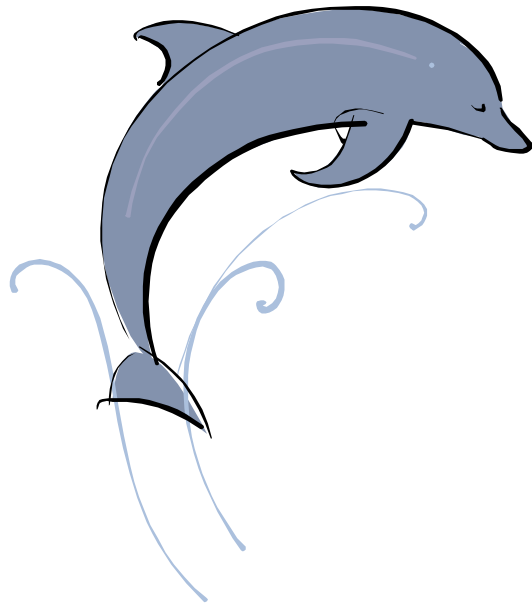


Holiday Hill Elementary School



Parent Handbook

2009 - 2010

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Principal's Message

Dear Parents/Guardians and Students:

Welcome to another great year at Holiday Hill Elementary, a school that has maintained its "A" grade for nine consecutive years! Thank you students and teachers for your efforts to achieve such an impressive accomplishment! We also thank our parents and the community for your continued support of our Holiday Hill family!

This school year our teachers and students will be "*WILD About Learning*" while we're on "*Our Safari to Success!*" The District's Strategic Plan and our School Improvement Plan will guide us on our safari through the jungles of "teaching," "learning" and "achieving." As a learning community, our staff is dedicated to high standards where all individuals reach their full potential, and with your continued help and support, our children will achieve beyond our expectations!

Thank you for entrusting us with your children and we look forward to working cooperatively to provide experiences for your children that are engaging and enriching as we begin the 2009-2010 school year on "*Our Safari to another Successful year!*"

Mrs. Susan Chick

Safari Guide



Brief History and Background of the School

As a small neighborhood school with a rich tradition, Holiday Hill Elementary is proud of its connection to generations of students, parents, and educators. Built in 1958, the original facility was thoroughly renovated in 2003 with the addition of a new media center.

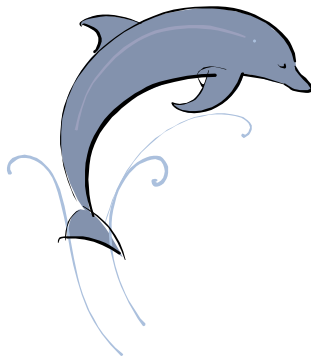
Holiday Hill Elementary School

6900 Altama Road

Jacksonville, Florida 32216

904.720.1676

School Website: <http://www.duvalschools.org/holidayhill>



Our Vision

Holiday Hill Elementary School believes every student has the capacity to create, to build, and to apply the knowledge and understanding that comes from being part of a learning community, and that all school community members will achieve their full potential!

Our Mission

We are committed to giving all of our students the skills, tools, and knowledge they need to meet national and state standards as we prepare each one of them to succeed in middle school.

Holiday Hill Elementary School Staff

Principal	Susan Chick
Assistant Principal	Kimberly Henry
Office Staff	Paula Baxley Wanda Bohnke Linda Cook Linda Dixon
Kindergarten	Kimberly Cobb Gabriella Doyle Jimmonica Major Cindy Mathieson April Norse Crystal Sparks Kendall Whitfield
First Grade	Geraldine Addison Karen Cunningham Rita Harb Yehudit Hill Katie Lithman Jennifer McClellan Kristy Shonka
Second Grade	Erin Colacurcio Kerri Hall Claudia Jordan Alicia Ricks Amanda Rigel
Third Grade	Megan Gramlich Janyce Pickett Jaclyn Sorci Micki Stevens Kelly Varano Linda Wheeler
Fourth Grade	Erin Eaton Michele Fleming Gail McKnight Maryann Mitchell

Fifth Grade	Eve Bradley Diana Harrell Megan Marshall Bill Vogel
ESE	Cheryl Albert Jennifer Barrett Shannon Brennan Sally Chang Nichole Cucci Charlene Jones Dallas Landers Gail Mathis Christina Melton Joseph Murphy Nicholas Roberts Lauren Scott
ESE Site Coach	Kathy Foster
ESE Therapist	Tia March Jessica O'Brien Pamela Smith
Interventionist	Mark Dancer
Speech	Dawn Mallard
Guidance	Joy Turner
Media Specialist	Patricia Cloud
Media Assistant	Elizabeth Dehart
Music	Erin Babb
Physical Education	Timothy Frazer
Art	Lori Pashley
Instructional Coach	Susan Joseph
Paraprofessionals	Carolyn Abbott Gwendoleyn Barrington Gloria Callender Lashonn Garrett Jonathan Griner Barbara Hall Clarinda Harris

