

THE
Wildcat
PARENT HANDBOOK
2024-2025



Ms. Ashley Polito

PRINCIPAL

Welcome to Holly Springs STEM Academy, home of the Wildcats! At Holly Springs we work on establishing and meeting individual, classroom, and school goals throughout the school year. We are passionate about our commitment to caring for your children each and every day while providing a fun, innovative and rigorous learning environment. We will be sure to measure and celebrate our successes along the way to keep us all motivated and inspired. Together, we can accomplish anything! The future is bright for the Wildcat Family!

Dr. Michelle Calkins

ASSISTANT PRINCIPAL

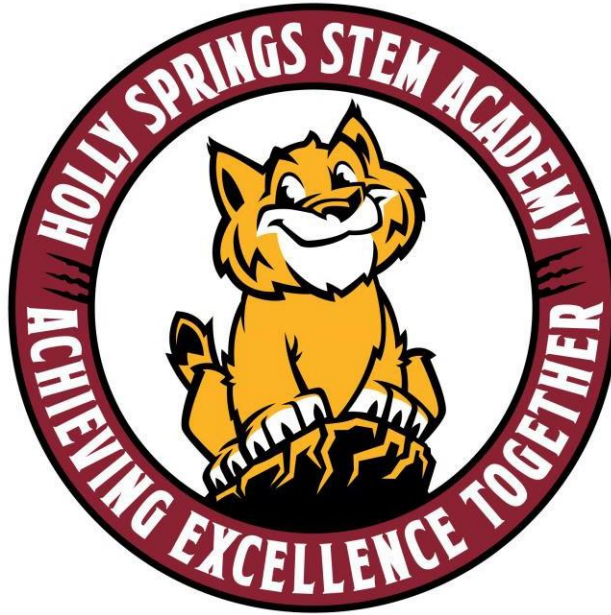
Dr. Jessica Porter

ASSISTANT PRINCIPAL

1965 Hickory Road
Canton, GA 30115

Phone 770-704-1420

Fax 770-345-5913



MISSION STATEMENT

It is our mission at Holly Springs Elementary STEM Academy to educate all students in a literacy rich environment while promoting opportunities for academic success and maximizing each child's potential.

This handbook is designed to help you understand the policies and procedures of our school. Students and parents are responsible for knowing the information in the Parent/Student handbook and the CCSD Discipline Code.



After School Program

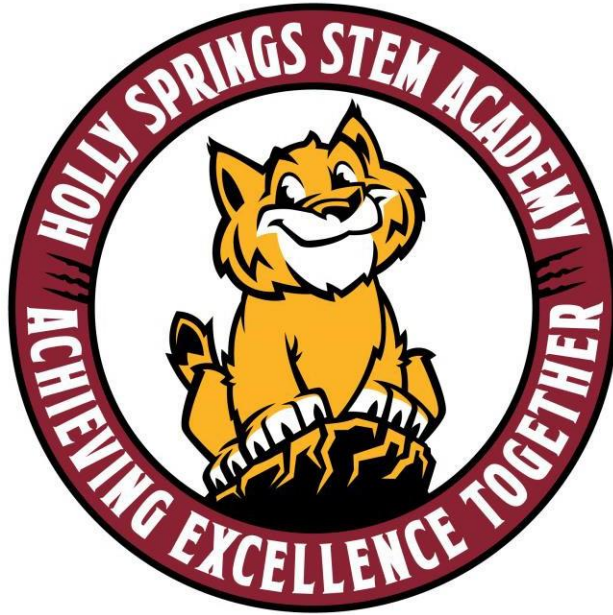
Holly Springs Elementary STEM Academy offers an after-school program which provides supervision for students from 2:30 p.m. until 6:00 p.m. each school day.

The cost of the program is \$12.00 per day per child for a full week of attendance and is a pre-paid program. The cost for any child enrolled less than 5 days per week will be \$15 a day. There are no refunds. This includes a snack if they attend the program. Parents will be charged \$20 per child for students enrolled in ASP after 10:00 a.m. and/or not registered by Sunday evening. Additionally, there are charges for pickups that are after the program has shut down for the night at 6:00 p.m. are \$15 per 15 minutes late.

Every parent is encouraged to register his/her child for the After-School Program, in the event of a last-minute transportation need, and a child needs ASP services. To register your child and/or obtain additional information/guidelines concerning the program, contact the school office at (770) 704-1420. For student safety, a photo I.D. is required at every pickup when signing students out of the After-School Program.

<https://ccsd.graystep.com> - link for payment

Dr. Michelle Calkins, Assistant Principal, is the administrator overseeing ASP.



Attendance

TARDINESS

Occasional tardies may occur, however, a pattern of late arrival at school is a may require intervention from the Counselor/School Social Worker. Please allow your child to ride the bus. Students arriving on buses are never counted as tardy.

Children should arrive at school between 7:00 a.m. and 7:30 a.m. At 7:15 a.m. homeroom teachers are in the classrooms. At 7:35 a.m. students not in the classroom will be counted tardy.

For the purpose of determining Daily Attendance, any child **leaving school BEFORE 11:00 a.m. or arriving at school AFTER 11:00 a.m. will be marked absent** for the entire day.

