

**San Diego City Schools  
HOLMES ELEMENTARY SCHOOL**

**SCHOOL HOURS**

8:55	Playground supervision begins
9:00	First bell - "Get Ready Bell": Teachers report to playground and children line up
9:05	Second bell - School day begins
11:10 - 11:25	Recess
12:30 - 1:05	Lunch, Grades K-3 (Primary students eat first)
12:30 - 1:05	Lunch, Grades 4-6 (Play first, eat at 12:45)
<b>1:15</b>	<b>Wednesday Dismissal for Grades K-6</b>
3:30	Dismissal, Grades K-6, M, T, Th, F

**Wednesday is a modified day for grades K-6, with a 1:15 dismissal time.** Lunch is at 1:15, and the students leave when they finish eating (unless they are bussed). VEEP and Special Education bus pick-up time is at 1:30. All students must remain on site until 1:15 on the modified day whether or not they choose to eat lunch at school. **The instructional day ends at 1:15.**

**OFFICE HOURS:** 8:00 AM - 4:00 PM. The office staff includes: Mrs. Jean Brown, Principal; Mrs. Kathy Renne, Secretary; and a Clerk (attendance). The office phone number is (858) 496-8110. Please call us with any questions.

## BREAKFAST AND LUNCH PROGRAMS

**BREAKFAST:** Breakfast is served from 8:40 through 9:00 AM. The doors to the cafeteria close at 9:00. Any child who arrives after that time will not be able to purchase breakfast.

**LUNCH:** Students may go home for lunch if written permission from a parent is on file in the school office. These notes must be renewed yearly. Students may bring a sack lunch or purchase lunch from the cafeteria.

Parents may deposit money into their child's lunch account in the cafeteria from 8:30 - 9:00 AM, Monday through Friday. Each child will receive a four-digit P.I.N. number that will allow him/her to receive lunch. Visit the district website [www.sandi.net/food](http://www.sandi.net/food) for more information. **You may also pay by Visa or Master Card by calling 1-888-994-5100. (You get one free lunch for every 20 prepaid lunches.)**

<b>MEAL COSTS:</b>	Full breakfast (includes milk)	\$ .75
	Full lunch (includes milk)	\$1.50
	Milk	\$ .25

**FREE AND REDUCED MEALS:** Children from families whose income is below an established amount may qualify for free and reduced priced meals. Information and application forms are sent home at the beginning of the school year and distributed to all families registering during the year. If during the school year you are in need of this program, please obtain an application at the main office.

## FORMS TO BE RETURNED TO SCHOOL

*During the first week of school, we send home a number of forms that need to be filled out and returned to your child's teacher.*

**REGISTRATION CARDS:** Each child must have a registration card on file in the office with your current address and phone number. We must also have on file the name and telephone number of a person to call in the event of an emergency, when we cannot reach a child's parent/guardian. It is essential that we have accurate, up-to-date information on file of someone to contact in case your child is ill or injured, and it is impossible to reach you. A School Registration Card is attached and should be completed and returned to your child's teacher **tomorrow**.

**HEALTH EDUCATION AND RELATED ACTIVITIES:** Please sign and return the goldenrod Health Information Exchange Consent form and the bottom portion of the Health Education and Related Activities form to acknowledge that you have been informed about these school health programs. Please return to your child's teacher **tomorrow**.

**LUNCH APPLICATION FOR FREE OR REDUCED LUNCHESES:** Children's families whose income is below an established amount may qualify for free or reduced priced meals. The application form will be sent home at the beginning of the school year for anyone who wishes to apply, and it needs to be returned to the school office tomorrow.

**LIBRARY SLIPS:** All students must return a signed permission slip before being granted the privilege of checking out books from the Holmes School Library. We encourage children to use their library and to be responsible for their books. Please fill out, sign, and return the attached Library Permission Slip to your child's teacher **tomorrow**.

**STUDENT ACCIDENT INSURANCE:** The Board of Education has approved the continuance of a voluntary insurance program. Parents pay the entire cost of this insurance. Insurance applications (see attachments) are to be sent with your check/money order directly to the school office. *This plan is entirely voluntary.*

## ATTENDANCE

*Regular attendance in school is extremely important to a child's education.* Schools are required to keep an exact accounting of each absence. Excused absences are permitted for illness, medical appointments, and attendance at funerals. We would appreciate your help scheduling doctor and dental appointments after school when possible, and by planning your vacations during school vacations. Parents are asked to encourage good attendance and follow the procedures listed below in case of absences:

1. **Reporting absences:** Please *call* the school office at (858) 496-8110 between 7:30-9:00 **every day** of your child's absence.
2. **Reporting to school following absence:** If your child was absent from school and you were not able to call it in to the school office, please write a note following the absence. Include the child's name, date of the absence, and reason for the absence.
3. **Contract for Independent Study:** If you know in advance that your child will be out of school for **5 or more days** for any reason other than illness, please let us know. *Excused* absences can be assigned to children on their district record by arranging for a Contract for Independent Study **at least one week ahead of time**. In this way, your child will be helped in trying to keep up with his/her schoolwork.

