

Holmes Elementary School
4902 Mt. Ararat
San Diego, CA 92111

Telephone: (858) 496-8110 (Fax) (858) 496-8734

Principal
Secretary
School Clerk/Attendance
Nurse
District Counselor
Building Services Supervisor
Evening Custodian

Mrs. Jean Brown
Mrs. Kathy Renne
Mrs. Sara Maicon
Mrs. Elise Finney
Ms. Chassidy Browne
Mr. Chris Martz
Ms. Karen Haggerty

*Office Hours: 8:00 a.m.-4:00 p.m. Daily

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Dear Parents,

Please **Read and Discuss** this handbook with your child. **Sign and Return** the section below to Holmes School so that we will know you have received your copy of the handbook.

Thank you very much.

-----**(Return this part to Holmes School)**

I have received and read my copy of the Holmes School Handbook.
I am aware of the possible rewards and consequences my child may receive while striving to achieve "Excellence" at Oliver Wendell Holmes.

Parent Signature

Date

Student Signature

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WAYS STUDENTS ARE RECOGNIZED AT HOLMES:

Students at Holmes School are rewarded in many ways for their Good Behavior. These rewards include:

- Recognition Assemblies to honor students in the areas of academic excellence or improvement, good citizenship, and behavior improvement.
- Individual classroom awards for achievement
- School leadership positions, such as: Cross-Age Tutors, Student Council Officers, Conflict Managers, and Cafeteria Helpers
- Acknowledgment, display and celebration of student achievements and accomplishments
- Recognition of student and staff birthdays
- "Caught Ya' Being Good" passes distributed to students "caught-in-the-act of being good"
- Reward Time in the Student Center
- Extra recess awarded through the "Campus Beautiful," program sponsored by the Student Council
- Selection of flag monitors for daily morning flag assemblies
- Class recognition for appropriate line behavior during recess (primary playground)

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PROBLEM SOLVING:

Helping students learn to be responsible is a goal we are all working towards together. At Oliver Wendell Holmes we expect **Excellence** in all areas. We encourage all students to take responsibility for their own behavior. At Holmes we utilize the "Teaching Children to Solve Their Problems Handbook" to teach the problem solving strategies. The problem solving strategies involve the following steps:

- 1. Identifying the Problem**
- 2. Agreeing to Solve the Problem**
- 3. Stating the Problem**
- 4. Saying How the Problem Could Have Been Prevented**

All staff members and students are exposed to the problem solving strategies on an ongoing basis. The implementation of Social Skills themes and individual classroom meetings help promote problem solving. The district counselor, principal, and discipline committee meet regularly to brainstorm ways to help our students gain the skills necessary to become better problem solvers and/or to assist their peers in solving problems.

We view Problem Solving as an integral component of our overall behavior plan. We welcome input from parents. With school staff, parents and students working together, we believe we can create a positive climate in which students become problem solvers and are accountable for their behavior.

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Student Dress Code

Because children are very sensitive to each other's dress at this age, we ask that the following clothing **NOT BE WORN TO SCHOOL**: *(Students wearing unacceptable clothing will be asked to change or parents will need to pick them up.)*

1. Thongs, clogs, or shoes without backs should not be worn (children may wear sandals but need closed-toe shoes for P.E.) Socks are encouraged, **no nylons**.
2. Short shorts, very tight shorts, or tight skirts of any kind are not to be worn.
3. Children may not wear strapless tops, see-through tops or clothing that does not cover the stomach.
4. Bandannas and/or caps with gang symbols are not allowed at school. All such items will be confiscated by school personnel and turned in to the office. Clothing promoting alcohol or drugs or displaying unacceptable messages will not be allowed. The return of these items will be handled by the administration.
5. Cosmetics and unusual hair colors (orange, pink, purple, blue, green, etc. on either boys or girls) are not appropriate for students in elementary school.
6. Dangling earrings/long necklaces or any excessive amounts of jewelry are not permitted.
7. No "sagging pants" are allowed. Belts should be worn with large pants and both overall straps must be hooked and over the shoulders.
8. No visible tattoos are to be worn to school.

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Oliver Wendell Holmes Elementary School "Soaring to EXCELLENCE at Holmes"

Oliver Wendell Holmes Elementary School is dedicated to the education of the total child. In addition to being responsible for a strong academic program, the teachers and staff at Holmes work with the students to develop their self-control, demonstrate respect and consideration for the rights of others, and take responsibility for their own behavior.