ABSENCES (Excused and Unexcused):

An excuse note for absences **MUST** be brought to the teacher or submitted through Parent Square within five (5) days of the student's return to school. As permitted under state law and State Board of Education policies, students may be lawfully excused for the following reasons: personal illness, serious illness, death in the family, special and recognized religious holidays observed by their faith, absence as mandated by order of governmental agencies, or conditions rendering school attendance impossible or hazardous to their health or safety. Special provisions regarding students of parents in the U.S. Armed Forces / National Guard are provided for in the CCSD Student / Parent Handbook and Discipline Code. Excuses for absences should be furnished in writing the day the student returns to school. Excessive absences are reported to the School Social Worker.

MAKE UP WORK

Students are expected to make up all work missed while absent, regardless of the reason for the absence. Students should access Canvas for work to be completed.

CHECK-OUTS

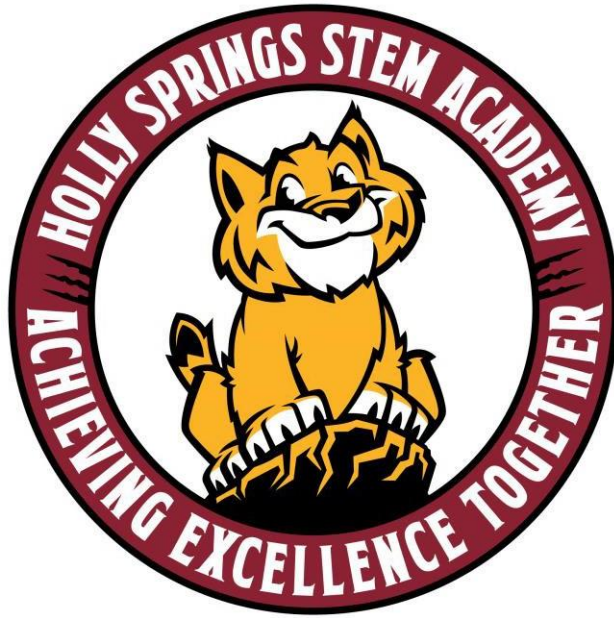
Appointments should be scheduled outside school hours whenever possible. If students must be picked up prior to the end of the school day, parents are required to go to the office, present a photo ID and sign their child out **before** 1:30 p.m. Parents should not go to the classroom to retrieve their child. Checkouts **after** 1:30 p.m. are **not** permitted.

Siblings of students on Field Trips will not be permitted to check-out past 1:30 p.m. Parents are encouraged to utilize car riders on Field Trip days.

NOTE: FOR THE SAFETY OF THE CHILDREN DURING DISMISSAL PREPARATIONS, THERE WILL BE NO CHECK-OUTS AFTER 1:30 p.m. Any student needing to be checked out between 1:30 and 2:00 p.m. will be directed to report to car riders. Parents may pick up the student from the car rider line with their car rider tag.

WITHDRAWALS

The classroom teacher and school office should be notified **at least 24 hours in advance** when a student is going to move or be withdrawn from school. A transfer/withdrawal form will be completed for you to take to the new school if prior notice is given. **All debts for lunch, pictures, ASP, etc., should be paid and library books and textbooks returned before the student transfers/withdraws.**



School Nutrition

CAFETERIA

Menus are posted on the website. Parents/guardians who eat lunch with their child must sign in at the office and wear a visitor's badge. **Only visitors listed on the students' contact information will be allowed to have lunch.** Parents may sit with his/her child only in the Holly Springs Elementary STEM Academy Café area located at the tables outside of the cafeteria. At the conclusion of your lunch visit, students should return to the classroom line as the class is dismissed from the cafeteria. **Food purchased from outside "fast food" restaurants is not permitted in the school cafeteria per district guidelines.** If a student has an allergy and must have a food substitution, a doctor's statement must be presented to the lunchroom manager and school nurse.

There will be no lunch visitors during Georgia Milestones State Assessments.

MEAL PAYMENTS:

We operate a computerized system for meal payments. Each student is issued an ID number to enter in purchasing a meal. Money for breakfast/lunch/extra food items should be sent to school in teacher provided envelopes complete with student's full name, ID number and amount enclosed to the lunchroom. Please separate snack, ice cream, ASP, picture money, field trip money, etc., from lunch money. Checks should be made out to Holly Springs Elementary STEM Academy. Cherokee County School Food Service offers payments online for parents. You may use the online service at <https://www.linqconnect.com/> for convenient, secure, meal account management. Parents who do not wish for their child to purchase extra cafeteria items, should contact the school nutrition manager.

FREE AND REDUCED LUNCH FORMS

Applications for Free and Reduced meals should be filled out and returned to the school or completed online as soon as possible. **A new form must be completed each year.**

If a new application is not received prior to the end of the state mandated grace period, student meals will be charged the full meal price.

BREAKFAST/LUNCH PRICES:

LUNCH PRICES

BREAKFAST PRICES

Student Lunch	\$2.45	Student Breakfast	\$1.60
Reduced price (if eligible)	\$0.40	Reduced price (if eligible)	\$0.30
Visitors	\$5.25	Visitors	\$2.75
Special Event	\$6.00	Special Event	\$4.00

Breakfast is served from 7:00-7:30 each morning. Students who are going to eat breakfast must go to the lunchroom immediately after arriving at school.

