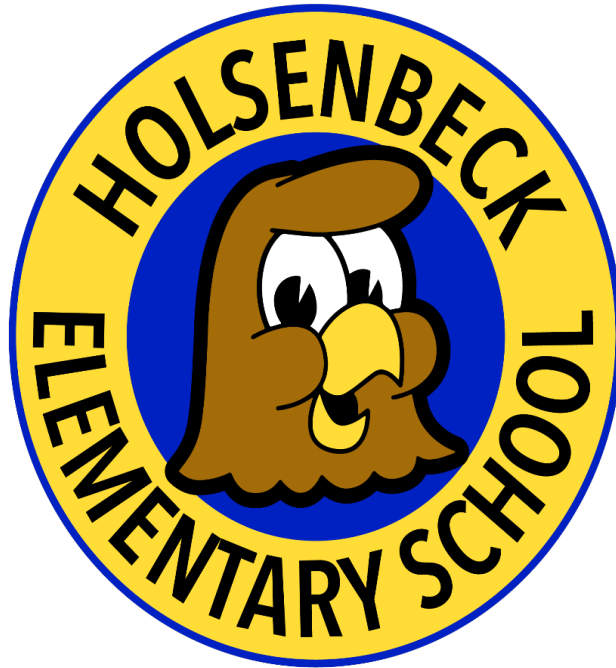


Holsenbeck Elementary



STUDENT HANDBOOK

2023-2024

445 Holsenbeck School Road
Winder, Georgia 30680
(770) 307-1540

Ms. Aperil Sellers, Principal
Ms. Heather Burch, Assistant Principal

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A Note from Ms. Sellers

Dear HES Families,

Welcome to the 2023-2024 school year. At the start of this school year, we hope you and your child(ren) are filled with the same sense of wonder and excitement as we are. A new school year is filled with unlimited possibilities as well as exciting opportunities. As we embark on this school year, I would like to extend a warm welcome and invitation to partner with us. We value your engagement and commitment in your child's education.

Please know that the safety and education of your child is our top priority. Our dedicated team of professional educators are committed to cultivating a welcoming and academically challenging learning environment where your child can thrive. We understand that all children are unique and have individual strengths, interests, and challenges. Our mission is to build a strong educational foundation through which your child will flourish both academically and emotionally. Your child will be challenged in ways meant to develop a sense of curiosity, resiliency, determination, and perseverance. Leading by example, we strive to inspire a genuine love for learning and a sense of wonder.

As your child's first teacher, you bring incredible insight into who your child is. We all want the same thing which is for your child to have an amazing school year and be as successful as possible. We want your child to thrive at Holsenbeck Elementary. By working together, I have no doubt that we can and will make a significant difference in the life of your child.

I am personally looking forward to a positive and productive year together. We value your input and support. We encourage you to reach out to us with any questions, concerns, or suggestions that you may have throughout the school year. Partner with us as we begin to build that strong educational foundation in which your child's educational career is being built.

With unwavering support,

Aperil Sellers
Principal

2023-2024 HES Information at a Quick Glance

2023-2024 Student Calendar Revised

2023-2024

Approved 01/10/2023

| Date | Event or Holiday |
|-----------|---|
| Jul 04 | Independence Day |
| Jul 20 | New Teachers Report |
| Jul 24-31 | Teacher Planning Days (1-5) |
| Jul 26 | Professional Learning Day (1) for teachers |
| Jul 28 | Open House - all schools |
| Aug 01 | First Day of School for Students |
| Sept 1,4 | Labor Day (Holiday) |
| Oct 05 | End of 1st Grading Period |
| Oct 06 | Teacher Planning Day (6) |
| Oct 9-13 | Fall Break |
| Oct 18 | Report Cards |
| Nov 07 | Digital Learning for Students/Professional Learning Day (2) |
| Nov 20-24 | Thanksgiving Break |
| Dec 20 | Early Release/Last Day of 1st Semester (89) |
| Dec 21 | Begin Winter Break for Students |
| Jan 01 | New Year's Day |
| Jan 04 | Planning Day (7) |
| Jan 05 | Professional Learning Day (3) |
| Jan 08 | Begin Second Semester Classes |
| Jan 10 | Report Cards |
| Jan 15 | ML King Day (Holiday) |
| Feb 09 | February break* |
| Feb 12 | Digital Learning for Students/Professional Learning Day (4) |
| Mar 13 | End of 3rd Grading Period |
| Mar 14 | Teacher Planning Day (8)* |
| Mar 15 | March break* |
| Mar 20 | Report Cards |
| Apr 1-5 | Spring Break |
| May 22 | Early Release/Last Day of School for Students (178) |
| May 22 | Graduation BASA |
| May 23,24 | Teacher Planning Days (9,10) |
| May 23 | Graduation WBHS (8:00PM) |
| May 24 | Graduation AHS (8:00PM) |
| May 25 | Makeup Day for Graduation |
| May 27 | Memorial Day |

* denotes possible weather make-up days

This calendar and other important information can be found on the Barrow County Schools website at www.barrow.k12.ga.us.

School Contact Information

School Address: 445 Holsenbeck School Road

Winder, Georgia 30680

HES Phone Number: (770) 307-1540

Website: www.barrow.k12.ga.us/hes

Facebook: www.facebook.com/holsenbeckhawks

Twitter: @HolsenbeckHawks

Instagram: Holsenbeck_hawks

In addition to the following school-specific items, we adhere to the Barrow County School System's Student Handbook guidelines, which can be found here:

<https://www.barrow.k12.ga.us/families/students/student-handbook>

School Hours

- Elementary school hours are 7:30 AM to 2:00 PM
- Morning arrival begins at 7:00 AM; students may not be dropped off before 7:00 AM unless they are enrolled in the Holsenbeck Elementary School Before School Program. Instruction begins promptly at 7:30 AM. Any child who has not entered the school building by 7:30 AM will be considered tardy.
- Student dismissal begins at 2:00 PM. Students are not allowed to be checked out between 1:30-2:00 PM.

School Office Staff

| | |
|--------------------------------------|-----------------------------|
| Principal | Aperil Sellers |
| Assistant Principal | Heather Burch |
| Instructional Coach | Brittany Norris |
| Receptionist | Cammie Milner |
| Data Clerk | Rebecca Reivitis |
| Bookkeeper/ Principal's Secretary | Kendra Williams |
| Counselors | Dana Love Michael Wadley |
| Nurse | Karen King, LNP |

School Vision, Mission, and Expectations

The Vision of Holsenbeck Elementary School is to provide students with an education that prepares them to be successful, to meet challenges in their future, and to become a vital part of their community.

Holsenbeck Elementary is a student-focused learning environment that builds a strong educational foundation through challenging and successful experiences.

Be Ready -- Be Respectful -- Be Responsible

Academic Calendar

This calendar and other important information can be found on the Barrow County Schools website at <http://www.barrow.k12.ga.us/>.

Accidents/Illness

In case of an emergency illness or accident involving students on the school grounds or in the school building, the school will immediately notify the parents. In order to do this, the school must have current phone numbers for parents and emergency contacts on file. Please help us by keeping this information up to date and send any changes to the school in writing. After an accident, the teacher will complete and place on file a student accident report form.