Francina Lanier
Debbie McCloud
Joanne Pless
Patricia Wald
Monika Williams
Danielle Wright

Custodians Gloria Cobb
 Anthony Johnson
 Donald Merritt
 John Smith

Nurse Renee McCumber

Holiday Hill Elementary PTA Board

President Charlene de Lugo

1st VP Programs Jennifer Rees

2nd VP Ways & Means Julie Luken

3rd VP Membership Bridget McGee

Secretary Kathy Hester

Teacher Representative Kimberly Cobb

The PTA is a vital part of life at Holiday Hill Elementary School. PTA volunteers provide essential services for our students as classroom volunteers, recycle coordinators, and also participate in fundraising events. We urge all parents to join our PTA and become active in Holiday Hill's school life.



Duval County Public Schools

2009-2010

District Calendar

JULY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9*	10	11
14	15	16	17	18
21	22	23*	24	25
28	29	30		

OCTOBER				
M	T	W	T	F
			1	2
5	6	7*	8	9
12	13	14	15	16
19	20	21*	22	23~
26	27	28	29	30

NOVEMBER				
M	T	W	T	F
2	3	4*	5	6
9	10	11	12	13
16	17	18*	19	20
23	24	25	26	27
30				

DECEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9*	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JANUARY				
M	T	W	T	F
				1
4	5	6*	7	8
11	12	13	14	15
18	19	20*	21~	22
25	26	27	28	29

FEBRUARY				
M	T	W	T	F
1	2	3*	4	5
8	9	10	11	12
15	16	17*	18	19
22	23	24	25	26

MARCH				
M	T	W	T	F
1	2	3*	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24*	25	26
29~	30	31		

APRIL				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14*	15	16
19	20	21	22	23
26	27	28*	29	30

MAY				
M	T	W	T	F
3	4	5	6	7
10	11	12*	13	14
17	18	19	20	21
24	25	26	27	28
31				

JUNE				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11~
14	15	16	17	18
21	22	23	24	25
28	29	30		

Legend:

- 25* Early Dismissal
- 15~ End of Grading Period

- Z First & Last Day of School
- 1 Employee Planning/Inservice

- 17 Schools Closed
 - 25 Schools/Admin Offices Closed
 - Weather**
- Approved DCSSB: 12/3/07

Duval County Public Schools
2009-2010
Important Dates

<u>Date</u>	<u>Description</u>	<u>Teachers</u>	<u>Students</u>	<u>Staff</u>	<u>Weather Day</u>
Jul 3, 2009	Independence Day	Off	Off	Off	
Aug 17-21, 2009	Planning/Inservice		Off		
Sep 7, 2009	Labor Day	Off	Off	Off	
Oct 26, 2009	Planning		Off		
Nov 11, 2009	Veterans' Day	Off	Off	Off	
Nov 25, 2009	Weather	?	?		X
Nov 26-27, 2009	Thanksgiving	Off	Off	Off	
Dec 17, 2009	Weather	?	?		X
Dec 18, 2009	Weather	?	?		X X X
Dec 21, 2009	Weather	?	?		
Dec 22, 2009	Weather	?	?		
Dec 23, 2009	Winter Break	Off	Off		
Dec 24-25, 2009	Winter Holiday	Off	Off	Off	
Dec 28-31, 2009	Winter Break	Off	Off	Off	
Jan 1, 2010	Winter Holiday	Off	Off	Off	
Jan 18, 2010	MLK BD	Off	Off	Off	
Jan 22, 2010	Planning		Off		
Feb 15, 2010	Presidents' Day	Off	Off		
Apr 1, 2010	Planning		Off		
Apr 2, 2010	Spring Holiday	Off	Off	Off	
Apr 5-9, 2010	Spring Break	Off	Off		
May 28, 2010	School Closed	Off	Off		
May 31, 2010	Memorial Day	Off	Off	Off	
Jun 14-15, 2010	Planning		Off		

Weather Days

Days are made up in chronological order if available

Early Dismissal Days

Sep 9, 23	Jan 6, 20
Oct 7, 21	Feb 3, 17
Nov 4, 18	Mar 3, 24
Dec 9	Apr 14, 28
May 12	