CAFETERIA EXPECTATIONS

Good table manners and respect for others are expected at all times.

- Trays are to be returned to the proper area one at a time.
- Opened containers of drink may not be taken from the lunchroom.
- Cafeteria monitors should be respected and their directions followed.

Birthday snacks and treats purchased outside of the school cafeteria are prohibited. Parents are only allowed to purchase birthday ice cream through the cafeteria manager.

Does
your
child
have a
birthday
coming
soon?



Order Birthday Cake Ice
Cream Cones from the
cafeteria for your child's
class!



Only \$1.50 per ice
cream!

NUT & DYE FREE

For more information contact the
School Nutrition Manager

Chastity West at 770-704-1435

or

Chastity.West@cherokeek12.net

This institution is an equal opportunity provider.



Clinic and Medication

MEDICATION / SCHOOL NURSE

Holly Springs Elementary STEM Academy has the services of a school nurse from 8:00 a.m. to 2:00 p.m. daily. The office staff handles student health needs at other times. Health guidelines for our school are as follows:

1. To prevent the spreading of illness, please do not send a child to school that is sick and/or has a fever.
2. Students who are too sick to function in class, regardless of fever, are sent home.
3. When at all possible, we encourage you to schedule your child's medication so that it may be given at home. If the parent brings medication to school, it must be kept in and dispensed from the clinic. The medicine must be in the original container with the student's name, prescription, pharmacy, doctor and dosages clearly printed on the bottle. A medication form MUST be completed by parent/guardian requesting the administration of ANY medications at school.
4. Over-the-Counter medications can be administered to your child ONLY if it has been brought from home by a parent/guardian in the original, unopened container along with a completed school medication form.
5. Students having accidents involving bodily fluids will be sent home for clean-up per the policy of the enforcement of Universal Precautions.

Please do not send ANY food items to school that contain peanuts, nuts, tree oil, etc. to prevent triggering student allergies.

INSURANCE

Accident insurance is available to students. Information is available on the CCSD district registration site.



MEDICATION AUTHORIZATION FORM

Student's Name _____ D.O.B. _____ Weight _____

School _____ Homeroom Teacher _____ Grade _____

Home Phone _____ Cell Phone _____

Allergies _____

Mother's Name _____ Day Phone _____

Father's Name _____ Day Phone _____

Physician's Name _____ Phone _____

Illness (reason for medication) _____

Is this a Recurring Illness? Yes _____ No _____

THE SCHOOL WILL NOT ACCEPT MORE THAN A ONE-MONTH SUPPLY OF PRESCRIPTION OR OVER-THE-COUNTER MEDICATION. THE LEAD NURSE WILL EVALUATE THE ADMINISTRATION OF CONTROLLED MEDICATIONS AND/OR MEDICATIONS, WHICH MAY ALTER VITAL SIGNS, OR LEVELS OF CONSCIOUSNESS ON AN INDIVIDUAL BASIS. IT IS THE EXPECTATION OF THE CCSD THAT MEDICATION SHOULD BE BROUGHT TO THE SCHOOL BY THE PARENT/GUARDIAN.

Medication _____ Amount To Be Given _____

Time to be taken _____ AM _____ PM OR as needed _____ every _____ hours

How is medication to be administered? _____ by mouth _____ eye drop _____ ear drop _____ topical (on the skin) _____ other

Possible Side Effects _____

BEFORE AND AFTER SCHOOL PROGRAM REQUIRES A SECONDARY LABELED PHARMACY CONTAINER FOR PRESCRIPTION MEDICATIONS TO BE ADMINISTERED BY THE BEFORE / AFTER SCHOOL PROGRAM. THE PRIMARY CONTAINER WILL BE KEPT IN THE CLINIC.

PRESCRIPTION MEDICATION MUST BE IN THE ORIGINAL PHARMACY CONTAINER. THE WRITTEN INSTRUCTIONS ON THE CONTAINER FOR DOSAGE AND ADMINISTRATION TIMES WILL BE FOLLOWED. A NEW CONTAINER MUST BE PROVIDED FOR CHANGE IN DOSE OR TIME.

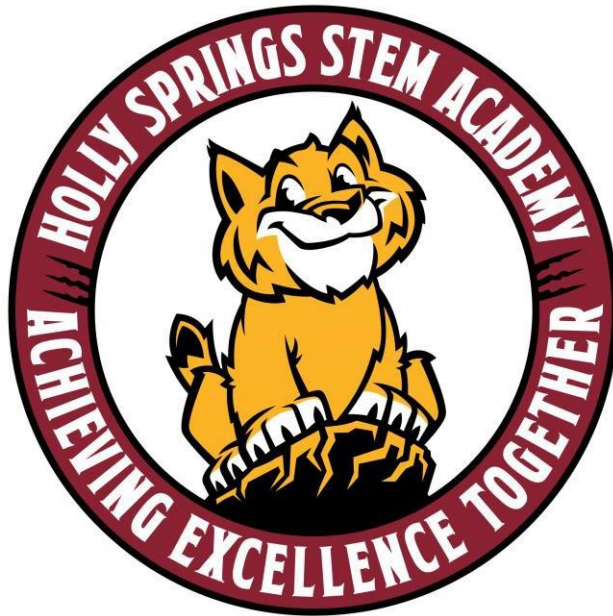
OVER-THE-COUNTER MEDICATIONS MUST BE IN THE ORIGINAL SEALED CONTAINER. DOSAGE WILL NOT EXCEED INSTRUCTIONS ON LABEL REGARDLESS OF PARENT INSTRUCTIONS. OVER-THE-COUNTER MEDICATIONS WILL BE GIVEN FOR ONLY 7 CONSECUTIVE DAYS. A PHYSICIAN'S APPROVAL FORM MUST BE COMPLETED FOR LONGER TREATMENT.