## ARRIVAL TIME AT SCHOOL

Children **must not arrive at school prior to 8:55 AM** as there is no adult supervision provided until that time. We request parent cooperation in seeing that students do not arrive too early. We do expect all children to arrive on time.

## TARDY STUDENTS

Tardiness is defined by school district policies as not being in the classroom at the time a class period begins. Tardiness is very disruptive to the classroom instructional program. ***Students are tardy if they arrive after the 9:05 AM starting time.*** Students who are tardy must come to the school office before reporting to class. If the tardy time exceeds 20 minutes, parents are asked to call us or send a note so that we know parents are aware of their child's late arrival at school.

## LEAVING THE SCHOOL GROUNDS

Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible.

1. Students are not to leave school during school hours without permission from the office.
2. Parent requests for children to leave campus during school hours **must be in writing or in person**. Parents/guardians must obtain a "Permission to Leave School Grounds Form", and it can be obtained by sending a note or coming in person to the office. Teachers will not release students to anyone unless they are given the permission slip.
3. Only those adults listed on the Registration Card can pick up a child from school during school hours unless the school office is notified in writing that an additional person may pick up a child. The written notification is to come from parents or guardians. Adults picking up a child from school during the school day may be asked for identification.
4. Any adult asking to pick up a child will be referred to the school office, even if that adult is personally known to the supervisor on duty (e.g., aide, teacher, etc.)

## CHILDREN LEFT AT SCHOOL

Occasionally children are not picked up on time by parents who do not wish for their children to walk home. This presents the school with a supervision problem and causes school and office personnel to be distracted from their normal duties. If you do not wish for your children to walk home, please make arrangements to have them picked up promptly at their dismissal time or bus drop-off time. We have no choice but to call the San Diego Police Department if this becomes a chronic occurrence.

## WITHDRAWAL OF STUDENTS/TRANSFERS

Please notify the school office immediately of a student's impending withdrawal. In this way we can better meet your needs for records, report cards, transfer papers, and so forth. You may notify us by calling the office at (858) 496-8110. School records for each child will be forwarded upon the request of the receiving school.

## ILLNESS INSTRUCTIONS

**Holmes has a nurse on campus only 2 days a week!  
Please keep your child at home if he/she is not well.**

There are no facilities at school to take care of ill children except on a temporary basis until a parent or guardian can take the child home. After sickness, wait until your child's temperature has been normal for 24 hours before allowing him/her to return to school. Instruct your child to tell the teacher if he/she does not feel well.

**Do not send your child to school when the following symptoms are present:**

- |                                      |                       |
|--------------------------------------|-----------------------|
| 1. Cold symptoms (runny nose, cough) | 6. Rash               |
| 2. Vomiting in a 24-hour period      | 7. Earache            |
| 3. Stomach ache                      | 8. Headache           |
| 4. Untreated skin sores              | 9. Pediculosis (lice) |
| 5. Sore throat                       |                       |

## MEDICATION AT SCHOOL

School personnel are not allowed to give prescription medication at school without a signed statement from the parent *and the doctor*. Nonprescription medication (aspirin, cough syrup, etc.) **can *only* be administered by the nurse**. The gold "Health Information Exchange Consent" form must be signed and on file. Please call the school nurse or the school office if your child needs medicine at school. Short-term (10 days) medical forms are available in the office.

## CLASSROOM ASSIGNMENTS

Student-teacher ratios are established by State Law and District Policy. Each year it is necessary to make some changes in student assignments during the first weeks of school due to fluctuations in enrollment. (Requests for room assignment changes will not be considered during the first two weeks of school.) You will be notified if/when changes occur.

Please recognize that necessary change will be made carefully and thoughtfully with every effort to keep movement to a minimum. The best interests of children is our primary consideration.

## **PARENT-TEACHER CONFERENCES AND PROGRESS REPORTS**

Communication between school and home is encouraged as a means of promoting child growth. If you wish to arrange a conference, please contact your child's teacher by telephone or note at least one or two days in advance so that the conference time may be confirmed. Teachers may also contact you for special conferences.

