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WELCOME TO HoLa!

Ours is a dynamic school community with many wonderful facets. This handbook was created as a resource for families to turn to when they have questions about basic policies and procedures.

OVERVIEW

The Hoboken Dual Language Charter School (*HoLa*) offers a traditional core curriculum through instruction in both Spanish and English to children of all language backgrounds. *HoLa's* students come from across the spectrum of Hoboken families to form a student body that is culturally, ethnically, linguistically, and socioeconomically diverse. *HoLa's* students become bilingual and biliterate in a culturally diverse and nurturing environment.

Research consistently demonstrates that students in dual language immersion classrooms thrive academically, excelling in measures of cognitive development, flexible thinking and problem solving, and outperforming their monolingual peers on standardized achievement tests. *HoLa* utilizes the well-established immersion approach to dual language education, additionally incorporating a range of opportunities for creative expression and experiential learning.

HoLa's curriculum reflects more than two decades of research in immersion education, integrates best practices of model dual language programs and models from across the country, and is designed to surpass state curriculum standards while providing the opportunity for students to develop sophisticated bilingual skills. Through academic rigor, a whole-child approach, and a commitment to bilingualism and biliteracy, *HoLa* is preparing students to be full participants in the global community.

We are pleased to announce that the Hoboken Dual Language Charter School was chosen by the NJ Department of Education's World Languages department as a Model Program in 2014. The prestigious designation was awarded after representatives of the NJ Supervisors of World Languages Model Programs Initiatives considered our written application and spent a day at our school, observing classes and interviewing students, teachers, administrators and parents. As a Model Program, HoLa will serve as a resource for other schools who may want to learn from our "exemplary practices in world languages instruction," per the DOE.

ARRIVAL

Please make every effort to arrive at school on time, in order to maximize learning time and minimize disruptions once the school day has started.

Jefferson Street Arrival. Students may be dropped off between 7:35 and 7:50am at the north door, and will proceed to the gym where they line up by grade. Students are escorted to their homerooms at 7:45am. The academic day begins at 7:50 a.m. Students who arrive after 7:50 are considered tardy and must proceed through the south door to the Main Office for a

late pass. All children who bicycle or scooter to school must lock up their vehicles outside at their own risk. No vehicles will be permitted inside the school.

Rue Building Arrival. The door is open for students to arrive between 7:40-7:55 a.m. Students should walk up to the 4th floor, go to their lockers to get things for class, and report to morning meeting. After 7:55 a.m., students need to be buzzed into the building. The academic day starts promptly at 8:00 a.m. and students arriving to homeroom after 8:00 a.m. are considered tardy. All late students must report to the Main Office to receive a late pass before proceeding to their classrooms.

School Bus. *HoLa* does not have its own school bus. However, a parent committee has organized a morning bus service through which parents may contract directly with a private bus company to operate a route to bring their children to *HoLa* each morning. Details of the busing program are provided in communications to families during the summer and registration materials can be found at www.holahoboken.org (see [Programs/Bus](#)), which also includes other information on transportation options. There is no bus service to bring children home after school.

School Closing. *HoLa* may close or announce a delayed opening due to severe inclement weather. A robo-call will be made to all families to announce closings, late openings, or early dismissals, and an email blast will also be sent. You may also monitor www.holahoboken.org. While *HoLa* will close on some days that the Hoboken Board of Education closes its schools, there may be circumstances when *HoLa* closes even though the Hoboken Board of Education keeps its schools open and vice versa. *All after-school and evening activities will be canceled when school is closed.*

DISMISSAL

Picking Up Your Child. Parents and guardians must provide the school with a list of all persons designated to pick their children up from school, Enrichment, or Aftercare. *Please note that HoLa cannot release any child to the care of someone who is not on this designated persons list.* Please also inform *HoLa* in writing of any special arrangements or restrictions pertaining to your child and his/her custody. Copies of any legal documents should be provided to the office. If pick up arrangements change for a particular day, an email needs to be sent to school@holahoboken.org in order for the school to make these arrangements.

Jefferson Street Dismissal. Students are dismissed from the courtyard at 2:50pm, except for those students who stay for Enrichment and Aftercare. (When there is inclement weather, dismissal will be held in the gym. In order to minimize chaos and traffic, and to clear the gym as quickly as possible for after school programming, please enter the building through the north door to enter the gym, and then exit the building via the south door.) All students must be signed out with their teacher. Students not picked up by 3pm will be taken to main office to wait while caregivers are contacted.

Rue Building Dismissal. Dismissal from Rue is at 3pm outside the building, in the gated area. Middle school students may self-dismiss with written parental permission. Parents must complete a Self-Dismissal form which is available in the Main Office or on the website. Please note that once a student signs him- or herself out, the parent assumes all responsibility for the student.

Jefferson Street Enrichment Pick-Up. Students scheduled for Enrichment classes will be escorted by an *HoLa* staff member to the south door, where they may be signed out by parents or caregivers, who are to wait outside at the entrance. (Certain exceptions to time and location for dismissal may apply, and will be noted at the beginning of each Enrichment session.)

Rue Enrichment/Clubs Schedule. Enrichment/Clubs classes specifically for middle school students take place at Rue. Dismissal from Enrichment/Clubs will occur at 4:00 p.m. downstairs in the gated area. Students who have Aftercare following Enrichment will be walked over to the Jefferson Street Building. The exception will be for clubs that end after 4:00pm, such as cyber patriot. In this case students who do not self-dismiss must be picked up.

Aftercare Pick-Up. Aftercare for all grades is held at Jefferson. Parents may pick up students directly from the Aftercare classrooms any time before 6:00pm. All students must be signed out with an Aftercare staff member. Middle school students will stay at Rue on Enrichment/Clubs days until 4:00pm, before being escorted to Jefferson.

Early Student Release. Parents wishing to sign a student out early must first visit the Main Office of their respective buildings.

SECURITY AT THE RUE AND JEFFERSON BUILDINGS

Visitors. During the school day, parents and other visitors must ring the bell to enter. Those visiting the Jefferson Street Building will come in through the south door and proceed to the Main Office at the top of the stairs to sign in; visitors to Rue will enter through the Garden St. door and proceed to head to the 4th Floor Main Office to sign in.

Building Security. It is the policy of *HoLa* that all entrances to the building are locked throughout the school day. A bell and intercom system is in place at both the north and south entrances on Jefferson Street and at the entrances to Rue, and there are also security cameras at all entrances. All parents and visitors **MUST** sign in.

