



August 1, 2023

Dear Hollydale Families,

We are looking forward to partnering with you for the 2023-2024 school year. This is my 25th year in education and my 8th year as Principal of Hollydale. I do not report to a “job” every day. My greatest joy is working with all the people...teachers, staff, students, and community members. I am a graduate of McEachern High School, Georgia Southern University and have two degrees from Kennesaw State. In addition to this, I am the proud mom of Drew (20) and Reagan (14). I bring all these experiences with me each day to Hollydale to stay true to two priorities. First and foremost is keeping your child safe; this takes every person in the Hollydale Family committing to the policies and procedures we have created to ensure an environment conducive to learning. Second is keeping our focus on learning. Our staff at Hollydale chooses to be here because they have a passion for our children & believe in the work we accomplish together every day. Many have advanced degrees and spend a lot of personal time attending workshops, reading, and preparing engaging lessons each day.

As with any school, we are not perfect, but we value the power of synergizing with one another (parents and staff) to push every child to their full potential. You are the expert on your child, and we have the best practices on how to effectively teach them to read, write, complete math tasks and be a leader. I love it when a team comes together to help a child succeed. With this, you are welcome to reach out via CTLs to any staff member, anytime. We are happy to call you or set up a meeting in person whenever needed.

This packet contains policies that will help us keep our focus on student learning and further enhance your child's experience here at Hollydale. We are looking forward to “Learning to Infinity and Beyond.” This simply means our mission and vision is to ensure your child is able to master grade level standards or above by the end of this year. To achieve this goal, we make three commitments with one another (1) Change starts with us, (2) We work together, and (3) Hard work, pays off. These commitments help us keep our focus on learning & our student leaders at the heart of all we do.

Having worked in elementary and middle school, I enjoy these younger grades because it's where we see our students change the most. Kindergarten students come in with backpacks bigger than they are and most tower above my height when we send them on to middle. It truly is a heart felt moment to see what can happen when we rally together to educate our students.

We look forward to partnering with you this year!

Sincerely,

Jennifer Ridgway

Principal



Hollydale Elementary School

Vision: *To be a school committed to student success*

Mission: *Our Team, Our Goal, Student Success*

Established in 1967, Hollydale Elementary School has always been a neighborhood school. Our students go to Smitha Middle School and Osborne High School. Our diversity is a strength for us. Between our staff and students, we represent students from 5 continents & serve students who speak multiple languages.

Leader in Me

We are a **Leader in Me School**. We learn the 7 Habits of Highly Effective Students. This includes lessons on how to use the following:

Leading yourself:

1. Be proactive (You are in charge of you.)
2. Begin with the end in mind (Have a plan.)
3. Put first things first (Work first, then play.)

Leading Others:

4. Think win-win (Everyone can win. Not my way or your way but our way.)
5. Seek first to understand, then be understood (Listen before you talk.)
6. Synergize (Together is better.)

Taking Care of Self & Contributing:

7. Sharpen the saw (Balance is best. I take care of my body by eating good foods, exercising, and spending time with family and friends.)
8. Find your voice (I find something I am good at doing and I use it to lead others.)

Collective Commitments

Our goal is to ensure we are proactive, respectful, and kind in the daily operations and interactions within our building. We commit to upholding three commitments:

1. Change starts with us.
2. We work together.
3. Hard work pays off!

Visit us on Social Media:



Facebook: Hollydale ES



Instagram: Hollydalees



X: @Hollydalerocks



Dates to Remember for 2023-2024

Please visit the Hollydale [website](#) and the calendar on CTLS to see the dates we have scheduled for the year in addition to CCSD breaks and teacher workdays.

Early Release and Asynchronous Learning Days

These days are planned for our staff to engage in professional learning. Your child will be given work to complete asynchronously at home for Asynchronous Learning Days. We will dismiss starting at 12:20 for Early Release Days; on Early Release Days the After School Program will be available till 6PM.

- August 21, 2023 - Asynchronous Learning Day
- October 16, 2023 - Asynchronous Learning Day
- October 17-20, 2023 - Conference Week & Early Release Each Day
- March 4, 2024 - Asynchronous Learning Day
- April 8, 2024 – Early Release Day
- May 20, 21, 22, 2024 - Early Release

Hollydale Spirit Days

Each Friday, we will celebrate a variety of things by dressing up in various ways. This is totally optional and a fun way to continue learning. These dates and themes will be sent to you at the beginning of each month through CTLS and can also be found on our website.

Parent University

No one gives you an instruction book on how to raise your child, much less how to help them at home. With this, we have designed a series of one-hour meetings designed to support you with this task. These Parent Universities are held once a month at 8:00 in the morning which is face to face and 6:00 in the evening held on TEAMS. Please note the following dates and topics for the 2023-2024 school year. A *Teams* links will be sent via CTLS for you to join prior to the meeting.