Afternoon Check-Out

Regular attendance is vital to the long-term academic success of your child. We ask that you schedule all doctor's appointments after school hours when at all possible. In the event you must schedule an appointment during the school day, please be aware that your child will be missing valuable instructional time and will be counted either absent or tardy, dependent upon the length of time he or she is away from the school.

Check-outs are not permitted between 1:30pm – 2:00pm. Dismissal time is an extremely busy time of day. Interruptions at that time of day are detrimental to the safety of our children as we are working carefully to ensure that every child gets home by the proper mode of transportation. If you must pick up your child early, you will need to be sure that check-out is completed no later than 1:30 PM

Art

Students will receive art instruction on a regular basis. Developing creativity for each child is encouraged through lessons in drawing, painting, printmaking, sculpture, and crafts. Students who actively participate will develop creative thinking skills, be able to relate art to their environment, develop a sense of self-worth, and be able to make intellectual, visual, and aesthetic judgments.

Attendance: Absences

Attendance is an important factor in a student's classroom success. Please try to keep absences to a minimum by scheduling appointments for non-school days and after school hours when possible. In the event that you must schedule an appointment during the school day, be aware that your students will not only be missing valuable instructional time but will also be marked as either tardy or absent depending on the amount of time missed for the day. Student absences may be excused for the following reasons:

1. Personal illness and when attendance in school would endanger their health or the health of others.

2. A serious illness or death in the immediate family necessitates absences from school.
3. Absences mandated by other governmental agencies, including pre-induction physical examinations for service in the armed forces, or court ordered.
4. Observing a religious holiday that necessitates an absence from school.
5. Conditions that render attendance impossible or hazardous to their health or safety.
6. Registering to vote or voting, for a period not to exceed one day.
7. A maximum of five (5) school days per school year may be excused for students whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard in order for the student to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment overseas to a combat zone or combat support posting or during the parent's or guardian's leave from such a deployment. *(Note: Students serving as pages for the Georgia General Assembly are counted present on the days serving in the Assembly. In addition, students who are present for at least one-half of the instructional day shall be counted present partial attendance).*

Full-day school attendance is very important to student success. Students who arrive late or leave early miss important segments of classroom instruction. Students who arrive late on buses will not be marked as tardy as this is due to circumstances beyond their control. Students may be counted present for the day if at least one half of the instructional day is spent in school.

School personnel monitor student attendance daily. Mrs. Reivitis is responsible for entering attendance data daily. Excuses for absences shall be furnished to the school by the student's parent or guardian and shall specifically state the reasons for the absence. All excuses will be evaluated by the principal or a designee to determine if the absence is excused or unexcused. An excuse may be an official doctor's note, or in the case of minor illnesses, the note should be handwritten by a parent or legal guardian explaining the child's absence. Please Note: In addition to email or Remind message to the teacher, you should send in a physical doctor's excuse or handwritten excuse from the parent. **A maximum of 5 parent notes are allowed each semester.** After the 5th parent note only official doctor's notes will be accepted. Students shall be permitted to make up work when absences are excused and unexcused. **Excuses for absences are due within 5 days of a student returning to school.** *Under certain circumstances, school personnel may require proper medical documentation to code an absence as excused.*

Attendance: Barrow County Protocol

Attendance at school is very important to a student's success. Children are tardy if they are not in their classroom by 7:30am. Parents are encouraged to have their children ride the bus; however, if you bring your child to school, he/she should be here in time to walk to their classroom before the bell rings. Please note: the car rider door is locked promptly at 7:30 AM.

Students checking in after 11:00 AM are counted absent. Early checkouts prior to 11:00 AM are counted as an absence. A note from a parent or doctor is expected after each absence. Georgia's compulsory attendance law requires that students attend school daily.

Attendance: Tardies/Early Check-Outs

Students should arrive at school on time to minimize disruptions to the instructional day. Tardy is defined as arriving to school or class after the designated start time (7:30 AM) or leaving school or class before the designated end time (2:00 PM). If a child arrives at school at 7:30 or later, he/she must be driven around to the front of the school and walked into the front office by an adult; the adult will sign the child in using our computer system. When checking in after 7:30, the student will be counted as tardy. Students must be in the classroom by 7:30 to be considered "on time" for school. Parents will be contacted if tardies become frequent.

Any student checked out before 2:00 will also be considered tardy. Students who arrive late on buses will not be marked as tardy. Students may be counted present for the day if at least one half of the instructional day is spent in school. Early dismissals will be granted for the same reasons available for excused absences. When checking a student out, the parent/legal guardian must come to the office, sign the child out of school, and office staff will verify your identity before calling for the child. (No students will be allowed to check out between 1:30 PM and 2:00 PM. Parents can expect the staff to ask to see an appointment card from the doctor when asking to check students out after 1:30 PM. Please make appointments (doctor, dental, etc.) for after school hours or as late in the day as possible to minimize lost instructional time.

To minimize disruptions to the instructional day, students arriving late will walk themselves to class, or walk to class with a staff member, rather than a parent. Parents bringing items to their children after the instructional day has begun will be asked to leave those items at the front desk for later distribution by staff.

Barrow County Code of Conduct

Barrow County Schools Code of Conduct is included in this document. Parents should review the Code of Conduct with their children in order for students to understand expectations for behavior. Holsenbeck Elementary School has implemented Positive Behavior Intervention Support. PBIS is a program in which school wide behavior expectations are taught and reinforced in a positive manner. While good behavior is rewarded, the Code of Conduct is still enforced. An updated version of the Code of Conduct is available on our school's website.

While we make every effort to prevent discipline referrals, they are sometimes necessary. Should your child receive a discipline referral and is sent to the office, an administrator will contact you. Each office referral is a unique situation and will be handled based on the child and the level of the incident. We follow the Barrow County Schools Code of Conduct, which can be found here:

<https://www.barrow.k12.ga.us/families/students/student-handbook>. Our goal is to use discipline referrals as teaching opportunities and provide consequences that are fair and aligned to the behavior.

Barrow County Student Handbook

Please go to this [link](#) to review the BCSS Student Handbook which has important information related to the Student Code of Conduct, Parent Rights & Responsibilities and other Required Notifications for families that are the same for every school.

Car Rider Drop Off and Pick Up

Students who arrive to/depart from school by car at the beginning or end of the school day, enter and exit in the rear of the school. To ensure safe and efficient arrivals and departures, please observe the following procedures:

- Enter the long drive behind the playground closest to Highway 11.
- Stay to the far right drive all the way through the parking lot to the drop off area. Keep your child in the car until assisted by an adult or until they can safely exit.
- Stay in line and do not attempt to pass other cars or block parking places.
- Have your child ready to exit the car quickly.

For safety reasons, it is important that children are dropped off and picked up in the car rider line located in the rear of the school behind the Pirate Ship playground. Students cannot be dropped off in front of the school between 7:00–7:30 AM as we have buses arriving during that time. The school does not open until 7:00 am. Your child should not be dropped off prior to 7:00 AM unless he/she is enrolled in before school childcare. Teachers with morning car rider duty will walk into the building when the bell rings at 7:30 AM even if we have a line of cars waiting to drop off students and the back doors to the school will be closed/locked.