ATTENDANCE

HoLa requires that its pupils attend school regularly in accordance with the laws of the state. The educational program offered by this school is predicated on the presence of its pupils and requires continuity of instruction and classroom participation. The regular contact of students

with one another in the classroom and their participation in well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

1. Attendance at school may be excused (non-countable) in certain circumstances:
 - A doctor-verified illness
 - A death in family
 - Observance of state-recognized closings
 - Religious observances
 - Any others identified in DOE regulations
2. All other absences are countable; unverified absences are countable and unexcused as defined by NJAC 6A:16-7.8.
3. Students absent from school for any reason are responsible for the completion of assignments missed because of their absence.
4. *Prolonged or repeated absences (10 or more unexcused and countable)*, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and *may result in a letter of warning of:*
 - *Referral to court; or*
 - *Retention at grade level*
5. Written or e-mail documentation is required for any absence from school.
6. Unverified absences from school or from classes within the school day constitute trancies and shall be subject to the disciplinary rules of the school.
7. The Executive Director/Designee shall calculate and monitor the average daily attendance rate for the school. Whenever the average daily attendance rate is below ninety percent, the Executive Director/Designee shall develop and implement an attendance improvement plan.
8. HoLa considers repeated tardiness as an impediment to a child's education.

Late Arrival. Students who arrive at school after 7:50 a.m. to the Jefferson St. Building or after 8:00 a.m. at Rue are officially late and are so recorded in the school office. *Please note that five (5) instances of lateness will be recorded as the equivalent of one (1) unexcused or countable absence.*

Absences: Parent-School Communication. Parents and caregivers should notify the school in advance, via e-mail or letter to the Main Office or to the student's teacher about necessary planned absences. In cases of unplanned absences, parents and caregivers should e-mail school@holahoboken.org or call the school (Jefferson Building 201-427-1458 or Rue Building 201-222-0673) by 9:00 a.m. to report the absence. If no notification is received, parents will be contacted by the school.

Responsibility for Work Missed Due to Absence. Children who miss school will be responsible for class work done during their absence. Children are encouraged to keep a journal and to read during their absence.

When a Child Is Ill. Please see the Medical section of this Handbook for information on when it is appropriate to keep your child home due to illness. Please notify the Nurse immediately of any communicable disease or medical concern.

CODE OF CONDUCT

The *HoLa* Code of Conduct is based on respect for all students, teachers, staff, parents, visitors, and school property. All members of our community are expected to strive to act responsibly at all times and be active participants in the creation of a positive, healthy, **inclusive**, and safe school environment. Teachers and staff help students learn and practice the Code of Conduct first and foremost by following the Code themselves, and additionally by setting forth clear, reasonable, attainable expectations for behavior in all school settings, and by reviewing the Code themselves and with students on a regular basis. All members of the *HoLa* community are expected to follow these guidelines:

At All Times:

I Will Be Kind to Others.

- I will always use actions and words that are kind.
- I will always treat others with respect.
- I will be helpful to others.
- I will remember to say “please” and “thank you.”
- I will walk quietly in the hall so I do not disturb others.

I Will Be Kind to Myself.

- I will ask for help when I need it.
- I will follow rules and directions to stay safe and healthy.
- I will be responsible for my own belongings.
- I will always let my teachers know where I am.

I Will Take Pride in My School.

- I will treat classroom materials and equipment carefully.
- I will help keep the school neat and clean.
- I will leave chewing gum at home.

At Lunchtime:

- I will enter/exit the cafeteria in a quiet and orderly fashion.
- I will sit at the table without crowding others or roughhousing.
- I will use good manners.
- I will speak in an “indoor” voice.
- I will not share or trade food with the other children at my table.
- I will clean up all food, paper, and other items before being dismissed.
- I will always listen to, and be respectful of, the adults in charge.

At Recess and in the Playground/Park:

I Will Play Safely.

- I will play only in the designated areas only where the supervising adults can see me.
- I will not leave the playground without the permission of the adult in charge.
- I will tell an adult immediately if someone gets hurt.
- I will tell an adult immediately if someone is bullied or harassed.
- I will always follow the directions of the adult in charge.
- I will use playground equipment in the manner for which it was intended.

I Will Play With Kindness.

- I will never push, wrestle, tackle, play fight, or fight.
- I will always include all children who want to play with me.
- I will share playground equipment and supplies.
- I will stop playing and line up immediately when recess is over.

DISCIPLINE POLICY

The *HoLa* discipline policy recognizes that there must be measures in place to ensure that the Code of Conduct is consistently and uniformly followed. *HoLa* has two full-time Deans of Students on staff, Joe Spano for the middle school and Delines Rodriguez for the elementary school whose role consists of both coordination of student services and student culture / discipline. Mr. Spano can be reached at jspano@holahoboken.org and Ms. Rodriguez can be reached at drodriguez@holahoboken.org. Ms. Rodriguez will also serve as our Family Liaison for the elementary school.

The goals of *HoLa's* discipline policies and procedures for students are to ensure that:

- *HoLa* is a community that is safe and conducive to learning.
- *HoLa's* students learn personal responsibility and self-direction.
- *Hola's* students see diversity and differences between each other as something to be celebrated and embraced.
- *Hola's* students take pride in themselves and their school.

Responsive Classroom: *HoLa* follows the Responsive Classroom approach to establishing and supporting positive student culture and incorporating social character development into the curriculum. Responsive Classroom is a research-based approach to the classroom that is associated with greater teacher effectiveness, student achievement, and improved school climate. Key elements include Morning Meeting, collaborative rule development, guided discovery, positive framing, and logical consequences. The underlying premise is that a student's socio-emotional well-being and a positive classroom climate are essential for overall academic development.

Minor Infractions of the Code of Conduct. When a student behaves in a way that violates the Code of Conduct, the student is asked to stop the behavior in question. A private discussion will ensue between the teacher and the student(s) involved. If appropriate, the

class may join the discussion in order to learn from the experience. If the student persists in the offending behavior, he or she may be asked to leave the group/take a break. The student may return to the group when he or she and the teacher agree that he or she is ready to participate in an appropriate way. A logical consequence may be implemented. In addition, each classroom at the beginning of the year will collectively come up with a behavior system that all students and teachers agree to and understand. We believe that both students and teachers should be part of this process. Teachers will notify parents about any behavior systems to your particular child's class during Back to School Night. Teachers, when deemed appropriate, will notify the parent of the child by phone or e-mail to advise of the situation and request that parents please reinforce the Code of Conduct at home.