Written report cards are sent home three times during the school year. Individual conferences with parents of all children are scheduled at the end of the first trimester; and as needed at the end of the second trimester. The final progress report is sent home on the last day of school.

## **SCHOOL SITE COUNCIL AND GOVERNANCE TEAM**

Parents and staff serve on our School Site Governance Team (SGT). SGT is responsible for the writing, implementation, and monitoring of our School Site Plan. It makes decisions affecting the operation of Holmes Elementary School. The goal of this group is to improve student learning. The team meets monthly. Dates and times are listed in the **Hawkeye News**. You are invited to attend these meetings.

## **PTA (PARENT TEACHER ASSOCIATION)**

Holmes School is fortunate to have a large and active PTA membership whose goal is to provide services and enrichment for the students. Our PTA is an important part of the total program at Holmes School. We invite all parents and staff to become involved in the PTA. Your participation can bring you the satisfaction of helping our students while enjoying the camaraderie of some great people.

## **AFTER SCHOOL CARE**

The Mission Valley Branch of the YMCA once again has been authorized to operate a child care facility at Holmes School before and after school. For information as to cost and registration procedures, please call the YMCA at (619) 298-3576.

### **PARENT BULLETINS/COMMUNICATIONS**

The PTA and the Principal work together to provide one main parent bulletin a month, “**The Hawkeye News**”. Every attempt is made to keep parents informed of school activities and District Policies and Procedures. Since this is our key means of communicating information to you, please emphasize to your child the importance of bringing home the bulletins. More information can be found on our website [www.sandi.net/holmes](http://www.sandi.net/holmes).

Again this year, all communications from the Principal, PTA, and any flyers approved by the District will be sent home on **Thursdays**. There will be times when we will need to send something on other days, but we **will try to confine “go homes” to Thursday**. *Teachers may send information home on any day.*

### **DRESS CODE**

Holmes School encourages a dress code which emphasizes health, safety, and comfort. Here are the guidelines:

1. Shoes must be worn at all times to prevent foot injuries during recess or P.E.
2. Clothing should be suitable for normal school activities and in keeping with what is acceptable attire for children in elementary school (i.e., dresses, slacks, sweaters, blouses, shirts, jeans, and mid-thigh walking shorts).
3. **Unacceptable** items of apparel include:
  - High-heeled shoes, thongs and similar types of open footwear (children may wear sandals but need closed-toe shoes for P.E.) Socks are encouraged, no nylons.
  - Short shorts, very tight shorts or tight skirts of any kind.
  - Children may not wear strapless tops, see-through tops or clothing that does not cover the stomach, including very low hip hugger type jeans.
  - Bandanas, caps with gang symbols, or other gang type clothing are not allowed at school. All such items will be confiscated by school personnel and turned into the office. The return of these items will be handled by the administration.
  - Cosmetics are not appropriate for students in elementary school.
  - Dangling earrings or long necklaces which could become safety hazards or any excessive amounts of jewelry should not be worn.
  - Clothing promoting alcohol or drugs or displaying unacceptable messages will not be allowed.

### **SCHOOL VISITATION**

Visitors are required by state law to report their presence on school grounds at the school office. Visitors need to sign in, receive a Visitor’s Badge, and then sign out. This requirement is intended to discourage loitering at school by unauthorized persons and to provide safety for the students. Teachers are requested not to admit anyone to their classroom without proper identification.

## PARKING

### *Help us keep our students safe!*

1. The Passenger Zone in front of the school is to be used for loading and unloading students. Please do not create a safety hazard by double parking to wait for your child or by asking your child to cross in the middle of the block.
2. *The Parking Lot is for staff parking only!* Please do not enter the parking lot to pick up or drop off students. Buses need to *safely* load and unload students in the designated yellow bus loading zones. Sorry, there is no extra space for parent or other non-staff parking.
3. *Please do not make a U-turn in front of the school.* We ask that you help us carry out a continuing program of safety education for the protection of our children. Please parents, walk a little farther or let your child do so and keep our busy street safe.

## RIDING BICYCLES TO SCHOOL

According to Police Department policy, **only children in grades 4, 5 and 6 may ride bicycles to school.** All bicycles are to be licensed, and are to be **walked** from the curb to the rack, and **locked**. Children who do not keep their bicycles locked or refuse to obey school bicycle safety rules will forfeit their bicycle privileges. All riders must wear helmets. Your help in keeping bicycle riding a safe activity is appreciated.

Although Holmes School has designated an area for students to park bicycles, the San Diego Unified School District is not responsible and assumes no liability for theft, damage, or loss of use, to any bicycle, equipment, or article left on same. All such risk is assumed by the student. Students are urged to secure their bicycles in an appropriate manner by using a quality lock and chain or other device.

