

# HDLA

HOLLY DRIVE LEADERSHIP ACADEMY



K- 8 Grade

# Parent Handbook

# CONTENT

Mission Statement  
Executive Board of Directors  
School Hours  
Who to Call For Questions  
Admissions  
Arrival And Dismissal Information  
Attendance  
Cafeteria  
Communication  
Discipline  
Dress Code  
Dress Code NO - NOs!  
Health Information  
Instructional Program  
Parent Involvement  
Personal Belongings  
Special Services and Programs



The mission of Holly Drive Leadership Academy (the “Charter School”) is to establish a child-centered community and learning environment that will assist students in understanding the purposes and value of the school experience. In doing so, we hope to inspire students to develop a personal sense of ownership and appreciation for the great potential they have and the role that schooling plays in developing and realizing that potential. The student goals of the school are to provide and create within students:

- Leadership via an understanding of self and the society in which we live
- An understanding of business principles and its relationship to serving others
- Academic excellence in core subjects
- Technological competence
- An understanding of and appreciation for the fine arts
- Good character

The Charter School aims to develop in its students a dedication to community service and the motivation and skills necessary for continuous successful life-long learning.



Legal responsibility for the operation of the Holly Drive Leadership Academy is vested in the Board of Directors.

**Chairman of the Board**

Eddie Davis

**Board Members**

Eddie Davis

Marisa Williams

Etta Keeler

Dianna Brown

Bernard Cook



**School Faculty and Staff Administration**

**Principal**

Alysia Smith

**Dean of Students**

Dan Falconer

**Administrative Assistant**

Angela Jones

**Instructional Administrator**

Daisy Day

**Instructional Assistant**

Deidra Brooks

Jennifer Sarsfield

Margarita Marquez

Brandy Singleton

Kathy Toomer

Tangaray Kennedy

Maritza Johnson

**Teaching Staff**

Makini Cunningham

Elitza Gergova

Kaylan Connal

Daisy Day

Traci Clark

Dan Falconer



# SCHOOL HOURS

School Office Hours	7:00am - 3:00pm
Teacher Duty hours	7:40am - 4:00pm
Extended A.M. Care	6:00am - 7:40am
Extended P.M. Care	2:30pm - 6:00pm
Lunch Schedule K-2	10:45am - 11:30pm
3-5	11:00am - 11:45pm
6-8	11:15am - 12:00pm



# WHO TO CALL FOR QUESTIONS

## Questions/Concerns Related to:

<i>Attendance</i>	Angela Jones	(619) 266-7333
<i>Registration</i>	Angela Jones	(619) 266-7333
<i>Lunch Eligibility</i>		
<i>School Fieldtrips</i>		
<i>Classroom Volunteering</i>		
<i>Schedule meetings with the Principal</i>		
<b>HEAT extended care Program</b>	Deidra Brooks	(619) 743-7066
<i>Instructional Program</i>	Daisy Day	(619) 266-7333
<i>Fundraising Opportunities</i>		
<i>Donations</i>		



# ADMISSIONS



## Admissions:

The Charter School welcomes all children and parents who want to work together successfully. The Charter School does not discriminate because of race, color, nationality, or ethnic origin in the administration of its educational policies, admission policies, tuition assistance programs, or any other school-administered programs.

To enter Transitional Kindergarten, a child **must be five (5) years old on or before December 2** of the year of entry.

To enter kindergarten, a child **must be five (5) years old on or before September 1** of the year of entry.



The Charter School shall require students who wish to attend the Charter School to complete an application form. After admission, students will be required to submit an enrollment packet, which shall include the following:

1. Student enrollment form
2. Proof of Immunization
3. Home Language Survey
4. Completion of Emergency Medical Information Form
5. Proof of minimum age requirements
6. Release of records



# ARRIVAL AND DISMISSAL INFORMATION



## Walkers

Students must promptly leave school grounds at the end of the school day. Students walking home must have a permission letter on file if in grades K-5, middle school students do not need a letter on file in the school office. Permission letter must indicate whether or not the student will be participating in enrichment or leaving immediately at dismissal. No loitering is permitted and no student should return to school grounds after hours without adult supervision.