Examples of Minor Infractions:

- Socializing during academic instruction.
- Distracting classmates intentionally.
- Intentionally not completing academic work
- Interrupting academic learning time.
- Minor conflicts with classmates.

Examples of Logical Consequences:

- Seated apart from other classmates (if they are distracting others).
- Make up missed work at some point in the day.
- Write a reflection/apology letter.
- Take a break inside or at another classroom supervised by an adult.
- Fix or replace something they have destroyed/broken.
- Sitting down for recess for a certain amount of time if not showing appropriate behavior during recess time.
- Sitting apart from peers at lunch if not behaving in an appropriate and safe matter during lunch time.

Serious Infractions of the Code of Conduct. Some infractions of the Code of Conduct are considered more serious.

Examples of Serious Infractions:

- Continued and willful disobedience.
- Endangering the physical well -being of other students.
- Bullying, harassing, or otherwise intimidating a fellow student.
- Taking, or attempting to take, personal property from another pupil by means of force or fear.
- Willfully causing, or attempting to cause, damage to school property.
- Running away from adults/leaving the classroom or school property without permission.
- Assault on a teacher, student, administrator, board member, or any employee of the school.

If a child commits a serious infraction of the Code of Conduct, there will be disciplinary consequences. The teacher will call in the Dean of Students, who will take appropriate action after speaking to all concerned parties, including the student’s parents. The Dean of Students will always reach out to the parents of those who are involved when a serious infraction has occurred. Serious or repeated infractions of the Code of Conduct may constitute cause for an official letter of reprimand, and if deemed further necessary, in-school suspension, suspension from school, or expulsion.

Middle School Detention. A Teacher’s Detention may occur as a result of unexcused lateness to class or minor misbehavior. These are to be served after school with the teacher from 3:00-3:15 p.m. on the day of the offense to reflect the consequences of students’ actions. In cases of repeated offense, such as the accumulation of three (3) Teacher Detentions, or in cases of escalation of disruptive behaviors or more serious infractions of the Code of Conduct, a longer Dean’s Detention may be warranted (3:00 - 3:45 p.m.), which the student will spend with the Dean. Generally, Dean’s detentions are scheduled for the following day.

In-School Suspension. In cases where in-school suspensions are warranted, the student will report to school but be separated from the class for the duration of the suspension. The students will continue to receive instruction but will be placed in another classroom or location designated by the Dean of Students. Students separated from their regular classroom will always have adult supervision.

Suspension. Where deemed necessary, students will be suspended from school for one to five days, depending on the severity of the infraction. School administrators will notify the parents in advance and they will be required to meet with the Dean of Students before their child can return to school.

Expulsion. If the Director/Designee determines that all other options have been exhausted without the desired effect, or that law mandates expulsion, a hearing will be arranged with the President of the Board of Trustees, the Director/Designee, the parents, and the student. The hearing could result in a recommendation to the Board for student expulsion. The Board has the final authority for expulsion decisions.

BULLYING, HARASSMENT, AND INTIMIDATION

HoLa is compliant with the New Jersey Anti-Bullying Bill of Rights (P.L. 2010, Chapter 122). For more information and any assistance, please contact *HoLa’s* Anti-Bullying Specialist, Joseph Spano, at jspano@holahoboken.org or 201-427-1458.

Normal Conflict	Bullying
Equal power; friends	Imbalance of power; not friends
Happens occasionally	Repeated negative actions
Accidental	Purposeful

Not serious	Serious; threat of physical harm or emotional or psychological hurt
Equal emotional reaction	Strong emotional reaction on part of the victim
Not seeking power or attention	Seeking power, control
Not trying to get something	Trying to get material things or power
Remorse; takes responsibility	No remorse; blames victim
Effort to solve the problem	No effort to solve the problem

The teachers and staff at *HoLa* strive to promote an atmosphere of mutual respect, tolerance, caring, and kindness among all members of the *HoLa* community. These attitudes are embodied in the behavioral expectations to which all students are held, are modeled for students by teachers and staff at all times and in all settings, and are supported by the curriculum. These attitudes are also supported by a discipline policy and a school-wide conflict resolution process.

We anticipate that this mutually respectful atmosphere will work to prevent incidents of mistreatment – including bullying, harassment, and intimidation – of a student by one or more students. Any such behavior, however, should it arise, will be considered a serious threat not only to the safety of the student in question but also to the integrity of the student community, and will not be tolerated. Teachers and staff are trained to be alert to signs of such student-to-student misbehavior and to respond to it swiftly. In addition, anyone in the *HoLa* community who observes behavior that appears to constitute bullying, harassment, or intimidation is strongly encouraged to report this promptly to the *HoLa* Director/Designee.

Observations or reports of behaviors that appear to constitute bullying, harassment, or intimidation will be quickly and carefully investigated. If it is determined that such mistreatment is occurring or has occurred, corrective action will be taken immediately. The first step in this process is to safeguard the physical and emotional safety of the student in question. Next, there will be a corrective response to the student or students who have behaved inappropriately, consistent with the school’s discipline policy. Finally, steps will be taken as needed to restore or increase harmony and security within the student body and to prevent a recurrence of the behavior in question on the part of any student. Parents of all affected children will be kept fully informed at each step of this process.

Adapted from: *Bullying-Proofing Your School: A Comprehensive Approach for Elementary School*

STUDENT DRESS

HoLa teachers and staff strive to create an atmosphere conducive to industry, active exploration of the environment, and excitement in learning. We also wish to promote an attitude of mutual acceptance and harmony among our students. Toward these ends, we ask

parents and caregivers to see to it that students dress in a way that allows them to be relaxed and focused at all times. We recommend that clothing be casual, comfortable, and sturdy.

Students will go outside for recess as often as the weather permits, according to the discretion of the Director/Designee, and otherwise may have recess in the gym, if it is available, or free time in the classroom. In addition, all *HoLa* students will have physical education and/or movement classes a minimum of three times per week. Therefore, it is important that students are dressed appropriately for outside and inside play on all school days.

Guidelines for Dress

- Students should be dressed as if they are going out for a day in the park.
- Sneakers are always appropriate footwear at school, and a must on gym days.
- During the winter season, all students should have a coat, gloves, and hat. If boots are appropriate for the weather, it is recommended that sneakers be carried in the student's backpack on gym days.
- As students will be engaged in hands-on activities and experiential learning during the school day, they should not wear anything that cannot get dirty.

