



Hoboken Dual Language Charter School

School Handbook 2019-2020

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 decades of established 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.

Hoboken Dual Language Charter School was designated as a Model Dual Language Program by the New Jersey Department of Education (NJDOE) in 2014, and has maintained that distinction ever since. As a Model Program, *HoLa* serves as a resource for other schools who wish to learn from our exemplary practices in language instruction.

MISSION

The Hoboken Dual Language Charter School is committed to providing an exceptional education in Spanish and English to develop engaged, well-rounded bilingual citizens with a global and multi-cultural perspective, who take personal responsibility for becoming positive members of their communities.

HELPFUL LINKS

HoLa Website: www.holahoboken.org

HoLa School Calendar: [2019-2020 HoLa School Calendar](#)

Genesis Parent Portal: <https://parents.genesisedu.com/hobokendlcs/parents>

CORE VALUES

Integrity

- o We treat others with respect at all times.
- o We follow the rules and do the right thing, even when it is hard and when no one is watching.
- o We lead by example.
- o We take personal responsibility for our actions.

Scholarship

- o We hold ourselves to high academic expectations.
- o We work hard, actively participate, and show pride in the work we produce.
- o We embrace challenges, take academic risks, and persevere.
- o We cultivate intellectual curiosity.

Kindness

- o We accept, include, encourage and support one another.
- o We assume the best of each other.
- o We are polite and courteous in our words and actions.
- o We demonstrate both generosity and gratitude.

Global Citizenship

- o We show pride in being a community of bilingual learners.
- o We use our native and acquired language skills to connect with others.
- o We are preparing ourselves to be active participants in the emerging global community.
- o We actively seek to make the world a more equitable place for people of all identities, backgrounds and beliefs, starting within our own school.

Innovation

- o We exercise our imagination and learn the skills we need to be tomorrow's thought leaders.
- o We collaborate by combining our collective strengths and talents.
- o We demonstrate creativity through self-expression and problem-solving alike.
- o We apply a variety of ideas, methods and approaches in order to build, solve and create.

HoLa's core values describe who we are as a school community, and reflect our commitment to diversity, equity, and inclusivity, regardless of race, ethnicity, religion, gender, gender identity, physical or mental ability, sexual orientation, or socioeconomic status. These values represent foundational culture norms that allow us to work toward achieving our enduring common goals of academic excellence, bilingualism, and the cultivation of character strengths among our students.

We expect members of our school community to act in accordance with the core values in all we do, and in all settings in which we interact with one another: in the classroom, in the lunchroom, in the park and online. We will hold ourselves accountable for adhering to these high standards in ways big and small, so that we may create and maintain a school climate that is joyful, academically rigorous and safe for all.

HOLA COMMUNITY COMPACT

HOLA's school community is a partnership comprised of our staff, our students and our parent body; each partner plays an essential role in ensuring that our program is successful in meeting its goals. These three complementary groups share responsibility for maximizing academic achievement among our students, and creating and supporting a positive school culture, as well as fostering the sustainability of our rich, well-rounded programming.

In order to ensure the highest quality educational experience, all members of the school community are expected to act in accordance with our core values when at school and whenever interacting with other members of the school community, and to fulfill the respective responsibilities outlined below. We assume the agreement of all parties by virtue of willing participation in the school community, whether by employment or enrollment.

School Responsibilities

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables our students to meet the state's high achievement standards, as well as our own mission-driven goals.
 - a. Immersion approach to developing bilingualism, following best practices
 - b. Rigorous academic curriculum and materials aligned to NJ Student Learning Standards that will prepare students for high school and beyond
 - c. Differentiated instruction to meet all students where they are academically, as well as targeted support for students with academic needs and challenges
 - d. Comprehensive coaching system and robust professional development to support teachers and promote consistency across classrooms
2. Model and reinforce behaviors that lay the foundation for positive school culture
 - a. Model the core values and act with a high degree of professionalism both in and out of the classroom
 - b. Hold students accountable for behaving in accordance with core values and school rules
 - c. Implement routines, rules, and classroom management strategies consistent with the Responsive Classroom approach
 - d. Incorporate joy and enthusiasm into the classroom through engaging instruction, hands-on activities and a developmentally appropriate child-centered approach
3. Communicate with parents about student progress and program elements
 - a. Provide periodic report cards and parent-teacher conferences
 - b. Contact parents proactively as needed regarding students successes and challenges alike
 - c. Access to ongoing student progress via a parent portal (Middle School)
 - d. Additional means of informing parents: Back To School Night, weekly *El Semanal* newsletter, classroom-based Remind app, and other online channels
 - e. Direct access to staff via email and scheduled in-person meetings
4. Provide opportunities for parental involvement
 - a. Assemblies, class coffees, parent social outings, STEM/science fair, performances and art shows, classroom-based activities and initiatives
 - b. Volunteer opportunities: field trips, class parents, event planning and facilitation

Student Responsibilities

1. Maximize learning and achievement
 - a. Attend school every day, and arrive on time daily
 - b. Come to school well rested, with completed homework and required materials

- c. Follow classroom rules and actively participate
 - d. Ask questions or ask for help when needed; accept help provided
 - e. Work hard, do your best, and take pride in work submitted
 - f. Pay attention to detail; read and follow all directions
2. Demonstrate “upstanding” classroom citizenship
- a. Be respectful and kind to others
 - b. Take care of your learning environment
 - c. Act in accordance with the school rules and with our core values, both in school and when interacting with members of the school community outside and online
 - d. Represent the school well to the community at large through online and public behavior