Instruction begins at 7:30 AM each morning, and we cannot begin our day if teachers and staff remain outside past 7:30 AM. Students arriving after 7:30 AM should be driven to the front of the school and the adult with that child will be required to walk him/her into the front office to sign him/her in. Students are considered tardy at 7:30 am.

There is a lull in morning drop-off daily between 7:10–7:20 AM. Although we have lots of staff ready to assist your child exit the car quickly and safely each morning, it is impossible to unload hundreds of students between 7:20–7:30 AM. We encourage you to get in line early to ensure your child is able to enter the building before 7:30 AM.

Two car tags will be provided to each family for free at the beginning of the school year, if requested. New car tags are issued each school year. To pick up your student in the Car Rider line in the afternoon, you MUST have the car tag provided by the school visible for school personnel.

Parents without a car tag will be sent to the front office to pick up the student. Parents will need to show valid identification to the front office. If you need a car tag, you can see the front office staff at any time throughout the school year. Students who are waiting in the car rider line will not be released to parents from the front office until after afternoon dismissal is complete.

Cell Phones

Our school has greatly increased the number of devices available for student use. Cell phones are not needed to support instruction. At the elementary level, cell phones serve as a distraction to students and negatively impact our ability to provide a safe and productive learning environment both on the bus and in the building. As such, elementary schools have opted out of the BYOT (Bring Your Own Technology) district program. Phones and other student-owned electronic devices will not be permitted for use at school or on the bus, and we would prefer they not even be sent to school with students. If there is no way to avoid this, the phone must be left turned off completely (not silenced or vibrate) and in the backpack at all times. Students who violate this protocol may be subject to having their phone placed in the front office, and the parents will be required to come to the school to pick it up. The school is not responsible for lost or stolen electronic devices.

Child Abuse

It is Barrow County Board Policy that all certified employees of the Barrow County Board of Education, including all teachers, administrators, guidance counselors and visiting teachers, as well as all school social workers and school psychologists employed by the Barrow County Board of Education, who have reason or cause to believe that a child is being or has been abused, shall report that abuse in accordance with Georgia law and the protocol for handling child abuse cases for Barrow County.

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct: (a) Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

Childcare: Before/After School Program

Holsenbeck Elementary School offers a Before Care and After School Program. Space for these programs is limited and all students must be registered to attend. Before school care and after school childcare is available to all HES students on a first-come, first-serve basis. Morning care is provided from 6:30-7:00 AM. Afternoon care is provided from 2:00-6:00 PM when school is in session. Homework assistance, technology access, and playtime are provided. A snack is provided during the afternoon session. Please check our website for an application and for

pricing information. You may also contact the front office for information at 770-307-1540. Our After School Director for the 2023-2024 school year is Ms. Ebony Wright.

Clinic Procedures

Holsenbeck Elementary has a full-time nurse devoted to our students. During the school day, if a student has an injury or illness they may be sent to the clinic. For further information or if you have any questions please contact our nurse, Karen King.

Instructional time is important, and we want students to attend school whenever possible; however, in the event a student has a fever or is considered contagious, it may be necessary for the student to be picked up. The nurse or other trained staff will make a decision and notify the guardians using the information on file. Please remember to update information anytime there is a change. If student pick up is requested, a parent or guardian or another approved emergency contact should pick up the student in a timely manner. **IMPORTANT:** Any student with a fever must be fever free for 24 hours without medication in order to return to school.

Additional information regarding student illnesses, medication, and the BCSS head lice policy can be found in this handbook.

Clubs and Organizations

Clubs and organizations are available at Holsenbeck Elementary for student participation. If you DO NOT WANT your child to participate in one of these clubs or organizations, you must notify the principal in writing by completing the clubs and organizations form signature letter. The form for opting out of any clubs and/or organization is located at the back of this Student Handbook. You may obtain a policy signature letter from the school office. If a club or organization is started during the school year, students will have to have parental permission prior to participation.

| Club or Organization Name*: | Purpose | Faculty Advisor |
|-----------------------------|---|----------------------------------|
| Art Club | Improve artistic skills | Amanda Durant |
| Chorus (Grades 4-5) | Improve choral skills | Scott Moore |
| Odyssey of the Mind | Odyssey of the Mind (OM™) teaches students how to develop and use their natural creativity to become problem-solvers. | Elise Brewer and Makenzy Holdren |
| Running Club | Improve fitness skills | Brandy Alewine |
| Technology Makers Club | Learning and making our ideas come alive with technology. | Laura Cisewski |

**Additional clubs may be added during the school year. For an updated list of our current HES Clubs, please visit our website at www.barrow.k12.ga.us/schools/hes/clubs*

Conferences with Teachers

Holsenbeck Elementary School values strong home/school relationships. We believe that students learn best in a team atmosphere where parents and teachers work together for the benefit of the student. Parents are urged to attend all meetings held by the school for parents to get to know their child's teacher early in the school year and to schedule individual virtual parent/teacher conferences throughout the school year.

Conferences may be scheduled with an individual teacher by emailing the teacher, sending a note, or by calling the school office. Parent-Teacher conferences should be scheduled before or after school hours. An administrator can be present upon the request of the parents and/or teacher.

Corresponding with Teachers and School Staff

Communication is key to the success of your student. Teachers and Administrators will gladly welcome your phone calls, emails, and Remind messages. Please note that during the school day instruction is the top priority so while they may not be available immediately, our staff will make every effort to respond to you as quickly as possible; typically, the response time is within 24 hours. We also update our school Facebook page, Instagram page, and our school website regularly.

Wednesday Folders

Every student at Holsenbeck Elementary School will be provided with a "Wednesday" communication folder. These folders are to be used as tools to communicate with the school and the teacher. Please check your child(ren)'s Wednesday folder whenever your child brings it home. If sending in a note, a transportation change, or any other documentation, please place them securely in the appropriate place. Encourage students to take responsibility to ensure items are turned in quickly.

Remind App

All HES teachers and staff use an app called Remind to communicate with families. Remind is a free, safe messaging app that keeps families up to date with what's happening in the classroom. Students and parents can receive Remind messages from HES teachers and staff by text, phone, email, and push notifications in the app. Teachers may share a "class code," to connect.

Student Agendas

Students in 4th and 5th grade will be provided with an agenda to be sent home daily. This agenda will serve as a communication tool to communicate with the school and the teacher.

Counseling at HES

Counseling is available for all students experiencing difficulty in any of the following areas: behavioral, family crisis, and social or emotional conflicts. The counseling program includes individual and small group counseling, as well as classroom guidance lessons that include topics like conflict resolution, decision-making, social skills, personal safety and drug/alcohol abuse prevention. Our school counselors for the 2023-2024 school year are Dana Love and Michael Wadley.

Cumulative Records

Your child's test scores, birth certificate copy, health records, grades, and other data are kept digitally at the school level. This information is used to counsel with parents, determine a need for special services, record progress of each child, etc. Parents are welcome to review records upon request. Parents should notify the school when there are changes to addresses and telephone numbers. Parents of students who transfer from other schools are responsible for securing missing permanent record items.

Dress Code

The purpose of this dress code is to assist administrators, teachers, students, and parents in fulfilling the mission of Barrow County Schools to provide all students quality educational opportunities that enable them to become successful, responsible, and contributing citizens. To accomplish this mission, the learning environment must be one that is safe, disciplined, and free of distractions. Therefore, the dress code regulations that follow are not designed to inhibit personal taste but to encourage learning, good behavior, and safety.