Extra Set of Clothes for K and 1st Grade. Children in Kindergarten and 1st Grade must have a set of labeled clothing that is kept in the classroom in case of an accident.

Things Not to Wear

- Clothes that portray words or images that may be considered offensive to others.
- Clothes with images that depict violence, including images of weapons.
- Shirts that expose stomachs.
- Flip-flops, strapless shoes, high heels, or any shoes not securely fastened to the child's feet.
- Sneakers with wheels.
- Hats or sunglasses may not be worn during school hours, except as per religious practice or medical need.

PARENT INVOLVEMENT

Because both schools and students benefit from parents participating in the education of their children, *HoLa* stresses the importance of taking the time to become involved.

Teachers are accessible via email (addresses are on the website). Parents may become class parents, join the Parent Teacher Organization (PTO) which meets several times a year, and attend monthly *HoLa* Board of Director meetings or other meetings announced during the year. Parents are encouraged to help the school develop programs and offer ideas to make *HoLa* a better learning environment and asset to the Hoboken community.

Most important, parents should take an active interest in what their children are doing at school. They should talk to them about what they did that day. They should make sure that

they never miss school and always complete their homework. They should encourage a positive attitude and talk to their child's teacher if the student is having problems they can't solve or don't understand.

VOLUNTEERING

HoLa welcomes parents to volunteer in a variety of capacities. Volunteer opportunities will be posted throughout the year in *El Semanal*, in periodic newsletters, and via Class Parents. If you are interested in volunteering in your child's classroom, please contact your child's teacher or Class Parents. To get involved in a broader way, please contact the Director/Designee or the PTO President. There are many ways parents can help; following are just a few examples:

- Field Trips
- Classroom Activities
- School Events
- Grant Writing
- Gardening
- Translation
- Community Outreach
- Advocacy
- Yearbook Committee

PARENT TEACHER ORGANIZATION (*HoLa* PTO)

The *HoLa* Parent Teacher Organizations (*HoLa* PTO) supports the Hoboken Dual Language Charter School by enhancing the education of our children through sponsorship of activities and programs that contribute to a better education and promote family involvement. Every parent and teacher is a member of this group and there are many avenues for active involvement. Officers are elected each year at the annual meeting.

Class Parents (two per classroom) are needed to help plan educational and social events for the *HoLa* community as well as to work together with our teachers to further enhance student curriculum and programming. They serve as an important representative and promote communication between the parents and the school. If you are interested in serving as a Class Parent, please speak with the PTO President or your child's teacher.

Various other PTO-supported opportunities exist for volunteers, from helping with the newsletter, assisting during lunchtime, chaperoning field trips, writing grants, or serving on any of our parent led committees, including the *HoLa* bus, student garden, and yearbook committee.

Funds raised throughout the year by the PTO are used to fund activities for families and students, purchase items from the school's wishlist, and support field trips and other

classroom activities. The *HoLa* PTO is a non-profit, 501(c)3, organization and charitable donations are tax deductible.

HOMEWORK

Homework is an integral aspect of *HoLa*'s instructional program. Homework reinforces classroom learning by giving children opportunities to practice skills, to gather relevant data, and to integrate the knowledge they have acquired in their classroom lessons. Homework also helps students to develop personal responsibility and the ability to work independently. At *HoLa*, homework always has a wholly educational purpose; it is never assigned for punitive reasons, nor is it ever considered mere "busy work": each child's homework is collected and evaluated, and students are provided feedback on their homework assignments. Teachers will provide expectations to families at the outset of the school year as to the quantity and frequency of homework.

HOMEWORK IN AN IMMERSION CLASSROOM: PARENTAL FRIEND OR FOE?

The ACIE Newsletter, December 1999, Vol. 3, No. 1

[American Council on Immersion Education]

HOMEWORK IS NEVER NEW LEARNING

The intent of homework is to provide the practice to strengthen and reinforce the learning begun in the classroom. In an immersion classroom, homework provides an excellent opportunity for the parent to support and participate in the second language acquisition process.

Myth # 1 - "My child doesn't understand what the homework says." The child understands the cognitive concept but is working through the transfer process. If she is not proficient in reading or completing the homework, that doesn't mean that she doesn't understand. Be sure your child has the cognitive understanding of the concept in the first language.

Myth #2 - "Having homework assigned in the second language is too hard. We are expecting too much from this child." Homework, in any language, is an extension of what the child has learned in class. If he understands the concepts, then the issue is how to appropriately transfer the knowledge. It isn't about unrealistic expectations; it is about using information and knowledge at an early age. Keep in mind that the child has learned the concepts in the second language. Having homework in the second language is important to the immersion experience.

Myth #3 - "Don't worry about [the target language]. Just translate everything." Translating is a tool. If you begin with the translation, then the ability of the student to use all her tools/strategies for learning is circumvented. Besides, translation is difficult - languages don't function on the basis of word-to-word correspondences.

APPROPRIATE PARENTAL INVOLVEMENT

- **Listen, listen, listen.** It's important not to interrupt the learning process. Allow your child to work through the transfer of language without guidance from you.
- **Assist the transfer process.** Allow the child to explain the concept in the native language and then support him in the transfer to the second language. Use the first language in a comparative way, not to translate. For example, identify words that are cognates (similar to words in the native language): "There is a word in English ...". Talk about word structure: "In English, I say that this way ...". Discuss pronunciation: "That sounds like ...". Compare meaning: "In English, that would be used like this ...".
- **Use a dictionary, a thesaurus, and books to demonstrate appropriate research skills.** Use the following prompts: "What does this word mean in English? Let's look it up in a dictionary. If this means..., then this must mean ...".
- **Have your child call a friend for peer help.**
- **Encourage, praise, and never use intent-defeating language.** For example, instead of telling your child that something is "too hard," use the word "challenging." When your child complains about not being able to do the work, talk to her about the high expectations you and the teacher have. Remember that homework is meant to be a natural extension of classroom learning. Ask your child, "How do you do this in class?"
- **Provide enough time to work with other issues that are homework related.**
- **Write a note to the teacher** or schedule a conference if negative behavior around homework persists.
- **Be patient, patient, patient.**

The process of learning through a second language is challenging and can sometimes be frustrating. But the benefits and rewards are very real! Creating a learning environment at home where homework acts as friend instead of foe is an integral part of the process.

Helping Your Child With Homework

While homework is the child's responsibility, parents and caregivers play a crucial role in creating a positive and productive homework experience for children. *HoLa* invites parents and caregivers to make use of the following checklist of ways to support your child with his or her homework assignments.