***No roller blades, scooters, or skateboards are allowed at Holmes School.***

## **USE OF SCHOOL TELEPHONES**

**Student telephone calls must be restricted to emergencies only.** Our phone facilities are limited and must be shared by many people. Please establish with your child the conditions under which you feel it would be imperative for them to telephone you. After school play arrangements need to be taken care of before your child leaves for school.

## **LOST AND FOUND**

It is advisable to mark all of your children's personal belongings (sweaters, jackets, lunch boxes, etc.) with your child's *first and last name*. Small lost or misplaced items are turned in to the school office, and all other items (clothing, lunch boxes, backpacks) are given to Building Services Supervisor for placement in the Lost and Found Box.

## **LOST OR DAMAGED TEXTBOOKS**

In recent years, the School District has experienced financial reductions while the cost of textbooks and instructional materials has increased. This situation has created a shortage of textbooks at school sites. Parents and students are urged to assist the school in protecting our texts. The cost of lost or damaged textbooks will be billed to students and parents in accordance with district procedures.

## **OUTSIDE READING PROGRAM**

We encourage students to read at home. The expectations are that each child read and report on at least one book per month. Some students may have time in school for extra reading, but most will be doing this reading at home. You can help your child be successful in the Outside Reading Program by:

- Providing a quiet spot where your child may read.
- Reading to and enjoying books with your child in English or other languages.
- Having an older sibling or relative read to your child.
- Providing a time for your child to share a favorite part of a book with you.
- Assisting your child in finding books at the library or book store.
- Encouraging your child to care for and return books borrowed from the school or public library.

## HOMEWORK

*Development of excellent work and study habits is an integral part of the Holmes School instructional program. Teachers will make homework assignments to the students as clear as possible. Students have the responsibility of asking for additional clarification when assignments are not clear. An important part of the student's education is to learn to complete class and homework assignments in the time prescribed. Learning to budget time, stay on task, and focus full attention on the task are all important in the development of excellent work and study habits.*

Students at each grade level will be expected to spend time on homework assignments at least four nights per week. The following are suggested as guidelines:

<b><u>Grade</u></b>	<b><u>Homework Average Time</u></b>
K & 1	30 minutes (this includes 10-15 minutes of reading)
2 & 3	30-40 minutes (this includes 15 minutes of reading)
4	30-60 minutes (this includes 15 minutes of reading)
5 & 6	45-60 minutes (this includes 20 minutes of reading)

With reference to the average number of minutes per grade, it needs to be understood that the amount of time taken to complete an assignment will depend on the individual student. Upper grades will have research projects that may on occasion take additional time. Should a concern arise regarding the amount of time devoted to homework, or the type of homework, parents need to contact the teacher for clarification. Homework assignments will be designed to enable students to:

1. Make up classwork.
2. Practice and apply skills learned in school.
3. Extend educational experiences related to class activities, including outside reading and writing.
4. Experience enrichment activities appropriate to the developmental level of students.
5. Learn responsibility by completing assignments neatly, accurately, and on time.

HOLMES ELEMENTARY SCHOOL CALENDAR 2008 - 2009

**September**

Mon. Sept. 1 Labor Day Holiday  
Tues. Sept. 2 First Day of School  
Thurs. Sept. 11 Back to School Night 5:30

**October**

Oct. 7 Picture Day  
Sat. Oct. 25 Halloween Carnival 11:00

**November**

TUES. Nov. 11 Veteran's Day Holiday  
M-F Nov. 24-28 Thanksgiving Holiday

**December**

Dec. 2-5 Parent Conferences 1:15 dismissal  
Dec.22-Jan.2 Winter Holiday

**January**

Mon. Jan. 5 Return to School  
Mon. Jan. 19 Martin Luther King Jr. Holiday

**February**

Mon. Feb. 9 Lincoln's Birthday  
Mon. Feb. 16 Washington's Birthday Holiday

**March**

**April**

Apr. 2 Parent Conferences 1:15 dismissal  
M-F Apr. 6-10 Spring Vacation

**May**

May 18-22 Balboa Park for 5<sup>th</sup> Gr.  
Mon. May 25 Memorial Day Holiday

**June**

June 1- 4 Camp Palomar for 6<sup>th</sup> Gr. (4-day camp)  
June 8 - 12 Old Town for 4<sup>th</sup> Gr.  
Mon. June 15 6<sup>th</sup> Grade Promotion 11:00; last day of school (full day)

OLIVER WENDELL HOLMES  
ELEMENTARY SCHOOL

PARENT HANDBOOK  
2008-2009

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