## Early Check Out

If it is necessary for a student to leave school early, please send a note to the school office. A parent/guardian must sign out any student leaving before the regular dismissal time through the office. A parent designee with prior written verification may check out students.



## Emergencies and school closings

If a decision is made to close school due to inclement weather or an emergency, local television and radio station will broadcast this information. In case of a gas leak, explosion, or bomb threat, which necessitates removing students from the school, the students will be evacuated to an alternate site. Students will be supervised by their teachers at all times.



# ATTENDANCE

Regular attendance at school is essential for the academic and social development of each child. It is the parent's responsibility to ensure that each child is in daily attendance and arrives at school on time. A note from home must follow every absence stating the reason for absence. The note must be given to the front office. According to state regulations, we must know the reason for the absence. The following are excusable absences:

- A. Personal Illness
- B. Quarantine
- C. Medical, dental, optometrically, or chiropractic services
- D. Funeral services of a members of the immediate family. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state." Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household.
- E. Spending time with a member of the immediate family who is an active duty member of the uniformed forces and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position.
- F. A attending the pupil's naturalization ceremony to become a United States citizen
- G. Justifiable personal reasons requested in writing and approved by the Principal
- H. Observation of a holiday or ceremony of his/her religion; Attendance at religious retreats for no more than four hours during a semester; or participation in religious instruction or exercises.



If any other reason is given for an absence, it is considered unexcused.

## **Tardiness**

Promptness to class is very important. Students are to be in line and ready to enter their classroom before 8:00am. The teacher will confer with the student after class or after school concerning tardiness. After the fifth tardy, the teacher will refer the student to the Principal. The Principal will contact the parents for a conference. Students that are late should come to the office before going to class to receive a tardy slip.

## **Illness**

If a student becomes too ill to remain in class, a staff member will contact the parents by telephone. Parents must provide an up to date telephone number on the application. If your child is ill, please do not send him/her to school. A student who contracts a contagious disease or condition such as pink eye, chicken pox, ring worm, impetigo, or head lice will be sent home from school and must remain at home until the child is healthy and no longer contagious. A doctor's note is required for the student to return to school.

## **Make-Up Work**

Should you need to pick up work for your child due to a one or two day absence, you are asked to call the school before 9:00am each morning. Materials may be sent home with a sibling, another student or may be picked up at the end of the school day from the office. This gives the teacher adequate time during the school day to organize materials. For extended excused absences, your child's assignments may be collected before, during or after the absence. The teacher determines completion time allowed for work missed during the absence.

# CAFETERIA

The cafeteria will serve breakfast and lunch for all those who wish to participate. Our lunches are specifically designed to provide proper nutritional value. Milk is available to all students. Students may bring a sack lunch to school. Lunch is served from 11:00am - 11:45am. Parents are invited to sit with their children during lunch. However, school lunches are only available to the students.

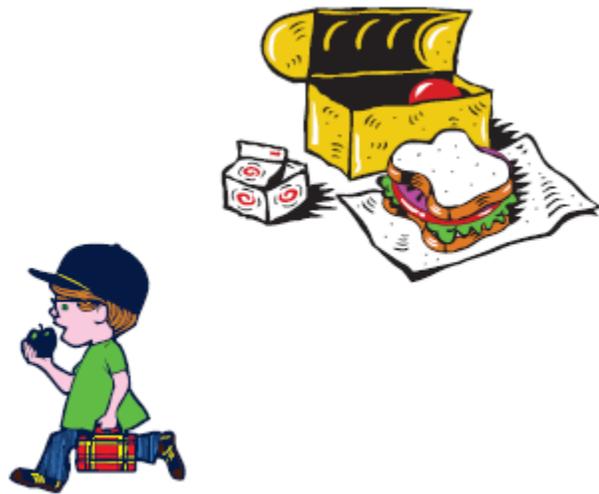
The Charter School shall provide each needy student with one nutritionally adequate free or reduced-price meal during each school day.