Show them you think education and homework are important.

- Set a regular time every day for homework.
- Make sure your child has the books, paper, pencils, pens, and other things needed to do assignments.
- Make sure your child has a place to study with lots of light.
- Set a good example by reading and writing in front of your child.
- Communicate frequently with your child's teachers.

Monitor Assignments.

- Learn about your child's homework assignments, how long they should take, and how the teacher wants you to be involved.
- See that assignments are started and completed.
- Read the teacher's comments on assignments that are returned.

Provide Guidance.

- Understand and respect your child's style of learning. Does he/she work better alone or with someone else? Does he/she learn best when he can see things, hear them, or handle them?
- Help your child to get organized. Does your child need a calendar or assignments book, a bag for books, a folder for papers?
- Encourage your child to develop good study habits by scheduling enough time for a big assignment, making up practice tests, etc.
- Talk to your child about homework assignments. Does he/she understand them?

Talk With Someone at School When Problems Come Up.

- If a problem comes up, meet with your child's teacher.
- Cooperate with the teacher and your child to create a plan and schedule to fix homework problems.
- Follow up with the teacher and with your child to make sure the plan is working.

HELPING CHILDREN BECOME ENTHUSIASTIC, LIFELONG READERS

In addition to supporting students with their assigned homework, *HoLa* strongly encourages parents and caregivers to engage their children in reading. Children flourish in environments where books are available and reading is valued. *HoLa* recommends that you read books to your children often (in your home language), that you read with them as they develop their own reading skills, and that you provide ample time and opportunity for them to read on their own.

Research has shown that many skills acquired in the first language can be transferred to the second language. If your child has developed good reading skills in English, he or she is likely to be able to apply these skills when reading Spanish, and vice versa. One useful reading skill is the ability to guess the meaning of unfamiliar words from context. Another one is the ability to decide which new words in a text are important to look up in the dictionary and which words can safely be ignored. For these reasons it helps if you can encourage your child to read good fiction and non-fiction in his or her first language.

Summer is a particularly good time for your child to learn and grow through reading. Each June, summer packets will be given to students to encourage and develop in them a lifelong love of reading.

The following are some tips for getting the most out of your home reading program:

Before Reading

- Talk about the cover, title, and pictures.
- Ask your child to predict what might happen in the story.
- Discuss why you are reading this book.

During Reading

- Read with expression.
- Ask your child how a particular character feels.
- Stop reading to ask what might happen next or how the story might end.
- Take turns reading lines or pages.
- Listen while your child reads to you.

After Reading

- Talk about the story characters, events, and setting.
- Discuss how your child's experiences relate to the story.
- Have your child retell the story in his or her own words.

HOLA NUTRITION POLICY

Like many Americans, we are concerned about obesity and other outcomes of poor nutrition in our nation's school-aged population. Studies have shown that a poor diet and a lack of exercise in childhood have negative impacts not only physical health throughout the lifespan, but also mood and the ability and motivation to learn. *HoLa* seeks to promote lifelong healthy eating habits in our children through a wholesome nutrition policy that informs our school lunch program and our rules and recommendations for food brought to school by children and their parents and caregivers. The complete *HoLa* Nutrition Policy can be found on our website. These are the principles upon which our nutrition policy is based:

A healthy diet:

- Is balanced. All children need a proper balance of protein, complex carbohydrates, and healthy fats in their daily lives.
- Is rich in fresh fruits and vegetables and in whole grains
- Favors seasonal foods that are organically and locally grown
- Limits the intake of refined sugars, overly salted snacks, and saturated fats
- Avoids overly processed foods

SCHOOL LUNCH PROGRAM

HoLa partners with Feeding Our Children, a vendor committed to honoring all the principles of *HoLa's* nutrition policy. All meals include seasonal fresh fruit and vegetables, and a choice of either 1% milk or water as a beverage. All meals are nut-free.

HoLa participates in the National School Lunch Program. Discounted and free lunch programs are available to qualifying families. Forms are sent home with each child at the

beginning of the school year. The Free and Reduced Lunch form **MUST** be returned to the school regardless of family's economic status. Marta Pizarro at mpizarro@holahoboken.org may be contacted for information on fees and other details.

Ordering Lunch. Lunch is ordered monthly. Each family may create an account and order lunch through www.orgsonline.com. All students receiving free/reduced price lunch, as well as all students purchasing lunch, must submit the lunch order online, before the beginning of the month. We recommend that parents and caregivers keep a menu calendar and mark which days a child is participating in the lunch program.

BRINGING FOOD TO SCHOOL

Lunch and Snacks. Students may choose to bring their lunches to school. All students should bring a snack to school daily. Children participating in the Aftercare program will be provided with a snack. Please note the following:

- Parents and students are strongly encouraged to pack foods following the tenets of the *HoLa* Nutrition Policy.
- Students are strongly encouraged to pack a filled, reusable water bottle each day.
- *HoLa* does not provide refrigeration.
- Please include everything your child will need when the food is packed, for example a spoon or other eating utensils or vessels.
- ***HoLa* is a nut-free school. It is imperative that foods brought to *HoLa* do not contain nut or nut butters/oils.**
- In the interest of promoting proper nutrition and protecting children with food allergies, trading of lunch and snack items among students is strongly discouraged.
- Soft drinks, sports drinks, candy, and gum are not permitted as lunch or snack items.
- Birthdays and Holidays – see **CELEBRATIONS** section.
- The *HoLa* staff is not permitted to heat foods for students. Please pre-heat foods as needed, and pack them to stay warm.

Forgotten Lunch. If you have not ordered lunch and your child comes to school without, a staff member will attempt to contact a parent. If a parent cannot be reached and if extra school lunches are available, *HoLa* will provide the child with a school lunch, and the family will be billed accordingly.

CELEBRATIONS

HoLa recognizes that sharing food with others is an important way to honor and celebrate special occasions.

Birthday Celebrations. In order to minimize interruptions to the school day, *HoLa* does not permit classroom birthday celebrations. While teachers will still acknowledge students'

individual birthdays internally, in order to preserve instructional time, we will no longer host parent-led celebrations during the school day.

Food. Parents will be allowed to send treats to school for their child's class for special occasions with prior teacher approval. Parents are encouraged to follow the *HoLa* Nutrition Policy in choosing food and beverages for celebrations. However, *HoLa* warmly encourages the sharing of any treats that have a cultural tie to the celebration, especially when the student explains the tradition to the class. **Parents must get advance approval from the classroom teacher for all treats to be served.** Where feasible, food and drinks should be single-serving, with enough for each child in the classroom. Be sure to provide all necessary utensils.