Our mission is to work as a strong accountable partnership of staff, parents, and community to create a challenging and supportive environment in which all students can strive for the academic excellence, social competence, and the confidence necessary to become successful and contributing members of society.

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DISCIPLINE

At times it may be necessary to take immediate action to benefit all students. The following behavior **will not be allowed and may lead to immediate suspension**, as stated in the San Diego Unified School District Discipline Policy:

1. **Defiance of authority**
2. **Deliberate classroom disruption or verbal abuse**
3. **Fighting** anywhere on school grounds or surrounding areas. **(Severe fights may be cause for expulsion)**
4. **Drugs**
5. **Theft**
6. **Vandalism**
7. **Smoking**
8. **Weapons--Possession of** any item including firearms, knives, or other dangerous objects which could cause injury to another. **(This may lead to expulsion)**

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TEN (10) KEY SCHOOL-WIDE RULES:

1. **Show Courtesy and Respect for Everyone.** Fighting is forbidden. Students fighting will be immediately referred to the principal or district counselor *and/or parents may be asked to remove children from school for the remainder of the day. Formal Suspensions may follow. Three fights or severe injury of another student may be cause for expulsion.*
2. **Listen and Follow the Directions of All Staff Members.**
3. **Respect the Property of Others and Keep Our School Neat and Clean.**
4. **Arrive at School on Time with Completed Homework Assignments and be Prepared to Work.**
5. **Walk Quietly and Directly to Designated Areas in an Orderly Manner.**
6. **Remain in Assigned Areas During Class and Recess Times.**
7. **Leave Candy, Gum, Toys, and Pets at Home.**
8. **Never Throw Rocks or Any Foreign Object at School.** If property is damaged parents may be responsible for repairing or replacing it.
9. **Spitting is Unhealthy and is Not Permitted at School.** Students caught spitting will be immediately referred to the principal or district counselor.
10. **Students are to Remain Quiet in the Hallways, Lunch Line, and in the Auditorium.**

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WHEN RULES ARE BROKEN:

The Role of the Classroom Teacher:

1. When a problem occurs in the classroom, the teacher will use various techniques of Assertive Discipline to resolve the problem.
2. When a problem occurs outside the classroom the student will be given a "Warning" for the misbehavior and/or a "Time Out Pass." Students who receive a "Time Out Pass" are expected to spend their recess with a supervising teacher in the cafeteria. After successfully serving detention in the cafeteria the student's recess privileges will be reinstated.
3. For continued misbehavior and/or repeated warnings, the student will be given a referral slip. The teacher will contact the parents to alert them and offer suggestions and procedures to resolve the problem. In support of the school wide discipline plan, it is the responsibility of the parents to discuss the misbehavior with the student **and sign and return** the referral slip the following day.
4. For severe, persistent misbehavior, the student will be referred to the district counselor and/or principal for all or part of the school day.

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The Role of the Principal:

1. Except in emergencies, when a student is referred to the principal it is assumed that the parents have already been contacted by the teacher.
2. The principal will discipline these students and provide firm guidelines for future appropriate behavior.
3. Parents will be contacted by telephone or letter when students are referred to the principal.
4. When appropriate, the principal will arrange a conference with the parent, child, teacher, and counselor. At this meeting a plan will be agreed upon to change the inappropriate behavior.

Other Actions That May Be Taken If Improvement Does Not Occur:

- Denial of special privileges, assemblies, or free time
- Referral to the District Counselor
- Parent Conference/Home Visit
- Parents may be requested to **shadow** their child (accompany him to class)
- Room change
- Suspension
- Referral to community agencies
- Student placed on "Independent Home-Study Contract"

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GENERAL SCHOOL RULES

Before School Rules:

1. **Arrive between 8:55 and 9:00 a.m.**
Unless student is enrolled in before and after school care or for breakfast at 8:40
2. **Wait quietly near your line.**
No students in classrooms before school. **Do not** drop things off in your classroom.
3. **Walk. Walk your bicycle, too.**
No running, racing, chasing or playing tag.
4. **Keep your hands to yourself.**
5. **Be ready for the Flag and School Pledge when the bell rings at 9:05 a.m.**
6. **Walk quietly in your line at all times.**