1. Any clothing, hairstyle, jewelry, chains, or attire that is distracting or causes a disruption or constitutes a safety issue will not be permitted at school.
2. Shorts, skirts, dresses, and spirit wear must be of reasonable length; e.g., mid-thigh if they are to be worn at school. (All shirts, dresses, and blouses must have moderate sleeves.)
3. Clothing such as skirts, pants, trousers, etc., must be worn at the waist. Clothing shall not be poorly fitted or oversized or extremely baggy. Clothing that exposes underclothing or impedes walking will not be permitted. (Jeans and other articles of clothing with holes are not permitted.)
4. Clothing and/or jewelry, which advertises or displays any insignia of alcohol, illegal drugs, or tobacco are not permitted.
5. Clothing and/or jewelry with words or symbols which are offensive, insulting, embarrassing, sexually suggestive, obscene, gang-related, or promote violence, terrorism, or abusive behavior will not be permitted at school.
6. Clothing that distracts by exposing or accentuating the body, such as spandex pants, see-through garments, halter or tube tops, backless dresses, muscle shirts, bare midriff outfits, or shirts, blouses, etc., that are tied at or may rise above the waist will not be permitted at

school (Holsenbeck's teachers and administrators view age and development as an important factor when determining appropriateness of dress. What is appropriate attire for a Pre-K or Kindergarten student may not be appropriate attire for a 4th or 5th grader).

7. Sunglasses, caps, hats, and other head-coverings such as bandannas and hoods will not be worn inside the school building.
8. Appropriate shoes must be worn at all times at school. Due to safety concerns, flip-flops are not allowed at Holsenbeck Elementary.

Discretionary Statement: The Principal/Site Administrators have the authority to interpret the dress code and make a case-by-case determination for appropriateness of dress and appearance, which is or is not covered in these dress code standards. Principals/Site Administrators may make occasional, school-wide exceptions to these standards for such events as "hat days" or "spirit days." Normally scheduled "Spirit wear Days" may be scheduled on Thursday and Friday of each week for the entire school.

Field Trips

All field trips will be carefully planned to ensure instructionally sound learning experiences and adequate supervision of students. Advance approval by the School Governance Team is required for any field trip. The request is then forwarded to the central office for approval. Before a student can participate, he/she is required to secure written permission from a parent/guardian on a form that will be provided by the school. Field trips are subject to current health conditions and guidelines.

Forgotten Items

Necessary items for students, which are brought during the school day, are to be dropped off in the front office. School personnel will deliver them to the student at times which will least affect classroom instruction or notify the teacher by email that the items are ready to be picked up. Please try to limit bringing items to your child during the school day. This does create an interruption to the class. If forgetting items becomes an issue for any family more than twice per month we reserve the right to decline the item being brought on campus.

Head Lice

The Barrow County School System will take action to prevent the spread of head lice among students. Head Lice are transmittable during the period in which the louse is live and viable and, in a school setting, is most frequently transmitted by head-to-head contact and sharing of combs, hats, or other clothing. Students in Barrow County Schools who have been identified as

having live head lice will not be allowed to attend class. School personnel may, at the principal's direction and discretion, conduct head checks at various times throughout the year.

School officials will take the following steps to identify and respond to cases of head lice:

- Within the first week of school each year or within one week of a transfer student enrolling in a Barrow County School, parents will be notified of this policy and their responsibility for preventing and treating cases of head lice.
- School personnel may, at the principal's direction and discretion, conduct head checks at various time throughout the year.
- Teachers or para-professionals will immediately report any suspected cases of head lice to a school administrator or trained designee in a reasonable time frame from point of discovery. Suspected cases may be identified at anytime during the year. Upon receiving a report, the school administrator or designee will take steps to verify the suspected case.
- Head checks, unless a part of a whole class screening, should be conducted discreetly, individual, and out of sight of other students.
- If a case of head lice is found parents or guardians will be called immediately to transport the student home. A case of head lice may be defined as the presence of live lice. If transportation from the school is not feasible after contact with the parent or guardian is made, the principal will ensure the student is able to complete work in an individual setting until they can be picked up.
- School officials will give parents written procedures on the treatment of head lice.
- No student will be allowed to return to class until he/she is free of all live lice. The parent or guardian will have to be present in order for the student to re-enter school.
- Prior to return to class the parent must provide proof of treatment to the school administrator or trained designee and a head check will be conducted to ensure no live lice are present before he/she is allowed back in class.
- Proof of treatment can include a written note from a physician or health agency, receipt for lice treatment supplies contemporaneous with the discovery of lice, empty bottle or box of Lice treatment product, or other evidence at the principal's discretion.
- Any absences in excess of two per incident will be classified as unexcused. An incident is defined as a complete cycle including detection, treatment and verification that the student is free of all live lice.

Homework

We believe that family time is important and therefore refrain from sending unnecessary homework to be completed after school hours. What is important, however, is that children read

and be read to at home. Research has shown that the amount of time a child spends reading is an accurate predictor of future academic success. All students at HES are encouraged to read independently or with a parent for at least 20 minutes each evening as part of our school-wide homework initiative. Students may also be assigned other homework throughout the school year. Any specific questions regarding homework should be directed to the assigning teacher. If you would like more guidance on how to support your child's academic development at home, please speak to his/her homeroom teacher. We hope your child develops a love for reading that lasts a lifetime!

Hospital Homebound Services

Hospital Homebound services include academic instruction and other services provided to eligible students who are confined at home or in a health care facility for periods of time that would prevent normal school attendance based upon certification of need by the licensed physician or licensed psychiatrist who is treating the student for the presenting diagnosis.

Illness/Fever Policy

Per recommendations from Children's Healthcare of Atlanta, a child with a fever higher than 100.4 degrees will be sent home, and the child may not return to school until fever-free (without medicine) for 24 hours. Students suffering from diarrhea or vomiting should be kept at home, and if these conditions occur at school, parents will be called to pick up their child.

Immunizations, Hearing and Vision Screenings

All children entering a Georgia school for the first time are required to have immunizations completed at the time of entry. Periodic booster shots may be needed to keep these records up to date. Documentation must be presented on Georgia Department of Human Resources forms. Forms are available from the local Health Department or your family physician. Failure to provide the necessary documentation of immunizations may result in your child being withdrawn from school. It is the parents' responsibility to have screenings for hearing, vision, and dental completed.

Items Not Permitted

Items such as cell phones, toys, electronic games, trading or playing cards, etc. are not allowed at school. Any such items brought to school without prior approval from your child's teacher may be confiscated and kept by the teacher or an administrator until a parent is able to come to the

school to get them. We ask that you please check your children's book bags, pockets, etc. in an effort to make sure that such items are not brought to school.

Lost and Found

Holsenbeck Elementary School will operate a lost and found service. Please mark your child's belongings (First and Last Name), so that coats, gloves, sweaters, lunch boxes, etc. can be returned to the rightful owner. Articles of clothing, etc., not claimed, will be donated to local charities/ agencies at the end of first semester and again at the end of the school year. Parents can request to look at our Lost and Found by coming to the school's office.