Goody Bags and Cards. Goody Bags and gifts are not permitted during school hours, whether for birthdays or in observance of holidays. However, holiday (such as Valentine) cards are welcome, *but only if they are distributed to all the students in the class.*

Stories & Crafts. The sharing of special stories or crafts is encouraged when appropriate, but should be discussed in advance with the teachers and kept within the time frame recommended by the teacher.

Halloween. *HoLa* is committed to observing cultural celebrations, while providing an environment that is safe and promotes academic rigor. In line with this policy, *HoLa* observes Halloween and Dia de los Muertos through planned activities that align to the grade level curriculum. **Please note that candy may not be distributed. *HoLa* believes toy guns and other weapons, and other paraphernalia and apparel that encourage or simulate violence are inappropriate for children in school; children may not bring these items to school with them at any time.**

Party Invitations. To avoid unnecessary conflict and hurt feelings, please do not send your child to school with invitations to birthday parties or other social events unless the invitations are being given to everyone in the class.

Gifts for Teachers & Staff. Gift giving of any kind is not expected. While personal sentiments of gratitude are welcome at any time throughout the year, donating a book to the *HoLa* Library in a teacher's or staff member's name or making a purchase for the classroom from a teacher's wish list, while never expected or solicited, is always an alternative available to those families who wish to recognize the work of a member of the staff. Any gifts should be given before or after the school day.

FIELD TRIPS

Field trips are an important part of the *HoLa* curriculum. Field trips enhance and reinforce classroom learning, stimulate intellectual curiosity, and acquaint students and families with valuable resources in their own and surrounding communities. Each class goes on several trips during the year. All parents are asked to sign a release for walking trips at the beginning

of the school year. Notices and permission slips will be sent home in advance of all other field trips. Please return these forms in a timely manner, as children who do not have signed permission slips will not be able to participate.

In addition, annual overnight trips are planned for certain grades starting in 4th grade and, like day trips, are a privilege. Students are held to the same rules they follow when regular classes are in session.

When a field trip involves transportation and entrance fees, parents and caregivers will be asked to cover the cost for their children. Payment for field trips may be made at orgsonline.com. We ask that parents and caregivers who are unable to pay for a trip to contact the Marta, mpizarro@holahoboken.org, so that necessary arrangements can be made. Students who qualify for free/reduced lunch may be eligible for a scholarship.

Chaperones are selected on a first come first serve basis. The number of chaperones depends on the type of trip that will be taken. Chaperones are also asked to pay their own way.

Students are not permitted to visit the gift shop on single-day field trips (exceptions may be made for overnight trips) to maximize time spent on the educational aspects of the trip and to avoid marginalizing students who do not have spending money.

STUDENT ASSESSMENT

Classroom-Based Assessment. Each child's progress is recorded three times per year in the form of a Report Card which are sent home in November, March, and June. Report cards are based on teachers' ongoing observation and classroom assessment throughout the year, and are supported by the child's portfolio of classroom work and homework.

In addition to quizzes or classroom reviews that may be administered at each teacher's discretion to assess student understanding and retention of lessons taught, literacy skills will be assessed throughout the year, using research-based tool which will be administered to all grades:

- **The Developmental Reading Assessment (DRA).** DRA is a set of procedures and measures for assessing the acquisition of early literacy skills from Kindergarten through 6th Grade. The DRA is a series of fluency measures used to regularly monitor the development of early literacy and reading skills. The DRA measures recognized and empirically validated skills related to reading outcomes. Each measure has been thoroughly researched and demonstrated to be a reliable and valid indicator of literacy development and predictive of later reading proficiency to aid in the early identification of students who are not progressing as expected. When used as recommended, the results can be used to monitor individual student development as well as provide grade-level feedback toward validated instructional objectives.

- **Evaluacion del Desarrollo de la Lectura (EDL – Spanish equivalent of the DRA)** is a research-based formative assessment series of measures designed to assess the basic early literacy skills of children learning to read in Spanish. The EDL measures are not a translation of the DRA measures, but they take into account the linguistic structure of the Spanish language including the phonology, orthography, and syntax. Like DRA, the EDL measures are based on the same theoretical and evidence-based principles of how children learn to read in alphabetic languages such as English and Spanish. All the EDL measures are standardized, brief, individually administered, and can be used to regularly monitor the development of early Spanish literacy skills.

Standardized Tests. The NJ ASK (The New Jersey Assessment of Skills and Knowledge) standardized test for Science will be administered to 4th Grade. The NJ PASS standardized test will be administered to students in 1st and 2nd Grades. Additionally, the PARCC will be given to 3rd to 8th Grades.

- **The Partnership for Assessment of Readiness for College and Careers (PARCC)** is a Common Core aligned assessment that replaces previous mandatory state standardized tests in Math and Language Arts. It not only evaluates a student's progress but also provides better information for teachers and parents to identify where a student needs help, or is excelling, so they are able to enhance instruction to meet individual student needs. Students in grades 3-8 are required to participate in PARCC testing each Spring.
- **The New Jersey Assessment of Skills and Knowledge (NJ ASK)** is the State's mandatory student testing program for Science. The NJ ASK is designed to measure student mastery of the Core Curriculum Content Standard for Science in grades 4 and 8. Parents will be informed of upcoming testing several weeks before the tests are administered.
- **The New Jersey Proficiency Assessment of State Standards (NJ PASS)** is aligned with the Core Curriculum Content Standards. NJ PASS is not test designated as mandatory by the State of New Jersey, but helps the faculty identify students' strengths and weaknesses in grades 1 and 2 to target classroom instruction more effectively and prepare for the PARCC in subsequent grades.

COMMUNICATION BETWEEN SCHOOL AND HOME

The teachers and staff of the *HoLa* welcome open communication with parents and caregivers. *HoLa* strives to keep families informed of what is going on in the classrooms, about upcoming trips and special events, and about any school news or changes in school routines or schedules. The primary means for disseminating this kind of information is *El Semanal*, the weekly schoolwide newsletter. *El Semanal* is distributed each Friday via e-mail. It includes information from the Director, school

news, and PTO events. Each grade-level team will also distribute a periodic newsletter to their classes, with information about the curriculum and other grade level concerns.

Back to School Night. Early in the fall of each year, parents are invited to Back to School Night. This event is not intended as a forum to discuss the work of individual students, rather it provides parents with an opportunity to meet their children's teachers and to learn about classroom routines, the curriculum for the school year, and grade-level expectations and activities.