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General School Rules (Continued)

Recess Rules:

1. **Bring a nutritious snack. Clean-up.**
 - No candy, gum, **or soda.**
2. **Use the bathroom and get a drink.**
3. **Follow the rules for games.**
 - Accept the decision of those in line when there is a disagreement or ask for adult help.
4. **Keep your hands to yourself.**
5. **When the bell rings, stop playing and walk to your line.**

Lunch Arbor Rules:

1. **Wait quietly in line.**
2. **Sit while eating and until excused.**
3. **Respect others and their things.**
4. **Clean your area and do a little extra.**
5. **Wait to be excused.**
Either by a noon duty supervisor or your teacher

IMPORTANT DATES TO REMEMBER:

September 2	School Opens
September 11	Parent Orientation Meeting, 5:30-7:00
November 11	Veterans' Day Observance - Holiday
November 24-28	Thanksgiving Vacation
December 2, 3, 4, 5	Minimum Day Conferences 1:15
December 22-Jan.2	Winter Vacation
January 19	Martin Luther King Day Observance - Holiday
February 9	Lincoln Day Observance - Holiday
February 16	Washington Day Observance
April 6-10	Spring Vacation
April 2	Minimum Day Conference 1:15
May 25	Memorial Day Observance - Holiday
June 15	Last Day of Student Attendance (6th Grade Promotion 11:00)

Holmes Elementary Library

All students have access to the school library through regularly scheduled classroom visits and on their own time at recess. We encourage students to utilize the library for informational, instructional and recreational reading. Our library contains in excess of 7,000 fiction and non-fiction books. Parent volunteers assist the library aide in maintaining the collection and assisting children. In order to create an atmosphere that is conducive to optimal learning and safety we stress the following:

LIBRARY RULES:

- 1. Enter and exit the library in an orderly manner.**
- 2. Listen and follow directions given by all adults while using the library.**
- 3. Use a quiet voice at all times.**
- 4. Use place holders and/or ask for assistance from the library personnel if needed.**
- 5. Be a responsible student.** Be sure to check out any borrowed materials. Protect the materials you borrow. Keep them in a safe, dry place. Help recycle books by returning them by the due date. If you lose, misplace or damage a book, notify your teacher or the librarian.
- 6. Help keep the library neat and organized.** Pick up trash and organize your area before you leave.

**Oliver Wendell Holmes
School Pledge:**

At Holmes Elementary School
I will behave in such a way that
I will be proud of myself
and others will be proud of me, too
I came to school to look, to listen, to learn
I WILL LEARN
and I WILL HAVE A GOOD DAY!

CLASSROOM RULES:

TEACHER _____

ROOM # _____

My Classroom Rules:

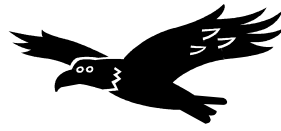
1. _____
2. _____
3. _____
4. _____
5. _____

Homework Policy:

Other Important Information:

OLIVER WENDELL HOLMES
ELEMENTARY SCHOOL

“There’s No Place Like Holmes”



Student Handbook
2008 - 2009

Name _____

HOLMES ELEMENTARY SCHOOL

This Handbook was prepared by Mrs. Diana Celle

Copies courtesy of MINUTEMAN Press
and
Holmes Elementary School PTA

ATTENDANCE AND GUIDANCE

An important goal of the school district is to keep students in school. Regular attendance and punctuality are necessary to ensure student success in school. The combined effort of the school staff and parents is vital in achieving this goal. Our Attendance/Guidance Aide works diligently to verify absences and counsel students and parents regarding the importance of regular attendance and punctuality. The **official starting time at Holmes Elementary is 9:05 a.m.** If your child will be tardy, we encourage you to call the school office to advise school officials of the tardiness. Students are considered tardy when they arrive after 9:10 a.m. Encouraging regular attendance and punctuality relays the message to students that school is important. With the school staff and parents working together we hope to make a difference in your child's education. **Our plan to reduce unexcused absences and tardiness is outlined below:**

1. We will give special recognition for perfect attendance.
2. If we have not heard from you, we will call to verify all absences.
3. If unable to reach you, we will send forms home requesting your signature for verification of the absence/tardy.
4. School personnel will schedule home visits if the need arises.
5. School personnel will counsel students and parents if necessary.