I, _____, authorize the physician's office to release confidential information about my child.

I authorize the personnel _____ to assist my child in taking medication. I hereby release of and waive, and further agree to indemnify, hold harmless or reimburse the Cherokee County Board of Education, the individual members, agents, employees and representatives thereof, from and against, any claim which I, any other parent or guardian, any sibling, the student, or any other person, firm or corporation may have or claim to have, known or unknown directly or indirectly, for any losses, damages or injuries arising out of, during or in connection with the administering of this medication.

Signature of Parent/Guardian _____ Date _____

DO NOT RETURN THIS FORM UNLESS MEDICATION WILL BE TAKEN AT SCHOOL



Transportation

The TRANSPORTATION CALENDAR (located in your child's take-home folder) must be completed. If transportation for the day is not selected or has a discrepancy, for the safety of your child, your child will stay in ASP for a drop-in fee of \$20.00. (To be paid upon pick-up, cash or check.) Please review the ASP section for the fees. If you have a same day transportation change, please email hse.transportation@cherokeek12.net prior to 11:00 a.m. Transportation changes cannot be accepted over the telephone.

BUSES

Students must report to the bus stop on time (at least five minutes prior to pick up) and get on/off the bus at the same stop each day. Changes in bus stops are only approved by the Transportation Department of CCSD.

CAR RIDERS – Please see carpool maps!

For the safety of all students, drivers choosing to bring students by vehicle must obey the car rider procedures and be respectful of duty personnel giving directions at all times.

The administration and/or other authorities will be notified if drivers exhibit unsafe or disrespectful behavior. Cell phone use is prohibited in the car rider line.

One car rider tag will be provided at no charge per family. Additional car rider tags can be purchased for \$3.00.

MORNING PROCEDURES

Car riders may be dropped off from 7:00 a.m.-7:30 a.m. with the beginning of the line forming at the crosswalk and ending through the side parking lot. Students entering their classrooms after 7:35 a.m. will be marked as Tardy. Students are not to exit their cars until they receive a signal from duty personnel. The morning car rider line is a continuous flow line, and students should exit their vehicles quickly wherever their vehicle gets stopped. Vehicles are to form a single lane, not pass, and proceed in a very slow and cautious manner--yielding to pedestrians at all times. Adults should stay in the vehicle while students exit the vehicle curbside. Students must exit the car curbside only.

NOTE: Parents are prohibited from parking and walking students. Students are not permitted to be dropped off via the front office during scheduled morning arrival times. Only tardy students should utilize the front doors in the morning. Parents may walk their child to class the first day of school. Students are not to be dropped off in parking log at any time.

AFTERNOON PROCEDURES

Preschool Car rider dismissal is from 1:45-2:10 p.m. K-5 Car rider dismissal is from 2:15-2:30 p.m. **K-5 parents will enter the carpool line from New Light Road between 2:10 p.m. – 2:30 p.m.** Parents arriving prior to 2:10 p.m. will be asked to re-enter the car rider line at the designated time. Drivers are to display the required car rider tag in the vehicle in order to pick up a student. Please adhere to the carpool map provided in appendix. Drivers who do not display the car rider tag will be required to report to the office and show ID for student pick up. Once the car rider line has ended at 2:30 p.m., remaining students will be escorted to ASP and parents will be charged a late fee for this service.

TRANSPORTATION CHANGES

If your child is to be transported home in a way other than what is normal for him/her, your child must have a signed note from home stating these changes. Transportation changes during the school day are not encouraged, as these arrangements should be made prior to your child's arrival at school. A change will only be accepted for an emergency when the HSES transportation email receives notification from an approved contact in Synergy prior to 11:00 a.m. Make sure all contact information is current, as office staff will verify receipt by email response. If a student is going home with another student by car, both students must have parent notes. (A note from the parent stating the student is going home with another student. And a note from the other parent stating they know they will be accepting the student at dismissal.) In order for us to implement emergency transportation changes safely and successfully, all changes must be made before 11:00 a.m.