Make Up Work

Make up work for students absent for three or more consecutive days may be requested by calling the school. It can take up to 24 hours to gather and prepare the materials. Students absent less than three consecutive days will receive necessary make up work upon their return to school. The classroom teachers will determine if students may return after school to pick up forgotten books/homework. Please note that after 2:55pm, students and/or parents will not be permitted back into the classroom.

Media Center

We are fortunate to have a great collection of materials in our Media Center. We encourage students, teachers and parents to use this resource. Kindergarten-5th grade students go to the Media Center each week for instruction, to check out books, complete research, read for pleasure, etc... Upon enrollment, students in grades first through fifth may be issued textbooks or other devices. Responsibility for the proper care of these library books and technology rests with the student and his or her parent/guardian. Fines for lost or damaged books will be based on the condition of the book when it was issued to the student, the degree of damage, and the cost of the book when new. All fines are to be paid in the school office for proper receipting. All fines are to be paid in cash or money orders, NO PERSONAL CHECKS will be accepted. Additional textbook copies may then be issued to the student if available. Students may not check out additional library books until previously checked out books are returned or paid for if they have been lost or damaged.

Media Center Rules:

Quiet voices (to show respect for others).

Walking Feet (to keep yourself and your friends safe).

Use your Book-Buddies (to put books back where they belong).

Student Checkout Policy:

All books are checked out for two weeks. Items may be renewed, unless there is a waiting list. Students (with the help of their families) are responsible for the care and return of library books. Students with overdue books may not check out again until the books are returned or paid for. Fines are not charged for overdue books. Checkout Limits: Pre-K: 1 book at a time (to stay in classroom) K-1st grade: 1 book at a time 2-5th grade: 2 books at a time

Overdue Notices:

Overdue notices will be sent out throughout. The notices are reminders that books need to be found and returned or paid for so that accounts can be cleared BEFORE the end of the school year. Without a cleared account, students cannot receive their end of the year report card nor check out books the following year.

Medication

The administration of medication by school staff shall be permitted during the school day if it is not possible for the parent, guardian, child's physician, or some other person authorized by the parent or guardian to administer the medication. In the event medicine must be administered to a student during school hours a permission form must be filled out in the office or with the clinic personnel. Medications **should not** be sent to school with the student. Parents/guardians should bring the medication in its original package to school. For additional information regarding dispensing medication at school, please go to the Barrow County School System website at <https://www.barrow.k12.ga.us/departments/health-safety/school-nurses> or you may contact Nurse Karen.

Mentors

The Barrow County School System Mentor Program offers community members the opportunity to help a child succeed and grow. Spending time with a student at school, sharing experiences and knowledge, and offering guidance and friendship can foster significant changes in a student's life. Our Mentor Program matches volunteer adult role models with students in need of a mentoring relationship. Mentor requirements are to complete an application, pass a criminal background check, attend an orientation session and make a commitment to mentor a child for 30 minutes to one hour each week. To become a mentor or to find out more about this opportunity, contact your child's teacher or the office.

Multi-Tiered System of Supports (MTSS)

Multi-Tiered System of Supports (MTSS) is a framework for enhancing the implementation of evidence-based practices to achieve important outcomes for every student.

Music

Music instruction is offered to all K-5th grade students once a week. In this class, there is total student involvement stressing activities such as singing, listening, moving, and playing of instruments. Through these activities, fundamental musical skills and concepts are taught and developed. Creativity, teamwork, and individual expression are also areas of focus.

Notes from School

One method used by teachers to keep parents informed is the practice of sending notes home with the child. Often, these may be placed in the student agenda. Some will require your signature and its return to school (as in field trip permission forms). All teachers use a "Wednesday Folder" where samples of the week's work are sent home for your review. Please take time to review this with your child and contact the teacher for answers to your questions.

Nutrition Information

Holsenbeck Elementary School will serve students breakfast and lunch daily. Children with health issues or allergies (including lactose intolerance) must have a letter signed by a physician stating such on file with the cafeteria manager. These letters must be updated annually.

Breakfast is offered to ALL students at no cost. It is our privilege to provide low-cost nutritious lunch meals to all students and staff of the Barrow County Schools. Nutrition is a very important part of the education process since a hungry child cannot learn. Barrow County School Nutrition meals adhere to the USDA dietary guidelines and requirements. Our menus offered are analyzed to reduce calories from fat while ensuring proper amounts of nutrients and total calorie intake for different age groups. Monthly menus for both breakfast and lunch are available on the Barrow County Schools Homepage on the Internet at <https://www.barrow.k12.ga.us/departments/school-nutrition>.

More information about the school nutrition program can be found further in the handbook. However, it is important to note that outside food from restaurants is discouraged. If you choose to bring in items from a local restaurant, you should put the food in plain packaging from home. Due to limited spacing in our cafeteria, we will utilize a reservation system where parents can sign up for a specific day to have lunch with their child/children. We have designated areas for

families to spend time with their children during the scheduled lunch time. Please know that due to safety, students can only select one friend from their homeroom to eat lunch with.

Parent Teacher Organization (PTO)

We encourage all parents to attend and become active members of our PTO. PTO provides many things to promote quality education at Holsenbeck. This group of parents volunteer countless hours to support activities and functions at our school. Notices concerning PTO sponsored events will be sent via Remind, flyers, or Facebook. Come join the fun, get involved, and learn more about our school! Your support of the PTO's fundraising projects is greatly appreciated. All funds raised by PTO directly benefit our school.

The underlying philosophy of the Holsenbeck PTO is to provide opportunities for parents and children to interact with other parents and their children. To carry out this fellowship, the Holsenbeck PTO is excited about its plans for this year. We hope every parent will join the PTO, become involved with supporting plans for the coming year, and take time to get acquainted with our officers. Our PTO officers are as follows:

- TO BE ELECTED, President
- TO BE ELECTED, Vice President
- Mrs. Brandi Lloyd, Secretary
- Victoria Patrick, Treasurer

You are invited to become an active member of this fine organization that provides resources to promote quality education at Holsenbeck. Your participation and membership will make a difference!

Parental Request to Observe Classroom

On rare occasions, parents/legal guardians and the classroom teacher may feel it would be beneficial for the parent/legal guardian to observe his/her child in the classroom setting. Parents must schedule an appointment with their child's teacher for the observation to occur. Unscheduled classroom visits will not be permitted. A classroom observation will be limited to a maximum of 30 minutes and must not interfere with classroom instruction or management. Parent/legal guardian must enter the classroom quietly and sit at the back of the classroom. The classroom teacher will not engage in impromptu conferences with the parent/guardian at the time of the observation. This is a disruption to the instructional day. All visitor protocol must be followed at all times.

Partners in Education

Holsenbeck Elementary is proud to be part of the Business Partners-in-Education (PIE) Program. This program is an opportunity for local businesses to make a difference in our children's education. The PIE members who join forces to implement new programs and support existing ones and demonstrate to students that community leaders can make a difference in their education are as follows:

- Barrow County Fire and Emergency Services
- First Baptist Church of Winder
- Modern Woodmen of America
- NGPG Family Health Associates
- Papa John's
- Patrick Towing and U-Haul
- Peoples Equity Partners, LLC
- Smile Doctors
- Solvay
- Sonic
- South State Bank
- Winder Public Library
- Winder Insurance
- Yard Cards for Fun

Holsenbeck Elementary School has experienced a tremendously successful partnership with these businesses. They make a very positive difference by providing support and numerous resources to our school and your child. Please contact the school if you and/or your business are interested in participating in the Business Partner in Education Program.