**Duval County Public Schools
2009-2010**

Dates by Grading Period

First Reporting Period

1st Week	Aug 24, 25, 26, 27, 28
2nd Week	Aug 31, Sep 1, 2, 3, 4
3rd Week	Sep 8, 9, 10, 11, 14
4th Week	Sep 15, 16, 17, 18, 21
5th Week	Sep 22, 23, 24, 25, 28
6th Week	Sep 29, 30, Oct 1, 2, 5
7th Week	Oct 6, 7, 8, 9, 12
8th Week	Oct 13, 14, 15, 16, 19
9th Week	Oct 20, 21, 22, 23

Number of teaching days = 44

Sep 7	Labor Day
Oct 26	Planning Day

Second Reporting Period

1st Week	Oct 27, 28, 29, 30, Nov 2
2nd Week	Nov 3, 4, 5, 6, 9
3rd Week	Nov 10, 12, 13, 16, 17
4th Week	Nov 18, 19, 20, 23, 24
5th Week	Nov 30, Dec 1, 2, 3, 4
6th Week	Dec 7, 8, 9, 10, 11
7th Week	Dec 14, 15, 16, Jan 4, 5
8th Week	Jan 6, 7, 8, 11, 12
9th Week	Jan 13, 14, 15, 19, 20, 21

Number of teaching days = 46

Nov 11	Veterans' Day
Nov 25	School Closed/Weather Day
Nov 26-27	Thanksgiving
Dec 17	School Closed/Weather Day
Dec 18	School Closed/Weather Day
Dec 21	School Closed/Weather Day
Dec 22	School Closed/Weather Day
Dec 23 - Jan 1	Winter Break
Jan 18	M. L. King Birthday
Jan 22	Planning Day

Third Reporting Period

1st Week	Jan 25, 26, 27, 28, 29
2nd Week	Feb 1, 2, 3, 4, 5
3rd Week	Feb 8, 9, 10, 11, 12
4th Week	Feb 16, 17, 18, 19, 22
5th Week	Feb 23, 24, 25, 26, Mar 1
6th Week	Mar 2, 3, 4, 5, 8
7th Week	Mar 9, 10, 11, 12, 15
8th Week	Mar 16, 17, 18, 19, 22
9th Week	Mar 23, 24, 25, 26, 29

Number of teaching days = 45

Feb 15	Presidents' Day
Apr 1	Planning Day

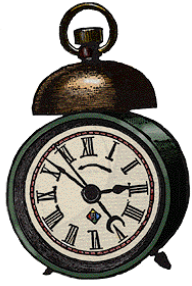
Fourth Reporting Period

1st Week	Mar 30, 31, Apr 12, 13, 14
2nd Week	Apr 15, 16, 19, 20, 21
3rd Week	Apr 22, 23, 26, 27, 28
4th Week	Apr 29, 30, May 3, 4, 5
5th Week	May 6, 7, 10, 11, 12
6th Week	May 13, 14, 17, 18, 19
7th Week	May 20, 21, 24, 25, 26
8th Week	May 27, Jun 1, 2, 3, 4
9th Week	Jun 7, 8, 9, 10, 11

Number of teaching days = 45

Apr 2	Spring Holiday
Apr 5-9	Spring Break
May 28	School Closed
May 31	Memorial Day

Approved DCSB: 12/3/07



SCHOOL HOURS

Office Hours: 7:30 a.m. - 4:00 p.m.

School Hours: 8:30 a.m. - 3:00 p.m.

**Early Dismissal Wednesdays: 8:30 a.m. - 1:45 p.m.*

BEFORE AND AFTER SCHOOL CHILD CARE

Extended Day is available on campus. Call 904.720.2714 for information.

ATTENDANCE

Attendance and punctuality are very necessary habits to learn. School attendance is compulsory. Any child who is absent from school shall bring, on the first day of return, a written statement from his/her parent giving dates of absence and the cause.

TARDIES

In elementary school, morning instruction is a critical time for the teaching of our core curriculum. Students who are late miss out on valuable academic time. It is crucial for parents/guardians to ensure that students are at school prior to the 8:30 a.m. start time. Students who arrive after 8:30 should report to the Main Office to sign in and to receive a tardy slip. School administrators will address issues of chronic tardiness.

STUDENT MEDICATION

Medication is not allowed at school without a "Medical Release" form on file. This form can be obtained at the school office. Please let the secretary know if your child has any medical restrictions.