Date	Topic
August 10	Understanding how to use CTLS and Parent Vue
September 7	How to help your child academically at home
October 12	Get to know your School Counselors and Social Worker – A link will be sent ahead of time to ask specific topics you would like information on.
November 9	Understanding Test Scores and Response to Intervention – You'll learn how/why we use test scores and the RTI framework to help students who are need more support in the classroom AND for those students who need to be academically pushed past grade level standards.
January	TBD
February	TBD
March	TBD
April	TBD
May	TBD



Apps Needed for Success

You can find information on how to download these apps on the Cobb County [Website](#) or Hollydale [Website](#). If you need help, please send a CTLS message to Carmen Rodriguez, Parent Facilitator (Carmen.Rodriguez@cobbk12.org).

CTLS Parent – Through CTLS Parent, you can message your child’s teacher or administrator directly. This is the only way we will communicate needs, concerns, request for phone calls or conferences, etc. It’s like texting back and forth with one another.

Eleyo – The After School Program app intended to allow you to register each child for ASP and pay the annual registration fee and daily charges.

Here Comes the Bus – This app uses GPS to show you when the bus is headed your way to pick up your child. Our transportation department recommends you are at the bus stop 5 minutes before the bus comes. This app helps with this! Sometimes the bus is late for various reasons, always go to the app to determine when it’s coming. This is for morning and afternoon. Note: Our Special Needs buses do not have this service as their routes change all the time.

Parent Vue – Parent Vue is the portal we use to register students, update address, phone number or email information, **change your child’s transportation**, view your child’s absences, look at grades for 4th and 5th grade students, **view report cards** and **give permission for field trips**—among so many other things. This is the **ONLY** way we will accept transportation changes. Please go to our website for information that can help you download and use this app. Call us if you need help!

Hollydale Policies 2023-2024

All Hollydale Policies are based on the CCSD Board Policies that can be found here:

[Section "J"-Students \(cobbk12.org\)](#). Click on the Link to go to the website.

Absences:

- When a child is absent, CTLS will send a message stating the child was absent and it will prompt you to send a reason your child was not in school.
- You have three days to send an excuse note so that we can review if it meets the policies to be excused.
- Per the CCSD policy, if your child misses an excessive number of days, the Principal has the right to ask for documentation for your child’s absence.
- Please try and schedule doctor appointments after school or during breaks to ensure your child is in class and learning each day.

After School Program:

- The ASP program operates as a separate business from our school. It offers childcare from dismissal (2:10) through 6:00PM each night.
- More information about ASP and how to register can be found at <https://cobbk12.ce.eleyo.com/>



- Please note students must use the online website or app “Eleyo” (see link above) to register **once a year** & pay a \$20 registration fee. Afterwards the cost is \$10 a day. Parents must pay weekly charges by the next Tuesday to remain going to ASP.
- Delinquent accounts will be turned over to a collection agency.

Arrival:

- Buses are almost always on time to your house. Download the Here Comes the Bus App for more information on approx. time to bus stops.
- Car: We do not open the car doors for your child. We do this to teach our students to become more independent. It’s also a safety risk for both your child and our staff members. Please help us teach your children this skill. We will work with our younger students, students with disabilities, and students with medical issues to reach this goal.
- Walkers: We have a Crossing Guard at our four-way stop in front of the school which will help your child cross the road.

Late Arrival:

- We understand mornings can be hectic. A good morning routine almost always starts at night with preparing for the next day: teach your child to sit out their clothes, place their backpack at the door, and get you to sign needed materials the night before. Teaching this now, helps them be more independent later.
- If a child is late due to a bus, they are never marked tardy.
- Students arriving by car or walking are tardy when they enter the building after 7:50 AM.
- You will need to park and walk your child to the door to sign them in for the day if you arrive at Hollydale at 7:50 or after.
- Being late for school isn’t a good way to start the day for anyone. Please work on being on time.

Birthdays:

- We recognize our students on their birthday with a special pencil. We understand all families address birthdays differently. If you would like, a snack can be brought in for students to share with their classmates during lunch. Please follow these procedures:
 1. Send a CTLS Message to your child’s teacher **at least two days in advance** to ensure the date you want to come is okay AND to ensure you are aware of any allergies in the class.
 2. You must bring in the snack during your child’s lunch. It doesn’t have to be the enrolling adult who comes in but should be a person on your child’s contact list.
 3. This person must be able to pass out the snack in the cafeteria. (Our teachers cannot be responsible for this task).
 4. **The food must be store bought/packaged and ingredient label visible.**
- Help keep our focus on learning. Only a snack can be brought in for the celebration. Please do not bring flowers, balloons, or goodie bags. While fun, they can be super distracting.