Parent-Teacher Conferences. Parent-Teacher conferences, at which each child's individual progress is discussed, are held in November and March, following the distribution of Progress Reports. Conference times are arranged jointly by the parents and teachers and are scheduled over the course of several days. Additional conferences, in person or on the phone, may be requested by parents or teachers and scheduled for a mutually convenient time.

CONTACT INFORMATION

Because our students are now in two locations, parents should contact the appropriate offices for routine communications.

Please communicate with the Main Office Receptionist at each location for anything concerning your child such as:

- Unplanned Absence or Illness
- Planned Absence
- Early Pick-Up
- Forgotten Items
- Important Message for Child

Main office receptionist at Jefferson is Damaris Sepulveda (dsepulveda@holahoboken.org or 201-427-1458)

Main office receptionist at Rue is Jessica Alicea (jalicea@holahoboken.org or 201-222-0673)

A full list of faculty and staff, along with their contact information, is available online on the website (www.holahoboken.org).

Communication of Special Issues or Concerns. The first person you should contact about any special issue or concern is generally the staff member closest to the matter at hand. In most situations, this will be your child's classroom teacher. It is often difficult for a teacher to give you her or his complete attention at drop-off/pick-up or when students are in the classroom. It is most helpful to make arrangements ahead of time for any conference or discussion you would like to have with a teacher or staff member. Please contact your child's teacher via e-mail, phone, or a note in your child's folder to communicate your concern and to arrange a time to meet, as needed.

E-mail. Every staff member at *HoLa* has an e-mail address consisting of their first initial and last name followed by @holahoboken.org. For example, the e-mail address for Jen Sargent is jsargent@holahoboken.org. All *HoLa* teachers and staff correspond regularly via e-mail and welcome parents to send messages at their convenience. Please understand that teachers are busy teaching students during the school day, and therefore are able to best respond to e-mails either before school or after school. Please allow 48 hours for response to non-urgent messages. *If there is something urgent you need to communicate, it is better to call the school directly.*

SPECIAL EDUCATION SERVICES

HoLa provides Special Education Services to all students who require such support. A Coordinator of Student Services, school psychologist and a Resource Teachers are on staff to assess students, to assist in classrooms and provide occasional group and one-on-one support as required. Further recommend evaluation or intervention by members of Child Study Team may occur as needed. Individualized Education Plans (IEP's) are developed by the Child Study Team, which includes parents, classroom teachers, the Student Services Coordinator, Resource Teacher, and specialists. Services that may be made available for a child via an IEP include reading or math remediation, speech and language therapy, and physical and occupational therapy. Please contact the Coordinator of Student Services, Joseph Spano, if you think your child should be evaluated for special education services at jspano@holahoboken.org.

MEDICAL

HoLa has a School Nurse on staff at each building daily. Working together, the Nursing Team works to create a medically safe and secure environment that will minimize health issues and maximize learning.

Immunization. In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, *HoLa* requires the immunization of pupils against certain diseases in accordance with State statute and rules of the New Jersey State Department of Health and Senior Services. Students will not be admitted or retained in school without acceptable evidence of their immunization, according to schedules specified in N.J.A.C. 8:57-4 – Immunization of Pupils in School. Medical or religious exemptions to immunizations shall be in accordance with the requirements as outlined in N.J.A.C. 8:57-4.3 and 4.4. A child may be admitted to school on a provisional basis in accordance with the requirements as outlined in N.J.A.C. 8:57-4.5. No immunization program, other than that expressly required by the rules of the New Jersey State Department of Health and Senior Services or by order of the New Jersey State Commissioner of Health and Senior Services, may be conducted in the school without the express approval of the Board of Trustees. Further information:

<http://www.state.nj.us/education/students/safety/health/cdpr/immune/>

Annual Physicals and Screening. State law requires annual in-school physical exams, the results of which are kept on file in the nurse's office. Because vision and hearing defects can go undetected and interfere with learning, each year students will also be screened for these problems. The results of any physical examinations and screenings conducted by School Nurse will be reported to the parents when any condition is identified that requires follow-up by a physician or family health provider.

Illness. Sick children belong at home, well children belong in school. If your child isn't feeling 100 percent but you think he or she is well enough to go to school, it's OK if there is no fever, the child is sleeping through the night, and there are no signs that the child has a problem that could be passed on to others. If you keep your child home due to illness, please report the nature of the illness when communicating the absence so the Nurse can track and help prevent contagion.

A child shouldn't be sent to school if there is:

- A fever of 100 degrees or more
- Diarrhea (Return to school 24 hours after symptoms have subsided.)
- Vomiting (Return to school 24 hours after symptoms have subsided.)
- Strep Throat (Return to school 24 hours after starting antibiotics.)
- Rash of unknown origin (Return to school after rash is diagnosed.)
- Swollen joints
- Red eyes with a discharge

Allergies. If your child has any allergy, including food, seasonal, and insect allergies, please deliver any prescribed medication or EpiPen to the School Nurse. The parent must bring the medication to the School Nurse in the original container labeled by the pharmacy or physician. Written orders signed by the student's private physician or an advanced practice nurse must be provided stating the name of the medication and the purpose of its administration. ***HoLa is a nut-free school. The trading of lunch and snack items among students is strongly discouraged in part because of potential allergy issues.***

Communicable Diseases. Because students are in confined space and share working spaces, it is difficult to prevent the spread of disease once one child comes to school sick. To minimize contagion, please keep your child home and contact the Nurse if your child comes down with:

- Chicken pox
- German measles
- Shigella
- Measles
- Mumps
- Salmonella
- Hepatitis
- Mononucleosis

- Scarlet fever
- Impetigo
- Scabies
- Fifth Disease
- Whooping Cough

Minor Accidents & Other Nurse Visits. Parents must give permission at the beginning of the year for school personnel to treat minor scrapes and bruises. All Nurse visits, including those leading to no treatment, are recorded and reported to the parent.

Medicine. The School Nurse will be permitted to dispense medication in school only when the student's health and continuing attendance in school so require and when the medication is administered in accordance with this policy. Medication must be delivered to the School Nurse by the student's parent. The medication must be brought to the school nurse in the original container labeled by the pharmacy or physician. Written orders signed by the student's private physician must be provided stating the name of the medication, the purpose of its administration to the specific student for whom it is intended, its proper timing and dosage, its possible side effects, and the time when its use will be discontinued.