HOMEWORK POLICY

Homework is an integral part of the total school program and shall be directly related to the classroom instructional program. Homework is designed to:

- Provide practice and application of skills taught in class.
- Extend educational experiences related to classroom activities. Please provide time and an appropriate place for your child to complete his/her homework.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are encouraged to maintain open communication between school and home. A parent who desires a conference with a teacher should contact the teacher and request that a conference be arranged. It is necessary to schedule parent-teacher conferences in advance to prevent interruption to classroom instruction. Teachers will notify parents if there is a need to discuss academic and/or social progress of their child.

DISCIPLINE

Good discipline is expected at Holiday Hill Elementary. Such discipline is intended to eliminate inappropriate behavior and, more importantly, to recognize and reward the students who do follow the rules. All Holiday Hill Elementary School students are expected to display appropriate behavior in the classroom and outside the classroom. Appropriate behavior includes good manners, courtesy, responsibility and respect for both adults and peers. Inappropriate behavior outside the classroom will be monitored and addressed as necessary.

CLASSROOM POLICIES FOR BEHAVIOR

Each teacher at Holiday Hill Elementary develops classroom policies for behavior which reflect Holiday Hill's school-wide CHAMPs Behavior Model (Conversation, Help, Activity, Movement, Participation, Signal) and the district's **Student Code of Conduct**. Please review the **Student Code of Conduct**.

CHANGE OF ADDRESS OR TELEPHONE

It is important that the school have your correct address and phone number. In cases of illness, accident, etc., the school should be able to contact you immediately. Therefore, any change in address, telephone number, employment or emergency contact person(s) must be reported in writing to the office promptly.

CUSTODY ARRANGEMENTS

If there is any legal custody or divorce settlement information that the school should be aware of regarding a student, please notify the school office in writing. This information **MUST** include printed copies of pertinent legal documents pertaining to custody arrangements, residential custody, joint custody, orders of protection, etc. It is extremely important that the school knows if a

student is not to be released to a specific person. Once again, **there must be a written legal document**. A hand-written note is **NOT** sufficient. This information needs to be brought to the school's attention each school year and as situations change.

LOST ARTICLES

Articles which are found should be deposited in the "Lost and Found" area located in the cafeteria. Purses, money, eye glasses and other such valuables should be brought to the office. Please label your child's garments with his/her name. All labeled articles are returned directly to the child's classroom.

CAFETERIA INFORMATION

Parents are encouraged to prepay for their child(ren)'s lunches. Checks may be sent in for any amount and a credit is established in the cafeteria database. Checks should be made out to Marshall School. Please be sure to track your child's meals. Students will only be given crackers and cheese when they have no lunch money. Milk is sold separately for children bringing their lunches - white and chocolate. Parents may also deposit funds into their child(ren)'s account using www.MyLunchMoney.com.

2009/2010 SCHOOL MEAL PRICES

Breakfast: \$1.00

Lunch: \$1.50

Milk/Juice: \$.35

CAFETERIA RULES

- Walk at ALL times.
- Sit at assigned tables
- Use QUIET voices talking with others at your table
- Keep your hands to yourself
- Do not put food directly on the tables—use your cafeteria tray or lunch box
- CLEAN and TIDY your table at dismissal
- Raise your hand for assistance
- Wait until dismissed by a cafeteria assistant
- WALK to the trash and recycle bins when dismissed
- Form a single file line when leaving the cafeteria

MONEY

When it is necessary for your child to bring money to school, please send it in an envelope with the child's name and reason for the money coming to school written on the envelope. Possible reasons for money in school might be, school store, book sales, lunch, snack, pictures, etc.

PARENT INVOLVEMENT IN EDUCATION

Parents are always welcome at Holiday Hill Elementary School and are encouraged to visit whenever they can. However, the safety of the students is the most important consideration for Holiday Hill School. Consequently, the office and administration **MUST** know who is in the building at all times. All parents and other visitors are required to stop at the office and register as a visitor. A visitor's badge will be supplied, and the school staff will know who is in the building. Everyone's cooperation with this procedure will be appreciated. Classroom volunteers are required to fill out a Volunteer Information form available at the office.

CAMPBELL SOUP LABELS/GENERAL MILLS BOX TOPS COLLECTION

Campbell Soup labels and General Mills "Box Tops for Education" are collected throughout the year at Holiday Hill Elementary School. They are used to purchase playground equipment, computer supplies, and DVD's, just to name a few. Please begin to save these valuable items now. Be sure to remove the labels and box tops before sending them to school. Thank you.