, and parent education. This objective based program will focus on enhancing self-esteem, facilitating academic growth and development, exploring career education, and developing interpersonal skills. Our program offers preventive and crisis intervention to all. Feel free to contact our counselor at any time.

## **SPECIALISTS**

Students in grades kindergarten through five will have art, media, music, p.e., and integrated arts each week. Students must wear sneakers for physical education and integrated arts class. Students may join the band beginning in grade four.

**CAFETERIA**

General assistants supervise the lunch period. During this time the children are expected to eat quietly at their assigned tables. If they need something or have a question, they are to remain seated and raise their hand. One of the assistants will help them. Students may purchase milk or lunch. Sodas are not allowed at lunchtime. A quarterly menu of breakfast and lunches is printed and sent home with children. You may apply for federally sponsored free or reduced breakfasts and/or lunches by completing an application at anytime during the school year. In the event your child does not have lunch money for the day, he/she will receive a lunch. The parents will be billed for this lunch. A statement of your child’s account will be sent home on Mondays if their account is becoming low.

**Lunch prices**

Milk.....	\$.50	Reduced lunch with milk.....	\$.40
		Regular lunch with milk.....	\$2.10

**WITHDRAWALS**

If you find it necessary to withdraw your child during the school year, please call the school office for a Transfer of School Records form to be communicated to the new school. A form consisting of academic information will be filled out by teachers and will help in the placement of your child in the new school. The office should be notified as soon as you know you will be relocating.

**PARTNERSHIPS**

Holly Hall Elementary is proud of our partnership with PNC Bank. We have received additional supplies and materials through their generous contributions and several employees volunteer as mentors.

We also have an excellent relationship with W. L. Gore & Associates, several employees volunteer to serve as mentors.

**VOLUNTEERS**

At Holly Hall Elementary, we take pride in our volunteer program. We invite any parent, grandparent, or guardian to come in and learn more about our volunteer program. If you would like to be a volunteer, please contact Mrs. Brenda Land, Family Involvement Advisor.

**HOLLY HALL ELEMENTARY SCHOOL  
TITLE 1 PARENT INVOLVEMENT POLICY  
2009 – 2010**

The following parent involvement policy was developed and agreed upon by the staff and parents of students at Holly Hall Elementary School. This policy will be distributed and discussed with parents during an annual Open House orientation. A copy will also be sent home to each family.

The Title I School wide Program, National Education Goals, State Content Standards, school curriculum, state and local assessment, and the school's performance profile showing the schools progress toward meeting the learning goals will be communicated to parents in a variety of flexible ways including:

1. Open House
2. PTO (Meetings, and activities throughout the year)
3. Conferences
4. Educational materials: Books, parent pamphlets, etc.
5. Holly Hall Heron – monthly
6. Personal contact by phone or letter
7. Title I workshops
8. Home packets provided by the Home/School Advisor
9. Monthly calendar
10. PATS – (Parents as Teachers)
11. Toddler Time

Opportunities will be provided for parents to share their expertise, to be involved and share in appropriate decision making through:

1. Classroom visitations
2. School committees
3. Student programs and projects
4. Field Trips
5. Volunteering at school or home
6. Community Partnerships
7. Coffee Talk
8. Hosts Program

In cases where needed, the Home/School Advisor will provide transportation.

Parents will be notified about their child's progress, receive interpretation of student assessment results and be provided the opportunity to respond in the following ways:

1. Interim reports as needed
2. Conferencing – school, home, phone, letter

At home – school compact has been developed outlining the responsibility of parents, staff and students for improving student achievement. This compact will describe how parents and school will develop partnership to achieve the Maryland educational standards. The home – school compact will describe the following:

1. Parents responsibility for supporting student learning
2. On – going communication between home and school
3. School's responsibility to provide a quality instruction of a rigorous curriculum

Effective parent involvement and support partnerships among the school, parents, and community will be ensured by:

1. Providing material and training
2. Coordinating and integrating Title I strategies with other parent and community organizations.
3. Providing parent involvement activities through the Home/School Advisor
4. Providing information to parents in language used at home
5. Providing opportunities for parents to become involved in school/classroom activities.

The school will provide information and opportunities for parents with limited English proficiency or disabilities to participate in programs, workshops and visitations.

## **TITLE 1**

Holly Hall Elementary School is a Title 1 school. Additional staffing and programs are provided through the Title 1 funding. Some examples of the workshops offered are: Muffins for Moms, Donuts for Dads, Partners in Print, PATS, and Toddler Time. We invite you to come and participate in our workshops. This is a great way to meet other parents and HHES staff. Children LOVE having their parents in school.