Head Lice. Pediculosis, or head lice, is a condition that each year affects approximately 6 to 12 million children between the ages of 3 and 12 years of age, and about 1 in every 100 elementary school children. Head lice are parasites that are generally found on the scalp, around the ears, and at the back of the neck. The adult louse is about the size of a sesame seed, and can be the color of your child's hair. Eggs, or nits, are smaller and silver in color. Head lice are not a sign of poor hygiene and they do not transmit disease. Spread from one child to another can occur during direct head to head contact or by sharing of personal items such as combs, brushes, caps, or helmets. The most common symptom of head lice is itching and head scratching, particularly at night. Red bite marks or sores may also be noticed on the scalp. If you suspect that your child has head lice, please notify the School Nurse. The School Nurse will conduct screenings as needed. Students infested will remain in school until the end of the school day. The School Nurse will provide parents with information regarding treatment options. The child will be allowed to return to school after the first treatment and will be checked by the Nurse prior to re-entry to assure that the treatment was successfully completed. Safe and effective products to treat head lice are available both over the counter and by doctor's prescription. It is important to follow the directions carefully. In addition, use a fine-tooth comb or special nit comb to help remove the eggs (nits) from the hair. For more information: <http://www.cdc.gov/parasites/lice/>

AFTERHOURS PROGRAMMING

HoLa offers both a daily Aftercare program and an after school Enrichment program.

The Aftercare program is offered at the Jefferson Street building for all ages. It begins at dismissal and remains open until 6:00 p.m. The Aftercare program provides students with

quiet time for homework, reading, and small group play, as well as opportunities for physical activity. Parents may sign up children for Aftercare on a monthly or annual basis. Visit our website or contact our Aftercare/Enrichment Coordinator, Margarita Garcia for more information, mgarcia@holahoboken.org. Please note that you will not be permitted to register for Aftercare or Enrichment if you have an existing outstanding balance in Aftercare, Enrichment or Lunch.

Enrichment programs at *HoLa* offer a wide range of optional fee-based course offerings, including science, the arts, sports, and other areas of interest. Courses may be taught by teachers, parents, or outside providers, and take place weekly, for ten or eleven consecutive weeks. The Enrichment program is organized to correspond with the school's academic trimesters, and different courses are offered each trimester. Enrichment classes generally run from 3:15 to 4:00 p.m. The Enrichment program is independent of the Aftercare program and is available to all *HoLa* students. Details will be provided in advance of the sign-up process. Parents and guardians who need financial assistance to make it possible for a student to enroll in an Enrichment program are asked to contact the Coordinator, Margarita Garcia (mgarcia@holahoboken.org). Please note that you will not be permitted to register for Aftercare or Enrichment if you have an existing outstanding balance in Aftercare, Enrichment or Lunch.

TUTORING BY TEACHERS AND STAFF

Classroom teachers may choose, at their discretion, to provide short term remedial tutoring to students who are struggling, and parents of those students will be notified in such instances. *HoLa* teachers and staff are not permitted to provide fee-based enrichment tutoring for their own students directly with families, **for students outside of their homeroom class and grade level**. However, they may arrange such fee-based tutoring after 4:00pm directly with families for students outside of their homeroom class and grade level.

BABYSITTING BY TEACHERS AND STAFF

Babysitting by *HoLa* teachers and staff of *HoLa* students during the school year is **not permitted**.

ADMISSIONS POLICY FOR SIBLINGS OF CURRENT STUDENTS

Although the annual lottery is the standard route for admission to *HoLa*, an exception is made when an applicant has a sibling who is already attending the school. Siblings of current *HoLa* students are not entered into the lottery, but are instead placed on the accepted list immediately upon receipt of their application. Siblings who have applied to *HoLa* are then admitted, *as space permits, and in the order in which their applications were received*. Siblings who are on this list prior to the date of the annual lottery are admitted in advance of children whose names are drawn from the lottery. Siblings who are added to the list after the lottery has been drawn are placed at the top of the waiting list, but behind any other siblings who have applied for the grade in question and have not yet been admitted.

Please bear in mind that a formal application must be submitted for all siblings of current students prior to the admissions lottery date, in order to reserve his/her spot for the following year. Do not assume that the school is aware of your intention to enroll a sibling!

THINGS FORGOTTEN, LOST, AND THAT SHOULD BE LEFT HOME

Forgotten Items & Lunches. Any important items that a student has forgotten to bring to school may be dropped off in the Main Office, in order to minimize disruptions to classroom instruction.

Lost & Found. A Lost & Found box is located in the cafeteria at each school location. Please note that this box will be emptied of unclaimed items periodically.

Leave These at Home. The following items may not be brought to school:

- Toys, particularly toy guns or weapons, baseball bats, hockey sticks, and any other items that could be used in an aggressive manner.
- Electronic devices of all kinds, including games, toys, cameras, iPods and similar devices.
- Other personal items that are expensive, fragile, or difficult to replace.

If a student has any of the above, it will be confiscated and held in the main office until the end of the school day.

PERSONAL TECHNOLOGY

Cell Phones. Students are not permitted to use cell phones or related devices on school property, including during Enrichment and Aftercare as well as before school starts everyday. If you wish your child to carry a cell phone, please talk with her or him about the school's requirement that it be kept in his/her backpack/locker at all times. If your child needs to reach you during the school day, s/he should let a teacher know, and make the call from the Main Office. If a student has a phone out for any reason during the school day, it will be confiscated and held in the Main Office until the end of the day. Repeated offenses will require the device to be held by the office until pickup by a parent.

Electronic Games and Other Electronic Entertainment. Electronic games/electronic entertainment are not permitted to be used at any time on school property while school, Enrichment and Aftercare are in session, including before school and during recess.

Electronic Reading Devices. Students may use electronic reading devices (such as a Kindle or Nook) during designated reading periods, with the permission of the classroom teacher, with Internet disabled (students may not access the Internet at any time without the teacher's permission and during designated times). Students who bring electronic reading devices to school assume full responsibility for their care and security; the school will not be held liable for any damage or loss that may occur.

PERSONAL & SCHOOL PROPERTY

Personal Property. *HoLa* is not responsible for any personal items your child may bring to school.

School Property. Students are expected to show respect for school property at all times. Students are to keep school property assigned to them during the year in good condition, allowing for the effects of normal use. If a student loses school property, a fine or replacement fee may be assessed. Where negligence or willful destruction of any school equipment or other property is evidenced, appropriate disciplinary actions will be taken. Parents or caregivers will be required to pay the cost of replacement.