Positive Behavior Intervention & Support (PBIS)

Positive Behavior Intervention & Support (PBIS) is a framework used by Barrow County Schools to reduce disciplinary incidents, increase safety, and improve academic outcomes. More information is included under the Student Code of Conduct in the Barrow County Schools Handbook section of this document.

Phones and/or other Electronic Devices

Students are **not allowed to have cell phones** or other electronic communication devices out on school grounds. Disciplinary actions for violations may include parent conference, confiscation of

device, detention, in-school suspension, short-term suspension, and/or referral to law enforcement officials. Students involved in the BYOT (Bring Your Own Technology) program may only have phones out during planned and approved instructional activities. If cell phones are brought to school, students may only have them out during approved instructional activities supervised by the teacher. Cell phones will be confiscated and returned to the student at the end of the day if they are being used outside of approved instructional activities.

Physical Education (PE)

Our Physical Education program (P.E.) provides opportunities for students to build skills in movement activities, rhythmic and dance activities, games, and sports. Students will also participate in physically challenging activities designed to improve their level of fitness. Safety practices will be emphasized at all times. There are many ways parents can assist in making sure P.E. is a positive experience for their children.

We ask that you help us in the following ways:

- Make sure your child/ children are dressed appropriately on P.E. days.
- Make sure your child/ children wear **TENNIS SHOES** and comfortable clothing, including shorts underneath dresses or skirts.
- Take an interest in your child's fitness level and physical skills by asking about P.E. class and ask your child to show you what he/she learned.
- Encourage physical activities at home as a family. Let your child know that you value fitness and a healthy, active lifestyle.

Promotion Requirements

Although the Barrow County Board of Education strongly believes that students should advance to the next highest grade level annually, promotion within Barrow County schools is based primarily on student achievement and is not an automatic process. It is recognized that under certain circumstances retention or placement may be considered for some students. Parents will be invited to a conference regarding the school's decision to retain their student. Students in third grade must have a passing score in reading on the Georgia Milestones Assessment in order to meet promotion requirements. Students in fifth grade must have a passing score in both reading and math on the Georgia Milestones Assessment to meet promotion guidelines. If your child does not meet the passing requirements in one or more sections on the Milestones Assessment, they will be provided with remediation and given an opportunity to take the test again. In the event that they still do not pass, parents can request a promotion/retention meeting to discuss options with their child's student support committee.

Report Cards

All elementary schools in Barrow County are on quarterly grading periods. Final report cards are sent home with elementary school students on the last day of school. Care should be taken to understand your child's report card, as well as the promotion requirements. If you have any questions about our grading system, please do not hesitate to contact the school and make an appointment to see your child's teacher.

Response to Intervention (RTI)

This is a process to be used when a student is not learning through differentiated instructional strategies presented in the classroom. It involves defining the problem, planning for an intervention, implementing the intervention, and evaluating the student's progress. Monitoring for proper implementation of the research-based intervention is also a part of the process. Students needing additional support may be referred to the Student Support Team. The RTI/SST team is a group of professionals identified for the specific purpose of reviewing student performance and providing support for the student who is having difficulty. Parents are urged to be active participants in this process.

Areas of difficulty may include behavior, learning, speech, or hearing difficulties among other concerns. The group review may, or may not, lead to a request for further assessment, classroom observations, or a recommendation for referral for the school psychologist to assess for possible eligibility for special education programs. If such a referral is made, the Student Support Team will inform the parents and request formal written permission before proceeding with such referrals. Special services are only available if the child is found to be eligible.

School Accident Insurance

As an option for our BCSS families, the Barrow County School System has a student accident insurance plan available for students at a low cost. The school district does not provide any type of health or accident insurance for injuries incurred by your child at school. This program is offered because of trends in rising family health and dental insurance costs, increased deductibles, co-payments, or lack of health or dental insurance coverage. Additional information can be found on the Barrow County School website at www.barrow.k12.ga.us.

School Closings Due to Inclement Weather

In the event of severe weather or other conditions, the starting time of the school day may be delayed or all schools may be closed. Announcements will be made over local radio and

television stations. Each student should have a completed inclement weather form specifying directions in case school is closed during the day. Holsenbeck Elementary School and the Barrow County School System will use our school's website, Facebook, and Remind to communicate with families.

School Events and PTO Activities

During the school year, there will be events held after regular school hours. These events may include events sponsored and hosted by our Parent Teacher Organization (PTO). During such events, students are expected to maintain the same behavior requested of them during the school day. When attending school events in the gymnasium or auditorium we would like to remind you of several expectations for behavior:

- All children should be accompanied by a parent or guardian at all times.
- Students and other children should remain in the area the event is taking place.
- Roaming the building will not be permitted, including trips to classrooms that are not directly being used for the event.
- Students and siblings should not run around during performances or on the bleachers at any time.
- Cell phones should be turned off during performances as they can be a distraction for the students performing.
- Please be respectful during performances.

School Governance Team

The Holsenbeck Elementary School Governance Team (SGT) is composed of two teachers elected by the Holsenbeck Staff, two parents, two business/community leaders and the principal. The School Governance Team meeting dates and times are listed below. The meetings are held at the school. The meetings are open to the public. The SGT will meet to review and provide feedback on school data; budgetary items and any additional items for school improvement. * *You can access eBOARD via the Barrow County School System website, <http://www.barrow.k12.ga.us> for agendas and minutes of School Governance Team meetings.*

2023-2024 SGT Members

Parents: Mrs. Fonda Semerjian and Mrs. Kelli McDaniel

Teachers: Ms. Makenzy Holdren and Mrs. Elise Brewer

Business Leaders: Mr. Joe Vogt, Solvay, Inc. and Ms. Kelly Holliday, Peoples Equity Partners LLC

Principal: Ms. Aperil Sellers

Assistant Principal: Ms. Heather Burch

2023-2024 SGT Meeting Dates

Tuesday, August 22 @ 11AM

Tuesday, September 19 @ 9AM

Tuesday, October 17 @ 11AM

Tuesday, November 14 @ 9AM

No meeting in December

Tuesday, January 23 @ 11AM

Tuesday, February 6 @ 8AM

Tuesday, March 19 @ 11AM

Tuesday, April 16 @ 9AM

Tuesday, May 14 @ 11AM

School Hours

Elementary school hours are 7:30 am -2:00 pm. Doors are locked until 7:00 am, and teachers are not on duty. **Students may not be dropped off before 7:00 am (unless they are in the After School Program- Before Care).**

School Materials and Fines

Textbooks, library/media/bookroom materials, and equipment are the property of the Barrow County Board of Education/HES and are issued to students for their use free of charge. The return of these materials to the school for further use shall be the sole responsibility of the students and their parents/guardians. Students who lose or damage materials and equipment shall reimburse the Barrow County Board of Education/HES for the cost of replacement/repairs.