## Menus

Monthly menus are sent home at the end of each month for the upcoming month.

## Snacks

Children are encouraged to bring a healthy snack to school that can be eaten during recess. (i.e. fresh fruit, granola bars, cheese, crackers). Students may not glass containers to school.



# COMMUNICATION

Open communication between parents and the school is a priority for the Charter School. We encourage and expect parents to contact us regarding any questions or concerns you may have during the school year.

## Conferences

Parent/teacher as well as parent/administrator conferences are an integral part of reporting pupil progress. As partners with parents, we consider it important to conference regularly in order for parents and teachers to share information. This enables the school to plan a more effective educational program. Parent/Teacher conferences are scheduled as necessary. Please be mindful that teachers are responsible for their students from 8:00am - 3:00pm. Therefore teachers are not available to conference with parents during those times. These conferences may be initiated by the parent, teacher or administrator, and held at a mutually agreeable time.

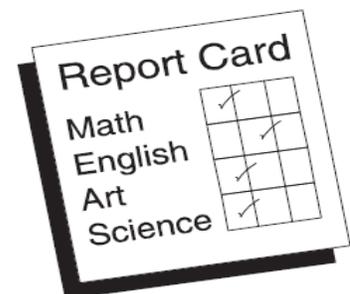


## Progress Reports

Progress reports are sent home on the last day of every Quarter along with all graded assignments to keep parents updated on their child's progress.

## Report Cards

Semester report cards are given in January and June. All report cards are given to the student to take home.



# DISCIPLINE

Our Charter School believes in a school environment in which students are able to learn and teachers are able to teach. Learning takes place in an atmosphere of acceptance, high expectation, encouragement, and positive motivation. Discipline is defined, as processes of helping students understand appropriate and inappropriate behavior and how to correct inappropriate behavior while leaving the student's dignity intact. Students are taught to take responsibility for their behavior and accept the consequences for inappropriate behavior. Student discipline is a joint responsibility of the home and school. Parental guidance as to appropriate behavior enables schools to maintain a wholesome environment for learning.

## **Minor Offenses**

Teachers handle minor offenses in their classrooms, Minor offenses include, but are not limited to:

- Excessive talking
- Off-task behavior
- Chewing gum, candy and the like in class

Teacher intervention strategies include verbal redirection, parent contacts, time out, action plans, and referrals.

## **Major Offenses**

The Principal handles major offenses and chronic minor offenses. Major offenses include, but are not limited to:

- Fighting
- Profanity
- Destroying Charter School Property
- Weapons (ie: knives, firearms, etc.)
- Disrespect to peers and adults

Principal interventions include in-school suspension, out of school suspension, parent conferences and referrals to outside school authorities.

Please see the Charter School Suspension and Expulsion Policy for more information.

# DRESS CODE

## **School Attire**

Students will come to school dressed and groomed in such a way as to reflect neatness and cleanliness. All students will be modestly dressed and groomed in a manner that does not distract, interrupt, or interfere with the educational process.

## **Uniforms**

A navy blue bottom and white uniform top is required and expected at school. Uniforms can be purchased at the following stores: Target, K-Mart, Wal-Mart, Mario's, Factory 2 you. The uniform policy is strictly enforced. Should you need assistance in obtaining the uniform please contact the front office.