## **FAMILY INVOLVEMENT ADVISOR**

Brenda Land is the Family Involvement Advisor for Holly Hall Elementary School. Her position allows her the opportunity to work with parents at school, or in their homes, to help develop a better understanding of Holly Hall's instructional programs and to share techniques for using instructional activities that reinforce the skills taught at school. This will be coordinated through meaningful, parental activities provided for families throughout the school year.

## **THE JUDY CENTER**

The Cecil County Judy Center Partnership is a comprehensive, community-based program that offers a full range of services to young children and their families.

The Judy Center coordinates services of partner agencies at the Holly Hall Elementary School and The Family Education Center, providing early education services for children ages birth to five years to promote school readiness. School readiness leads to school success.

For more information, call Program Coordinator, at (410) 996-5050 or (410) 287-1100.

## **SPEECH**

Speech-Language Pathologists are professionals concerned with evaluation, treatment, prevention and research in human communication and its disorders. They treat speech and language disorders and work with individuals of all ages, from infants to the elderly. They diagnose and evaluate speech problems such as fluency (e.g., stuttering), articulation, voice disorders, or language problems such as delayed language and related disorders. Speech Language Pathologists in the school setting typically design and carry out comprehensive treatment plans to achieve the following:

- Help individuals learn correct production of speech sounds
- Assist with language problems such as understanding and giving directions, answering and asking questions, understanding and using English grammar, using appropriate social language and conveying ideas to others
- Assist individuals who stutter to increase the amount of fluent speech and to cope with their disorder
- Help individuals to use augmentative communication and assistive systems of communication

## **ENGLISH for SPEAKING of other LANGUAGES**

The English for Speakers of Other Languages (ESOL) program is a program designed to meet the educational needs of students from other countries enrolled in Cecil County Public Schools for whom English is not a primary language. Some students, although born in the United States, have their first contact with English when they enter school. The primary goal of the ESOL program is to help Limited English Proficient (LEP) students learn English as quickly as possible through specific English as a Second Language (ESL) instruction. The second goal is to assist students so that they may be successful in all aspects of the regular school program. The third goal is to help them adjust to American culture while retaining their own cultural identity and home language.

## **CHARACTER EDUCATION**

### **Holly Hall Elementary**

#### **What is Character Education?**

Parents are children's primary moral educators. Character Education helps schools support the home by fostering personal and civic virtues such as caring, respect, responsibility, and trust. Character Education is not a quick fix program, nor does it teach views on religion, politics, current events, or other ideologically charged issues. What the program does is help young people be the best they can be by creating a school environment where civic virtues are expected, modeled, taught, celebrated, and continually practiced.

#### **What are the benefits of Character Education?**

Character Education has proven to be a positive force in reducing disruptive behavior, alcohol and drug abuse, and teen pregnancy. It reasserts the responsibility of the schools, parents, and community members to be as concerned with the development of character as we are with the education of intellect. Character Education contributes to parental and community involvement, safe and orderly schools, reduced discipline problems, greater academic achievement, and higher student and staff morale.

#### **Who decides what virtues will be taught at my child's school?**

In collaboration with parents, teachers, and community members, each school will tailor character education to meet the unique needs of the school and local community. In general, character education will focus on the core ethical values that form the foundation of a democratic society: respect, responsibility, trustworthiness, caring, justice and fairness, and citizenship.

Our Character Education Committee has developed a set of strategies that will assist with the implementation of our character education program. These strategies include:

- A monthly trait with weekly suggested activities for the classroom, teachers, and specialists
- Integrate the character education program into all curricular areas
- Integrate the character education program across the grade levels
- To recognize those students that continually exhibit the trait for the month (can be more than one student from each class)
- Involve the total faculty and school
- Promote the trait of the month throughout the school building using various methods
- Spirit days will emphasize different character traits during the year
- Informing parents about various school activities relating to character education
- Helping parents to assume their responsibility in developing character traits in their children
- Cultural enrichment assemblies that promote various character traits sponsored by the PTA
- Establish expectations for playground, hallway, bathroom, cafeteria and bus behavior
- Develop a school wide discipline policy integrating the various character traits

Character Education is not an add-on curriculum. Rather it is a method for accomplishing the existing goals of education to help children develop all the skills they will need to become successful adults. Various resources will be located in the teacher's faculty room. These resources provide activities for you to weave into your everyday interactions with children.