hsestransportation@cherokeek12.net

SEVERE WEATHER PROCEDURE

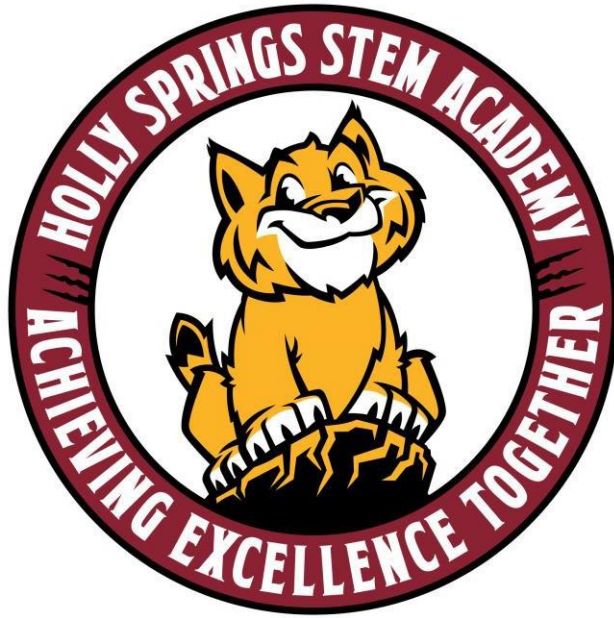
In the event of an emergency (i.e., inclement weather closing or a school evacuation), parents will be notified by text, email and/or phone via Parent Square, CCSD's vendor for emergency notification. Email addresses and phone numbers for phone calls and for texts must be current in our Student Information System (Synergy/Parent Portal). Furthermore, the CCSD website will post the information at www.cherokeek12.net. If weather becomes severe during the school day and school is to be dismissed early, an announcement will be made to that effect. **We will not call individual parents if school is dismissed early; we will follow the parents' wishes for the students' transportation home as indicated in ParentVUE.**

Morning Holly Springs Car Rider Map



Afternoon Car Rider MAP *Kindergarten through 5th Grade car rider line begins at 2:10 *Cars arriving prior to 2:10 for Kindergarten through 5th Grade pick-up will be redirected to the New Light entrance.





Curriculum and Instruction

ACADEMICS

Holly Springs STEM Academy provides a comprehensive academic program designed to ensure exceptional student achievement and life-long learning. Within content areas, students also apply problem-solving skills, work cooperatively, and develop effective study skills.

Reading is a thread that runs across the curriculum. Parents can assist their children with the development of reading skills by listening to them read and by reading to them. When children are being read to, parents should choose a book that is slightly above the child's reading level. As students increase their reading levels, they will reach a point where most of their reading is done independently. Parents can continue a focus on increased vocabulary development and reading comprehension through discussions with their children.

Online learning opportunities appropriate to each grade level are provided throughout the school year. Students can enhance their skills by accessing these resources online. You will find what you need on the teacher's Canvas site.

CANVAS

Parents may access the parent portal website to view their child's grades and missing assignments for their classes. Parents can access the portal after obtaining a pairing code from the student's account. The link is available on the CCSD main webpage.

<https://myccsd.instructure.com/login/canvas>

CONFERENCES

Since teachers are working with students during the day, conferences should be arranged in advance at a time when the teacher does not have other commitments. We ask that you not "drop-in" for a conference as this should be a scheduled appointment time. Please communicate with the teacher via note, email, or phone call to arrange a conference.

PHYSICAL EDUCATION

All students will participate in PE each week. **Students who cannot participate in physical education should bring a note from their parent or doctor.** Students should dress appropriately for active participation. Only shoes which offer support and reduce the chance of injury will be allowed on the gym floor. **Tennis shoes are preferred.** Shoes with slippery soles (dress shoes or boots), heels, or sandals will not be allowed.

TEXTBOOKS

The Cherokee County Board of Education furnishes textbooks and library books to students. The care of these books is the responsibility of each student. The student will be expected to pay for any lost or damaged textbooks.

Multi-tiered System of Support (MTSS)

The Georgia Department of Education established a tiered system of support for students (Georgia's MTSS framework). The MTSS framework is a data-driven prevention framework of evidence-based, system-wide practices to support a rapid response to academic and behavioral needs and support the whole child. The framework includes instructional interventions that can be provided in a standards-based learning environment to maximize student achievement.

Schools can address factors that hinder learning through robust core curriculum instruction and materials, research-based interventions, differentiated instruction, and engaging strategies. By designing equitable, tiered, and universally designed systems of support, schools can minimize barriers and improve outcomes for all students.

Differentiated instruction is the cornerstone of each tier of the framework. Progress monitoring at each tier allows educators and student support teams to consistently review student progress and adjust the duration and intensity of planned interventions based on data.

Tier 1: Primary Level of Instruction

Tier 1 focuses on all students. Instruction is delivered in the general education classroom, using the district's core curriculum and instructional practices, including high-leverage practices that are research-based and incorporate differentiated instruction.

Tier 2: Secondary Level of Instruction (Needs-based Learning)

Tier 2 provides more formalized interventions for students who need to make expected progress in the standards-based curriculum. Based on student data analysis, pre-planned interventions are implemented in areas where students are struggling. Instruction is delivered in the general education classroom, typically in a small group setting where the group size is optimal for the students' age and needs.

Tier 3: Intensive Intervention

At Tier 3, additional analysis is conducted for students who have yet to respond to Tier 1 or Tier 2 instruction. A team of educators meets to provide guidance and support in developing instructional strategies to meet specific needs. Interventions and assessments are implemented with fidelity, and additional assessment data may be recommended.