**Our intent is to create a “Dress for Success” atmosphere while maintaining the safety, modesty and privacy of all students.**

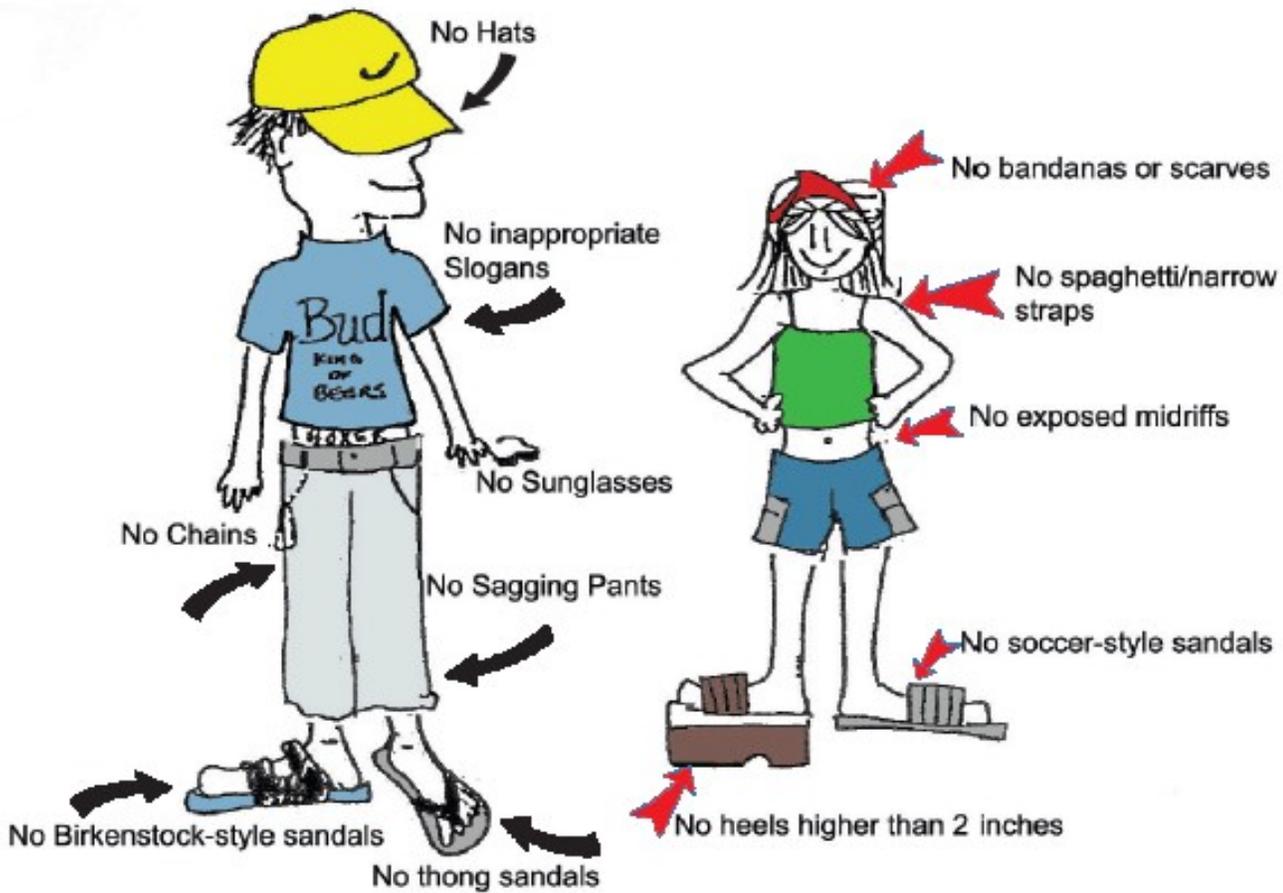
- 1. Low rise/low waist pants often reveal too much. When sitting, in pants or shorts, underwear and bare skin must be covered.** Pants and shorts are to be worn above the top of the hips. Saggy, baggy or low crotch pants are not to be worn. Circumference of pant waistband must measure no larger than 2 inches more than the waist size or the pants are too big. Wearing a belt to hold pants at the waist is encouraged. Crotch of pants must be above the knee. Pant legs must not drag on the ground. Pants and shorts must fit comfortably and not be skin tight. Short length should be an appropriate length.
- 2. Midriff tops or immodesty is not allowed. No exposed midriffs.** No tube, halter, off-the-shoulder tops or tops with thin straps smaller than 2 inches thick may be worn to school. If midriff or lower back is exposed when arms are raised or when sitting, the shirt is too short. Sheer tops or tops which **reveal** cleavage are inappropriate. Shirts should be loose and comfortable-not skin tight.
- 3. Skirt length** when sitting should be no shorter than mid-thigh and must conceal underwear at all times.
- 4. Undergarment must not be visible.** All straps and suspenders must be fastened.
- 5. Shoes must be worn at all times for safety reasons.** Thongs or flip-flops, athletic slip-ons, house shoes, corduroy slippers, soft-soled shoes, or Birkenstock type sandals without back straps are not allowed. Shoes with heels taller than 2 inches are not allowed.
- 6. No long, or trench-type coats will be allowed at any time.** A jacket, sweater or sweatshirt may not be worn to cover– up inappropriate clothing.
- 7. Hats, caps, bandanas, beanies, dew-rags, scarves, gloves or sunglasses** are not to be worn at any time. Religious headwear is allowed at all times consistent with the student’s faith.
- 8. Clothing or accessories** which advertise or denote gang affiliation, profanity, vulgarity, violence, alcohol, tobacco or illegal substances are not allowed.
- 9. Jewelry or accessories** that may present a health or safety concern will not be allowed. Wallet chains are not allowed on campus.