School Supplies

Students are to come to school every day with the supplies needed to do their assignments. The teachers will notify you of specific items students will need throughout the school year. A supply list is also available on the school website: www.barrow.k12.ga.us/hes/ The Barrow County School System does not charge a supply fee.

Snacks/Parties/Celebration

To protect valued instructional time, class parties are limited to two per year and are limited to one hour in length. The teachers and the room parent(s) plan the parties. Grade level

teams will select common dates and times for the parties. Parents may send snacks or treats for students' birthdays but will not be allowed to join the class. Your child's teacher will provide specific information about the parties, closer to the date.

Store bought items are the only items that will be accepted as acceptable snacks. This includes cakes and cupcakes for birthdays. Cakes and cupcakes for birthdays may not be shared in the cafeteria. These arrangements must be made with the teacher prior to you providing food. Nutritious snacks such as fruit, cheese, crackers, etc. are encouraged over cakes and candies. In kindergarten, a snack is an integral part of the school day. Please refrain from sending party invitations to school for events outside the school day unless you have prior approval from the teacher AND all students in the classroom receive an invitation.

Items such as gum, candy and soft drinks are not allowed. Snacks such as fresh fruit or something of nutritional value are permissible in classrooms. Check with your child's teacher for specific classroom snack guidelines. Please do not send drinks with red, orange, blue, or other brightly colored dye which will stain carpet. Water bottles are encouraged.

Student Records

Student records include a copy of the birth certificate, all health records/immunization records, test scores, and grades. All information is kept in a digital format. This information is important when used to determine needs for special services and to record the student's progress. The documents should be kept up to date and if additional documentation is requested it should be provided as quickly as possible. Records may be reviewed by a parent/guardian upon request. Student contact information is highly important. In the event that there is an emergency, the most current information should be kept on record. If at any time you have a phone number or address change, please have this information updated at the school. A Parent/Guardian needs to come to the front office to update phone numbers. A change in address may be done at the Barrow County Schools Professional Development Center. If you have questions about your student's records please contact the Data Clerk, Mrs. Bekki Reivitis.

Student Registration and Withdrawal Procedures

Online Registration is now available at the following website:

<http://www.barrow.k12.ga.us/Registration/>

All kindergarten or first grade children must be registered if they are entering public school for the first time. If a child is to enter first grade, he/she must be six years old on or before September 1. (An exception to this rule can be made for those youngsters who move here from another state that does allow them to begin school at an earlier age and the parents can

provide evidence that the child was enrolled in a school.) Children entering kindergarten will need to go through a screening process.

Online registration is required for ALL students (new, returning from another school system, or custody changes). Once you complete the online process, the Registration team will review your application and documents. If something is missing, they will call you. If not, you will receive a confirmation email.

TO COMPLETE REGISTRATION, YOU WILL NEED:

1. Proof of Residency (Dated within 30 days) Examples include utility bill, settlement statement, or rental/lease agreement. If you're living with someone and do not have proof in your name, email registration@barrow.k12.ga.us. Possible needed forms: Multi-Family Residence Certificate Form | Certificate of Rental Agreement
2. Parent/Guardian State-issued Photo ID
3. Student's Birth Certificate (or other acceptable proof of age and identity)
4. Student's Social Security Card Used for the purposes of identification and for application for the Hope scholarship and post-secondary applications. Parents may sign a waiver stating they do not wish to provide Social Security at enrollment.
5. Custody documents (if not the birth parent) or Kinship Caregiver form. This form must be complete and notarized.
6. Georgia Immunization Form 3231
7. New Health Form 3300

Withdrawal Procedures

If possible, a parent/guardian should notify the school office at least two days before the student is expected to withdraw from the school. A withdrawal form must be completed, and a photo ID provided by the parent completing the request. If requested, on the child's final day of school, we will provide the parent with copies of the following documents to take to the child's new school:

- Withdrawal form
- Report Card
- Birth Certificate/Immunization Certificates
- Copies of all records will be mailed to the new school after we receive a written request for the records.

Telephone Use

Students will not be called to the telephone, nor will they be allowed to use the school phone or personal cell phones to call out, except in emergency circumstances. Telephone messages from parents to students will be handled by the school office. Such calls should be reserved for emergency situations. Realizing that some parents provide cell phones for their child to be able

to reach them upon arriving home in the afternoons; please be aware that if your child is using the phone at school during the school day, it will be confiscated, and you will be requested to come and pick it up. We are not responsible for lost, damaged or stolen phones. Barrow County Schools has an Acceptable Use of BYOT policy. If your child is in violation of this policy they may not be allowed to bring phones/devices to school.

Transportation (Car Rider & Bus Rider)

Students transported to and from school by bus are under the same rules and regulations that apply at school. All students should abide by the same rules while on the bus that are required when in the school building. It is important that students stay seated, talk in a quiet voice, and listen to instructions from the bus driver at all times while on the bus. Transportation can be reached by calling 770-867-2783. For more information on Barrow County Schools Bus Requirements and Discipline, please see the Bus Discipline section of the Barrow County Schools Handbook.

In the beginning of the school year, please specify on the Student Information Sheet whether or not your child will be a car rider or a bus rider. Changes in afternoon transportation will only be made if the parent sends a written request by the child on the morning of the afternoon the change is needed. Children who need to ride a different bus or be dropped off at a different place will be allowed to do so **only if a written note is provided by the parent. Changes WILL NOT be taken over the phone or via email, as there is no way to verify who is making the change via the phone or email.** All transportation changes should be made and communicated to your child before they go to school each morning. If a change in afternoon transportation is necessary, please write a note to the teacher; students should give those notes to their teachers upon arrival at school in the morning.

Transportation Changes

If there is a change in how your child will leave school that is different than his/her normal mode of transportation, please discuss this change with your child before leaving home in the morning. Note: This protocol is for short-term (daily) changes only. For any long-term change in transportation, please use the appropriate Transportation Change Form available in the front office. Emergencies and last-minute changes are often very confusing for a young child and have great potential for misunderstandings. For safety reasons, we are unable to make changes in transportation by telephone unless you provide school personnel with your Personal Identification Number (PIN). When you call, the PIN must be given and confirmed by the office staff before a change can be made to your child's transportation. **Transportation changes will NOT be taken over the phone AFTER 1:00 PM.**

Student must have a written note from a parent or guardian that is dated and signed referencing that particular day or days affected. This will apply even if the parent makes the request in person at the school. In the event of a change in transportation, school office personnel will:

- Have appropriate school administrator (or designee) sign the note
- Make a copy of the note with both signatures
- Send the original note with the student or the student's teacher to be given to the appropriate bus driver – this will be the student's pass to get on the bus.
- File the copy of the note in a specified place in the front office where it can be easily accessed in case of emergency.

Bus drivers will not allow a student to exit the school bus at a place that is not the student's normal stop unless the written note signed by both the parent/guardian and the school administrator (or designee) is in his or her possession.

Note: There are now set bus stops along all the bus routes and BCSS buses cannot stop at each individual house.