MEDIA CENTER HOURS

The media center is open for students from 7:30 a.m. until 2:00 p.m. each day. Books may be checked out for three weeks and be renewed or returned by the discretion of the teacher. Students who have an overdue book may not check out another book until the overdue book is returned. While no late fees are charged, students who lose books will be required to reimburse the school for payment of purchasing a new book for re-issuing.

TESTING

Students are periodically tested during the school year through benchmark and standardized tests. Students in grades 3 - 5 will take the Georgia Milestones in the spring of each year. It is important students be in attendance and on time each day.

FIELD TRIPS

Field trips are curriculum based and aligned with grade-level standards. Students who participate must have a permission slip signed and returned to school. The field trip donation will cover the transportation and admission costs. There will be a limited number of chaperones selected to attend field trips. **Chaperones must complete volunteer training 30 days prior to the day of the field trip.** Siblings/Pre-school children are not allowed to accompany chaperones on field trips.

REPORT CARDS

Progress monitoring on student performance is available to parents of students in grades 3-5 at any time via the District's Learning Management System, Canvas. If you have any questions or need more information about your child's progress, please contact the teacher. Report cards are issued four times a year. Dates are included on the CCSD website. Parents may sign up for Canvas on the school district's website:

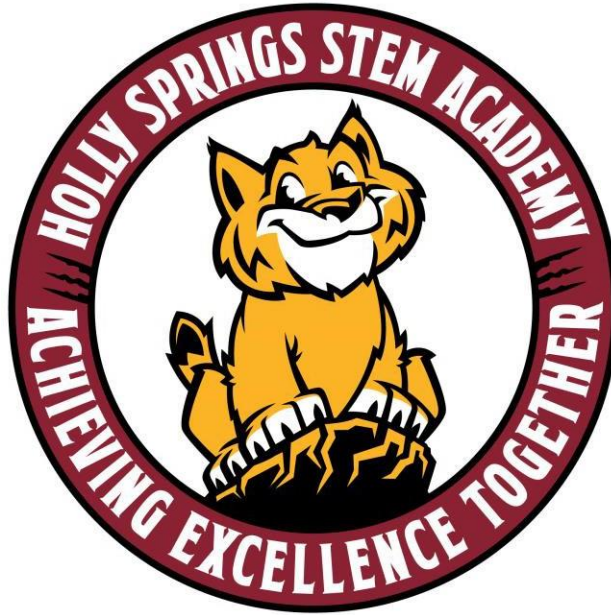
<https://myccsd.instructure.com/login/canvas>

COUNSELORS

At Holly Springs Elementary STEM Academy, the school counseling program is data driven and is implemented through monthly classroom lessons, and small group counseling activities. The counselors work with parents, teachers, and community partners to meet the academic, behavioral, and personal/social needs of our students. School counselors are not therapists, however, they offer community resource referrals, as well as crisis intervention services.

WPAWS

Holly Springs Elementary STEM Academy WPAWS is a student-produced daily broadcast which occurs at 7:35 a.m. each morning. Broadcasts focus on school news and special events.



Visitors and Volunteers

VISITORS

Visitors must come in through the front doors of the building. All visitors should be prepared to show identification (held up to the camera for verification) prior to admittance. Upon entering, visitors are to sign in and receive a Visitor's Pass. To minimize disruptions, volunteers should not bring siblings and/or preschool age children into a classroom.

VOLUNTEERS

We love our volunteers! Volunteers are used in many ways to supplement and enrich school programs. They assist in the media center, office, and classrooms. Volunteers must participate in Holly Springs Elementary STEM Academy's volunteer training and complete all county paperwork each year. If you are interested in becoming a volunteer, please contact the office, or your child's homeroom teacher. Chaperones must complete the training in order to participate in field trips.



**VOLUNTEER/MENTOR
APPLICATION**

APPLICATIONS MUST BE RECEIVED BY THE DISTRICT OFFICE 30 DAYS PRIOR TO BEGINNING VOLUNTEER ACTIVITIES

2024-2025

_____ DATE _____

Section I DESIRED POSITION/ENVIRONMENT

- Volunteer
 Mentor

I am participating as a volunteer/mentor in one or more of the following environments:

Check those that apply:

- Working with students in an unsupervised setting on a regular basis.
- Prolonged, unsupervised volunteer service, i.e., field trip chaperone assigned overnight lodging with students.

Beginning Date: _____ Ending Date: _____

Please provide a brief description of the service you will be providing:

Section II DESIRED LOCATION

Completion of this application indicates a desire to serve as a volunteer/mentor for the Cherokee County School District. You are required to follow all laws, policies, rules, and guidelines that pertain to the position.

Please list the school for which you wish to be considered. The principal of the school listed must sign completed application.

1. _____

In accordance with local board policy and guidelines, I have requested and approved this applicant to complete the volunteer application process.

_____ Date _____ Principal or Designee Signature _____

**** APPLICANT SHOULD COMPLETE THIS SECTION ***

TEACHER _____ STUDENT _____ HOMEROOM _____

NAME _____

LAST _____ FIRST _____ MIDDLE _____

PERMANENT ADDRESS _____ STREET _____ CITY _____ STATE _____ ZIP CODE _____

PHONE # _____

Section III**PERSONAL DATA**

- Yes No 1. Have you ever pled guilty to or been convicted of an offense related to possession or distribution of illegal drugs?
- Yes No 2. Have you **ever** been **charged** with, convicted of, or pled nolo contendere for **any** crime other than a minor traffic violation?
Please note: Driving While Intoxicated (DWI), Driving Under the Influence (DUI), and similar charges are NOT considered minor traffic offenses and should be reported.
- Yes No 3. Do you have relatives working for the Cherokee County Board of Education?