**Consequences**-If the items of clothing or accessories are deemed inappropriate by Charter School personnel, one or more of the following will occur:

- the student will be required to change into loaner clothes or P..E. clothes
- parent/guardian will be asked to bring appropriate dress to school for them to change into
- student may be required to serve lunch detention
- student will obtain the lesson for the day and complete it in another class

**The act of exposing underwear or bare skin can result in a referral to the office and may constitute sexual harassment.** Repeat offenders may be sent home for the day.

## Dress Code NO - NOs!



★ These are only SOME examples of inappropriate dress.  
Please use common sense!

## HEALTH INFORMATION

Our Charter School has limited contracted nursing services.

### **Medication**

When it is necessary for a child to receive medication at school, the following procedure will be followed:

1. The parent/guardian must submit a completed Parent's Consent Form which includes a written statement from the physician/surgeon/physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent/guardian of the student indicating the desire that the Charter School assist the student in the matters set forth in the statement of the physician/surgeon/physician assistant.
2. The medication should be the original container received from the pharmacy or physician with the appropriate instructions printed on the label.
3. Medication that does not require refrigeration will be stored in a locked container in the office. Medication that requires refrigeration will be stored in the school's refrigerator.
4. A written record of administration will be kept in the child's cumulative folder.

### **Immunizations**

The California School Immunization Law requires that all children receive a series immunizations before entry into school or childcare programs. The school is required to document proof of the required immunizations and to record this information on the form provided by the California Department of Health services. We must also submit periodic reports to the Health Department.

### **Injuries**

A member of the staff will complete an Injury Report Form when an injury occurs. Parents will be given a copy of the completed report. In cases that require more than minor first aid treatment, the principal or her designee will call the injured child's parents. If parents cannot be reached, the principal will call the authorized emergency numbers given by the parents. If parents or authorized persons cannot be exercise its authority to provide all emergency dental or medical care. This consent is given in the consent for medical treatment form, which gives the school authorization to provide all emergency dental or medical care prescribed by a duly licensed physician.

### **California child Abuse/California Law**

Section 11166 of the penal code states that any child care custodian, medical, practitioner, or employee of a child protection agency who knows or reasonably suspects that a child has been the victim of child abuse is required to report the suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and must prepare a written report thereof within 36 hours of receiving the information concerning the incident.

The term " child care custodian" includes teachers, licensed daycare workers, administrators of community care facilities licensed to care for children, foster parents, and group home personnel.

# INSTRUCTIONAL PROGRAM

## Continuous Progress

- Continuous achievement is the organization design for the delivery of curriculum.
- Continuous achievement means students are making measured progress showing growth on standardized assessments and making daily progress.