Bus Transportation:

- Bus routes can be found by going to www.cobbk12.org, Find it Fast (tab at the top), then [click](#) on Bus Numbers & Routes. You will be directed to type in your address. This will give you bus stop times/locations.
- **If your child is 8 or under** when the school year starts, they cannot be dropped off at their stop without a parent or guardian present at the stop. The driver will return them to the school if this happens.
- A **Safe Rider** form will be given to your child the first few weeks of school by the bus driver. On this form, you will be given the opportunity to tell the bus driver all about your child and if you give your 8 and under child permission to get off the bus without a parent or guardian at the stop. This is in

accordance with the Department of Family and Children Services Guidelines for safety and supervision of children.

- Parents should ensure supervision at the bus stop both in the morning and afternoon. The school day starts while students are at the bus stop and ends once the bus drives away in the afternoon.
- Transportation related questions or concerns should be directed to the CCSD Transportation Department at 678-594-8000.

Car Rider Policies:

- You must have ParentVue downloaded to your phone so that you can show a barcode tied to your child. Without this barcode, we will not release your child to anyone else. You can select who receives this barcode. Screen shot it and send to a neighbor, a grandparent, etc.
- Our Car Rider line begins at 2:10 and concludes at 2:35.
- We do not open car doors. Please join us in helping your child become independent with opening and closing the doors.

Cafeteria:

- Our school offers a hot lunch and breakfast each day with various choices your child can make. You can visit www.cobbk12.org, click on Find it Fast, and click on Lunch Menus to view the meals being served. Please visit the website for more information.
- Breakfast is served from 7:15 until 7:45 each day. After 7:50, the line is closed as our students need to be in class and ready to learn. The last time a child can pick up a breakfast is 7:50.
- Assistance for free or reduced lunch is easy to request. Click [here](#) to access the **family meal plan application**. It is available in several different languages. These forms can be completed anytime after July 1, 2023 for the 2023-2024 school year.
- The cost of meals is below. To receive the reduced price listed you MUST complete a family meal plan application (see above).

BREAKFAST PRICES	
Student - Reduced Price	\$0.30
Student - Full Pay	\$2.50
CCSD Staff & Guests	\$2.75

LUNCH PRICES	
Student - Reduced Price	\$0.40
Elementary - Student Full Pay	\$3.50
Middle - Student Full Pay	\$3.50
High - Student Full Pay	\$3.50
CCSD Staff	\$4.75
Guests	\$5.00

- You can email our Cafeteria Manager, Kris White (Kris.White@cobbk12.org) OR call her to ask questions regarding payment, allergies, or to ask any other questions.
- Students are allowed to bring a lunch to school; however we can't refrigerate or heat anything up. We also welcome you to school to eat lunch with your child. Please bring a picture ID to check in prior to joining your child at lunch. You are invited to eat with your child at lunch.

Checking Out/Checking In:

- Students arriving late, must be signed in by a parent.
- Students being checked out early must be checked out before 1:45. After 1:45, our office closes to focus on a safe dismissal.
- **Anytime a person comes to check a child out, they must bring a photo ID** and be on the child's approved list of adults to pick up or we don't release the child. Enrolling adults can update this in Parent Vue.

Clinic & School Nurse:

- Nurse Davis is available from 7:30 until 2:30 every day. She is at our school to help monitor medically fragile children (seizure disorders, severe allergies, diabetes, etc) and screen students to determine if they need further medical care. She is not a person who can diagnose anything, nor does she prescribe medication.
- If your child has asthma or another condition in which they need medication given throughout the day, she can do this with the proper documentation completed by you beforehand. Her number one job is to keep students in class so they can learn as much as possible.

Code of Conduct: The “J” Policies at www.cobbk12.org will cover all the expectations CCSD has for students as well as consequences for not meeting those expectations. We like to join with you to help students meet expectations. The use of reteaching expectations, keeping parents informed of concerns, and the use of restorative practices normally stop undesired behavior. However, progressive discipline—meaning consequences such as in school isolation or even suspension could be possible depending on the situation.

Communication:

- The key to any relationships is good, open, and frequent communication. Our staff only uses CTLS Parent when communicating electronically. **Please utilize CTLS Parent when communicating with school staff.**
- Please check your child’s backpack and the communication folder for hard copy flyers or graded work daily.
- Understand that we are unable to allow you to talk with teachers during the day unless it’s scheduled ahead of time. Our focus is on learning during the day.