Visitors

We LOVE having visitors at Holsenbeck Elementary School and welcome all families to be an integral part of their child's education! HES welcomes parent involvement and school visitors. Parents are encouraged to volunteer in classrooms as long as you have followed the Volunteer Guidelines outlined by Barrow County School System and received PRIOR approval from the child's teacher. Parents, as are all visitors, are required to come directly to the office upon arrival and provide valid identification. All visitors MUST be listed on the Volunteer List prior to visiting and volunteering in classrooms. If it is necessary for a child to be picked up before the official dismissal time, a parent or authorized designee must come to the main office and show the proper identification before approval is given to officially sign out the child. Office personnel will then call the child to the office. Teachers have been directed not to release any child from the classroom at any time. These procedures are important for your child's safety; thank you for helping us keep your child safe!

Parent conferences may be arranged, as needed, before or after school, or during the teacher's planning period. Under NO circumstances should any visitor, including a parent, go directly to a teacher's room, even if a prior conference has been arranged. All visitors are to report first to the main office. Before proceeding to the pre-approved location, visitors must sign in and receive a visitor's badge. These procedures help us to ensure the safety of all children and help to uphold the integrity of your children's instructional program.

School doors are always locked for the safety and security of all students, teachers, and staff. You must use the call button at the front door to be allowed access to the front office. You will also be asked to show ID. Please understand these measures are in place for security purposes

not to make visitors feel unwelcomed.

Volunteering at HES

Holsenbeck Elementary School welcomes parent involvement and visitors. Parents are encouraged to volunteer and visit classrooms as long as they have followed the Volunteer Guidelines outlined by Barrow County School System and received PRIOR approval from the child's teacher. Parents, as are all visitors, are required to come directly to the office upon arrival and provide valid identification. All visitors MUST be listed on the Volunteer List prior to visiting and volunteering in classrooms. If it is necessary for a child to be picked up before the official dismissal time, a parent or authorized designee must come to the main office and show the proper identification before approval is given to officially sign out the child. Office personnel will then call the child to the office. Teachers have been directed not to release any child from the classroom at any time without prior notification from the office. These procedures are important for your child's safety!

Parent conferences may be arranged, as needed, before or after school, or during the teacher's planning period. Under NO circumstances should any visitor, including a parent, go directly to a teacher's room, even if a prior conference has been arranged. All visitors are to report first to the main office. Before proceeding to the pre-approved location, visitors must sign in and receive a visitor's badge. These procedures help us to ensure the safety of all children and help to uphold the integrity of your children's instructional program.

Since our top priority is safety, the Barrow County School System has implemented a three-tier system for screening volunteers within our school system, effective January 2, 2020. These enhanced security measures will better protect the safety and security of all who are in our buildings.

LEVEL 1 VOLUNTEER:

This is a volunteer for the Barrow County School System who does not interact with students (i.e. booster clubs, clubs etc.) or has very limited, supervised interaction (i.e. classroom reader, etc.). No background check is required. Level 1 volunteers will be required to check in through the visitor management system that completes an instantaneous nationwide sex offender registry check.

LEVEL 2 VOLUNTEER:

This is a volunteer for the Barrow County School System who interacts with students, with or without other staff members and/or adults present at all times. Examples include **mentors** who work one-on-one with student(s), volunteer on a regular or on-going basis, volunteer to provide instructional assistance, volunteer to serve as room mother/fathers, or volunteer as chaperone for same-day school activities, etc. Level 2 volunteers will be required to complete a Criminal History Record/Information check via the Background Investigation Bureau Secure

Volunteer System partner with Barrow County School System.

STEPS TO COMPLETE TO BECOME A LEVEL 2 VOLUNTEER:

1. Watch a volunteer training video.
2. Complete an informational form and give it to HES.
3. Complete background check process. Please note: *There is a fee for the background check because an outside company manages the process to ensure the highest level of security. We ask volunteers and chaperones to cover this cost. We appreciate your generosity and thoughtfulness as you support our schools and community!*

LEVEL 3 VOLUNTEER:

This is a volunteer for Barrow County School System that interacts with students off campus at over-night events, with or without other staff members and/or adults present at all times. Level 3 volunteer will be required to have a "Fingerprint Background Check" completed through the Federal Bureau of Investigation central database of fingerprints and arrest data.

PLEASE COMPLETE THESE STEPS AS A LEVEL 3 VOLUNTEER:

1. Watch a volunteer training video.
2. Complete an informational form and give it to the Safety and Security Personnel at your fingerprint appointment.
3. Schedule a fingerprinting appointment. Please note: *There is a fee of \$44 for fingerprinting. We accept cash (exact change only) and credit card payment. There is a fee for credit card use of 2.6% + .10 which brings the fee to \$45.28 when paying with a credit card.*

For questions about this new system, please contact our School Safety and Security Office at 678-425-2858.

For the most up-to-date information regarding volunteers requirements, please visit the following website to learn how you can be approved:

<https://www.barrow.k12.ga.us/community/volunteers>



Barrow County School System
Required Notifications for Student Handbooks/Agendas
SY 2023 - 2024

STUDENT/PARENT POLICY UNDERSTANDING ACKNOWLEDGEMENT

The Student Handbook/Agenda and the district website [Student Handbook | Students \(barrow.k12.ga.us\)](http://barrow.k12.ga.us) includes some very important information about the upcoming school year. Please take time to read this information now and refer to it frequently. If you have questions, contact the school at 770-307-1540. We will be happy to talk with you.

Each school is required to document that every parent and student has access to the Student Code of Conduct along with other required information, including notification of possible consequences and penalties for truancy, and has been given a chance to ask questions about anything he or she does not understand.

A completed and signed form must be on file for all students. Parents/Guardians and students age ten years or older by September 1st are required to sign this acknowledgement form in the space below. Please return the form to your child’s teacher as soon as possible.

Students who are unable to read or fully understand this information are not required to initial or sign this document. However, parents are expected to explain the information to their children in terms that they can understand. Failure to sign and return this form will not excuse a student from the requirements of the policies. To complete this form, students and parents should each initial each item that you have read and understand and then sign the form in the space provided.

Parent Student

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Student Code of Conduct and Transportation – Bus Discipline |
| _____ | _____ | 2. School Attendance and Georgia’s Compulsory Education Law |
| _____ | _____ | 3. School Nutrition: Cafeteria Charges |
| _____ | _____ | 4. Medical Procedures |
| _____ | _____ | 5. Parent’s Right to Know Teacher’s Training and Credentials |
| _____ | _____ | 6. Internet Safety |

I have read and understand the 2023 - 2024 Holsenbeck School Student Handbook/Agenda. **I understand that I am responsible for following the guidelines set forth in this document.**

Student Signature: _____ Date: _____

I have reviewed the student handbook with my child:

Parent Signature: _____ Date: _____

**Barrow County School System
SY 2023-2024**



SCHOOL CLUBS AND ORGANIZATIONS
2023 - 2024

Clubs and organizations will be available at Holsenbeck Elementary for student participation, pending the availability of club sponsors.

If you do **NOT** want your child to participate in a particular club or organization at school, please complete the information requested below and return to your child's school. For a complete list of school clubs and organizations please visit Holsenbeck Elementary School's website here: <https://www.barrow.k12.ga.us/schools/hes/clubs>

Student Name: _____ Grade: _____

My child, identified above, **may not** participate in the club or organization listed below:

By completing this form I am declining permission for my child to participate in the club or organization listed above.

Parent Signature: _____ Date: _____