## Academic Probation

- All students are required to maintain a grade point average of 2.0 or above.
- Students receiving a grade point average below 2.0 will be placed on academic probation
- Academic probation will have the following stages:
  - 1.) Identification of needs
  - 2.) Conference with the parent
  - 3.) Intervention strategies will be put in place (e.g. tutoring, enrichment, etc.)

## Homework

- Homework is an integral part of the educational system because it allows students to reinforce and build upon skills learned in the classroom.
- Parents play an important role in ensuring that their children give their best effort in completing their homework
- If you have any concerns about the amount or content of the homework, please contact the teacher.
- When students and parents take homework seriously, it can be an effective tool in practicing skills, learning facts, developing good work habits, and enriching the entire educational experience.
- Only when there is a full commitment to the partnership between home and school will our children reach their full academic potential.



# PARENT INVOLVEMENT

## Parent Teacher Organization (PTO)

- The PTO is responsible for many activities and events at the Charter School.
- The PTO meets quarterly to discuss projects that will enhance and supplement the Charter School's curriculum and environment.
- All parents are encouraged to participate.
- PTO meeting Months for each school year are:
  - 1.) November
  - 2.) February
  - 3.) May

## School Visitation

- Parents are encouraged to visit the Charter School and actively participate in the education of their child.
- If parents wish to spend some time in the classroom, please contact the teacher in advance. And pick up a volunteer packet.
- If parents wish to see the Principal, please make an appointment with Charter School's administrative assistant.

## Volunteer Hours

- All families are encouraged to volunteer
- These effort hours can include participating in your child's class, checking you child's homework for completion, tutoring, assisting on fieldtrips and the like.
- Parents must check in the front office before assisting at the school.



# PERSONAL BELONGINGS

## Valuables at School

Items having value must stay at home. The Charter School is NOT responsible for items that are lost or stolen.

## Toys and Games

All toys and games must stay at home. Students bringing these items to school will have them taken and not returned until the end of the school day. This includes toys, games, cell phones and any electronic devices.

## Clothing

Each year, numerous articles of clothing are left unclaimed at school and often children cannot identify what they have lost. Please label coats, jackets. Mittens. Caps, boots, etc.



## Lost and Found

Lost and Found items are kept in a container at the Charter School. Parents are encouraged at any time to look through the clothes or items to find any of their child's personal belongings.

## Safety

**All visitors to the Charter School campus must sign in at the front office before going to the classroom.**

One of the goals of our Charter School is to ensure that the grounds are stress free. We expect all persons coming on the school grounds to respect this environment. Any incidents that endanger the students or violate school property will be dealt with to the full extent of the law. The San Diego City Police Department will handle all criminal activities before, during, and after school hours.



# SPECIAL SERVICES AND PROGRAMS

## After school tutoring

The after school tutoring program is designed for students needing additional support. Teachers and HEAT staff work with students on phonics, oral reading, comprehension, writing, and math with the aim of increasing performance and achievement in each grade level. After school tutoring takes place Monday - Thursday from 2:30pm—4: 00pm.

## Special Education Resources

Your child may be eligible for special education. Referrals should be initiated through the Student Study Team (“SST”) to effectively utilize school resources. Parents, however, may refer their child for a special education evaluation without utilizing the SST process by presenting a written request to the Principal.

If you child qualifies according to state guidelines as determined by the Individualized Education Program (“IEP”) Team or Section 504 Team, you child may be eligible for special services as outlined on his/her IEP or Section 504 Plan.

Special education services may be available for physical and emotional handicaps, speech and language disorders, and behavior and learning handicaps.

## Student Study Team

SST is a joint effort of general education and special education. This team process focuses on prevention and intervention for students who may have learning or adjustment problems. Parents are an integral part of this process. The process includes the following stages:

- Identification of needs
- Screening
- Formulation of an education plan
- Implementation
- Follow up and support
- Monitoring
- Final Recommendations