IF ANY ANSWER IS "YES", YOU MUST ATTACH AN EXPLANATION.

Section IV CONFIDENTIALITY/MANDATED REPORTER AGREEMENT

I understand that in the course of my volunteer time within the Cherokee County School District, I may become aware of confidential information about specific students. This information may include, but not be limited to, such issues as students' enrollment status, daily schedule, academic performance, attendance record, disciplinary record, disabilities and other educational matters. I understand and agree that I will not disclose such confidential information except to appropriate school employees who request this information.

I understand that under current GA Law (O.C.G.A § 19-7-5), school-affiliated volunteers are considered as "mandated reporters" of suspected child abuse. Should I gain information as it relates to a suspected case of child abuse through a verbal/written communication, direct observation, or some other manner, I understand that I must report this information to the school's administration immediately. Upon reporting any such concerns, I understand it would become that administrator's (or a designee's) responsibility to then report the suspected abuse to the appropriate state or local investigative agency.

DATE _____ SIGNATURE OF APPLICANT _____

Section V**PERSONAL AFFIRMATION**

I verify that all information that I have provided on this application is true and complete to the best of my knowledge. I am aware that providing false or misleading information or the withholding of facts, including facts of one's criminal record, on this application will be grounds for refusal to allow me to serve as a volunteer. If volunteering, I agree to abide by the policies, rules and regulations of the Cherokee County School District and State Board of Education.

My signature further authorizes the Cherokee County School District to investigate my past employment activities, personal references and criminal record (as provided by OCGA § 20-2-211), to determine my suitability for the position for which I am applying, and authorizes representatives of the Cherokee County School District to contact my references, previous employers, schools attended, court officials, law enforcement authorities, and other individuals. I understand that the Cherokee County School District may investigate other sources or references other than those given in this application. I agree to sign appropriate forms giving consent to a criminal record check through the Georgia Crime Information Center.

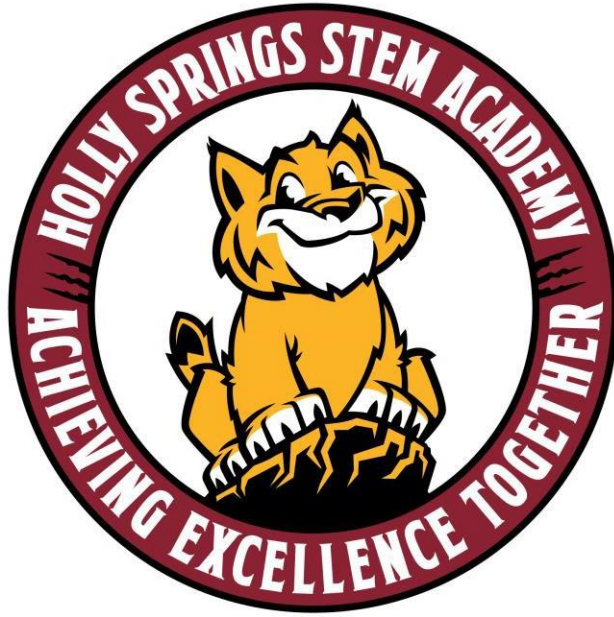
I understand that nothing in this volunteer application, in the statements or policies of the Cherokee County School District or Cherokee County Board of Education, or in my communications with any District or Board official is intended to create an employment contract. No promises of employment have been made to me.

I understand that volunteers and the school district have an at-will relationship. At-will means the relationship can be terminated at any time with or without cause by either the volunteer or the school district. I also understand that I am not to begin volunteer work until I am on the Approved Volunteer List.

DATE _____ SIGNATURE OF APPLICANT _____

Return Application to the Principal at the school(s) for which you wish to be considered.

The Cherokee County School District is an equal opportunity employer and does not discriminate in employment on the basis of race, color, sex, religion, creed, national origin, age or disability.



Discipline

DISCIPLINE

It is our expectation at Holly Springs that students will conduct themselves in a manner that is respectful as well as conducive to an effective learning environment. We rely on parents to support us in maintaining excellence in student behavior. As part of the positive behavior practices, students will be expected to demonstrate appropriate behavior in all areas of the school. School-wide expectations include behaviors exhibiting perseverance, respect, integrity, dependability, and empathy. Holly Springs Elementary STEM Academy will follow the policies and procedures set forth in the CCSD discipline guidelines. Behavior on buses is considered an extension of classroom/school behavior. Students who fail to respond to the directives of the bus drivers will be reported to school administration. The CCSD Code of Conduct is located on the District website.

[Handbook](http://cherokeek12.net) - Cherokee County School District (cherokeek12.net)

DRESS CODE

The Holly Springs Elementary STEM Academy dress code adheres to the CCSD policy to promote an orderly learning environment. This code will be enforced to prevent disruption (example: clothing pertaining to alcohol, drugs, or weapons/ hats or hoods in the classroom) or interfere with the operation of the school instructional program. Please refer to the Cherokee County Student Discipline Code Handbook for specific dress code guidelines. Chaperones for field trips and room volunteers are asked to follow these same guidelines.