Dismissal:

-  **Our policy is for you as the enrolling adult to mark how you would like your child to go home in PARENT VUE – Walker, Bus, Car, After School Program. We will never take what your child says over what you have in PARENT VUE.**
-  **We do not take transportation changes via email, text, notes, etc. ONLY through PARENT VUE. If you have multiple students at Hollydale, you will need to mark dismissal options for each child.**
- The enrolling adult has the right to change a child’s transportation in PARENT VUE. **These changes can be made up until 1:50 the day the transportation change needs to take place.**
- Families are responsible for ensuring arrangements have been made for students at the end of the day, which is 2:10. If students are repeatedly not picked up, steps will be taken that may result in a Social Work referral. To avoid this situation, it’s recommended you register your child for ASP and credit the account for one day’s ASP fees in the event you need emergency after school care.
- ASP requires a \$20 registration fee and each day is \$10 for the day. Students holding a balance due over a week are not allowed to attend ASP until charges are paid.

Dress Code:

- We believe in dressing for success. We encourage you send your child to school in play clothes. We aren’t responsible for any damages to a child’s outfit or lost jewelry. Do have your child wear tennis shoes to keep students safe in PE and at recess.
- Here are the three things to avoid:
 1. Clothing revealing stomachs, bottoms, or chests.
 2. Clothing with unkind messages.
 3. Students are not allowed to wear hoodies in the building. Repeated refusal to take off a hoodie will result in a consequence.

Enrolling Adults:

- This is defined as the person who registered the child for school.
- In the State of Georgia, the enrolling adult has the legal rights to education, contact with the school, and to determine who can pick up or check out a child.
- The enrolling adult can add additional people (like the other parent of the child or a grandparent) through Parent Vue.
- Enrolling adults have three choices of rights to give this person. Depending on the boxes checked to each person, our school understands your wishes.
 1. Release to – meaning this individual can pick up
 2. Contact Allowed – meaning we can call this person if we can't get in touch with you
 3. Educational Rights – meaning this person has permission to help make educational decisions or hold discussions with a staff member regarding your child
- **If a person is not listed on the child's Parent Vue account, we will not release or talk to a person who contacts us.**

Field Trips:

- Each grade level plans educational field trips throughout the year. Teachers will send information about the field trip through CTLS and/or hard copies through a child's communication folder.
-  **Permission for field trips must be granted through Parent Vue.** Students in Program Classes are invited to participate in their own grade level trips. In addition, Program Classes may go on field trips by themselves.

Food Pantry:

- We partner with Must Ministries to provide free food once a month of any family who expresses the need. Please email Jennifer.Marks@cobbk12.org to sign up. There are a few forms to fill out that we keep at Hollydale—we must show we are giving the food we are given to distribute to our families.
- Your participation in the program is confidential. We receive meat, fresh produce, can goods and sometimes toiletries for distribution each month.

Grades:

- Kindergarten, 1st, 2nd, and 3rd grade report student grades through standards based report cards.
- 4th and 5th grade students receive the traditional number grade (90-100 -A; 80-89-B; etc.).
- **Report Cards are posted to Parent Vue** at the end of each nine weeks. We do not send home paper copies of report cards.
- Progress Reports are sent home at the midway point of each nine weeks for students who are not progressing towards mastery of the standards.

Lost and Found:

- Going to elementary school is often one of the first times in a child's life they must learn to keep up with their belongings. Some of our leaders do this naturally but most must be taught how to keep up with their hats, coats, mittens, lunch boxes, etc. It can be frustrating. If this becomes a continual problem, reach out to your child's teacher for help on how we can help your child be more independent.
- Items left behind live in our Lost and Found hallway between the cafeteria and main hall. If personal items have initials or first and last names, we try our best to get these items to the rightful owner.
- Twice a year, late December, and late May, we collect all the lost and found items and donate to Good Will. Please encourage your child to visit lost and found and we welcome you to visit this before school between 7:15 and 7:45.

Mandated Reporters

- Per GA State Law, all educators are mandated reporters. This means if we suspect neglect or abuse, we must report this within 24 hours to the Department of Family and Children Services. We do not investigate, nor do we call families to tell them we have made a referral.
- The state makes the law clear that educators only report.

Safety:

- Students and staff participate in a variety of safety drills throughout the year.
- You will **not** be notified of these drills because it's a part of our daily policies and procedures. However, if an instance arises that you need to know about, we will work with our CCSD Communications Department to let you know.

Sickness: Sick children need to stay home to feel better. Please keep them home 24 hours or until their symptoms improve with fever, vomiting, diarrhea, viruses, rashes, etc. Anything that could be transmitted to other students. Our nurse will call you when/if your child needs to go home during the day. Please keep your phone handy.

Snack:

- Students are allowed to bring a healthy snack each day.
- We also encourage your child to bring a reusable water bottle marked with their name on it.
- We have a water station your child can use to fill the bottle up each day.

Visitors:

- We are happy to invite families back into our building.
- You must bring a picture ID and report directly to the front office when you arrive.
- We use **Identikid** to sign in visitors to our school. You will need to type in the location of where you are going and then sign out before you leave.
- **Visits should be arranged ahead of time with school staff.** We can not honor drop in visits with teachers or students. We must keep our focus on learning.