Dress Code: The purpose of a dress code is to promote a safe and orderly learning environment in our schools while preparing all students for later success in the workplace. The District's Student Dress Code was developed through the direction of the Superintendent and with the cooperation of parents, students, teachers and administrators. The following regulations regarding the dress code apply to students while on school grounds, while remote learning, while participating in school extracurricular activities, or while on any transportation vehicle owned or used by CCSD. Reasonable exceptions are permitted for religious practices and beliefs.

1. Clothing and jewelry must not unreasonably disrupt the learning environment. Clothing and jewelry depicting or promoting vulgarity, alcohol, tobacco, marijuana, other controlled substances, pornography, nudity, sexual acts, profanity, gang identifiers, and hate speech are prohibited. Any other clothing or jewelry that creates an actual disruption (in the judgment of the principal) is prohibited.

2. Hooded shirts/sweatshirts may be worn. The hood must be removed from covering the head during school hours and while on campus. Headwear that obscures a student's face, neck, and ears is prohibited.

3. Shorts and skirts must be reasonable in length, appropriate for the school environment, and visible at all times.

4. Clothing must completely cover private parts, undergarments, and buttocks. Clothing must completely cover the midriff.

5. Strapless garments must be worn with a jacket or similar clothing.

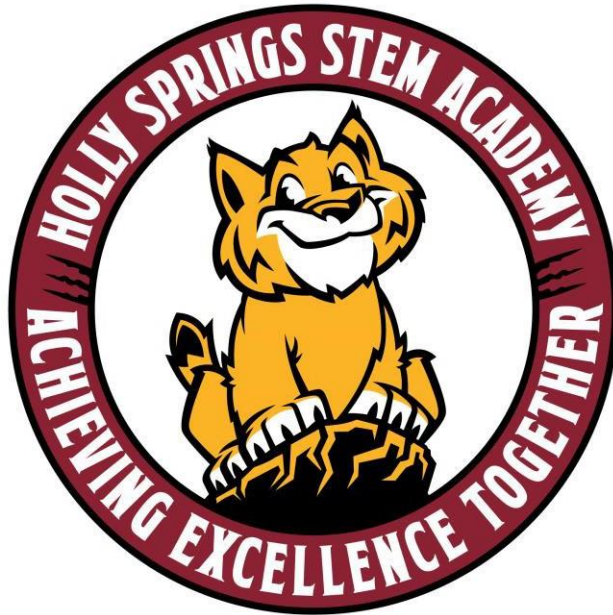
TOYS

Students may not bring toys or other items to school such as video games, radios, MP3 players, iPods, fidgets, stuffed animals and sports equipment, etc. Electronic items brought to school will be kept in the office for parents to show ID before picking up. Do not bring valuables to school.

CELL PHONES / ELECTRONIC DEVICES

Student possession of or use of an electronic communication device (including a cell phone, watch etc.) is prohibited during school hours and on school buses, unless during a specified BYLD instructional activity. Such items will be confiscated and held in the office for parent pick up. Other consequences may also be assigned as outlined in the District Student/Parent Handbook.

[Handbook](http://cherokeek12.net) - Cherokee County School District (cherokeek12.net)



Miscellaneous

**Gifts, Invitations, Lost & Found, PTA,
School Events, Telephone Calls**

GIFTS

Gifts, flowers, and balloons to individual students will not be accepted for delivery and/ or receipt at school. The Transportation Department also does not allow such items on the bus.

INVITATIONS

Written invitations to social events outside of school should be mailed unless every child in the classroom receives one.

LOST & FOUND

Items found around the campus are placed in Lost and Found and sent to various community centers at the end of each month. Please check lost and found immediately after losing an item. Valuables such as watches, eyeglasses, money, etc., will be held in the office. Please assist with this by putting your child's name on clothing, lunchboxes, notebooks, etc.

PARENT TEACHER ASSOCIATION

Holly Springs Elementary STEM Academy has a very active and supportive parent/teacher group. Activities are planned and many opportunities await your participation. We encourage you to join and become active in this dedicated group. Many of the great projects that we are able to do would not be possible without our parent teacher group.

SCHOOL EVENTS/PARTIES

Students are permitted to participate in two celebrations during the school year. Teachers may wish to have seasonal snacks to supplement a unit of study.

STUDENT CLUBS

Information will be available on the school's website for student clubs.

TELEPHONES/PHONE CALLS

Students are allowed to call home **only** for medications and/or glasses. Office personnel will not interrupt your child's class for you to speak to your child. We will be glad to give any emergency message to your child or his/her teacher.

We must have all current contact telephone numbers as verified in Parent VUE ensuring we can contact you in case of an emergency. Please notify the teacher and the school office of any changes in home or work telephone numbers as soon as these occur.

DROP OFFS

Items being dropped off for students (bookbags, water bottles, lunches, shoes, etc...) are to be placed on the cart located to the left of the front doors. Please make sure each item is labeled with the following: Name, Grade, Teacher. Our office staff will check the cart periodically throughout the day and notify the teacher.