Parent/Guardian Responsibilities

1. Support student learning
- a. Attend Back to School Night, conferences, and events
 - b. Ensure child attends school daily, on time, and prepared
 - c. Ensure child completes all assignments in a timely way
 - d. Help foster a growth mindset by positively reinforcing effort and perseverance over being “smart” and getting things “right”
2. Support the school’s core values
- a. Read the parent handbook; reinforce core values and school protocols through consistent messaging at home
 - b. Be responsive to feedback from school staff regarding student behaviors, including helping students take responsibility for their actions and mistakes
 - c. Partner with teachers and staff in supporting your children’s academic success, as well as holding them accountable for behaving in accordance with school rules and core values
3. Support the school’s ongoing sustainability as a charter school
- HOLA’s parent community is dedicated to the success of their children, and to the success of the school as a whole. This commitment is critical to the school’s ongoing viability. HOLA receives roughly half of the funds per student that the local district schools receive. HOLA relies on parents’ generosity to make up the difference between providing the bare minimum, and the robust, comprehensive education articulated in our school’s charter and mission. Therefore, parents are expected to support the school with their time, talent, and/or treasure.
- a. Participate in schoolwide fundraising efforts like the Annual Appeal and gala event
 - b. Volunteer time in support of fundraisers and social events
 - c. Chaperone field trips and/or volunteer at school activities as needed
 - d. Advocate for our school, and for charter schools in general

ARRIVAL

Students are expected to arrive on time every day, in order to maximize learning time and minimize disruptions to the the classroom.

Jefferson Street Arrival. Students may be dropped off between 7:35 and 7:50am at the south door (next to the playground); students proceed directly to their classrooms. The academic day begins at 7:50 a.m. Students who arrive at 7:51 or later are considered tardy and must proceed 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. Bicycles and scooters are not permitted inside the school.

- Students who arrive early for Beforecare may enter through the side lot and cafeteria door starting at 7:05am. They will proceed to their homerooms by 7:45am.

Rue Building Arrival. The dedicated HoLa door (through the black gate on 3rd Street) is open for students to arrive between 7:40–7:55am. Students should walk up to the 4th floor, go to their lockers to prepare for their first class, and report to their Advisory classroom. After 7:55 am, students must enter the building through the main door on Garden street. The academic day starts promptly at 8:00am and students arriving to homeroom at 8:01am or later 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. For information about current morning bus routes, or to register your child for the morning bus, please contact Rainbow Transportation directly: (201) 374-1222. 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 or other external events. A robo-call will be made to all families to announce unanticipated closings, late openings, or early dismissals, and an email notification 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, without express written instructions from a parent.* 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 should 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.) All students must be signed out with their teacher. Students not picked up by 3pm will be taken to the main office to wait until caregivers are contacted.

Please note that dismissal time is not the time to discuss questions/concerns with your child's teacher. The teacher's attention must solely be on dismissing students to the correct adults and supervising the students under his/her care. Teachers and staff are more than happy to schedule an alternate time to discuss questions or concerns you may have. We also ask that once you have signed out your child, you exit the courtyard for security reasons.

Jefferson Street Enrichment Pick-Up. Students participating in Enrichment classes will be escorted by an HoLa staff member to the south door when the classes have ended, 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 Building Dismissal. Dismissal from Rue is at 3pm outside the building, in the gated area on 3rd Street. 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. For those who do not self-dismiss, students not picked up by 3pm will be taken to the main office to wait until caregivers are contacted.

Rue Club/Team Pick-Up. Clubs and Teams specifically for Middle School students take place at Rue. For students who do not self-dismiss, dismissal from Clubs/Teams will occur at 4:00pm downstairs in the gated area, unless specified otherwise at the start of the session. Please note that Basketball and Volleyball teams are exceptions, as practices are scheduled according to space availability; parents may pick students up directly from the practice site, as specified.

Aftercare Pick-Up. Aftercare for all grades is held at Jefferson. Parents may sign students out directly from the Aftercare classrooms any time before 6:00pm. Margarita Garcia is the Aftercare Coordinator, and may be reached at mgarcia@holahoboken.org or holaprograms@holahoboken.org, or by phone in the main office of the Jefferson building: 201-427-1458. Please contact Margarita to let her know about any changes to your child's Aftercare participation on a given day, and copy your child's homeroom teacher.

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

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 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 students attend school regularly in accordance with the laws of the state. The success of the school's educational program is predicated on the presence of its students and requires continuity of instruction and classroom participation. When a student is frequently late or absent, this interrupts the student's education and disrupts the classroom for teachers and fellow students alike. Please be sure to inform the main office as well as your child's homeroom teacher about any absences, and provide documentation as required for doctor's visits or approved high school visits. Students absent from school for any reason are responsible for the completion of assignments missed because of their absence.

There are two important terms related to absenteeism: **Truancy** is defined as 10 or more days out of school that are considered "unexcused" by the school. **Chronic absenteeism** is defined by the state of New Jersey as when a student misses 10% or more of school days (i.e., 18 days out of the 180-day school year), regardless of whether the school considers the absences to be "unexcused;" very few absences are considered "excused" for the purposes of chronic absenteeism, as further explained below.

Due to the correlation between high levels of absenteeism and poor long-term academic outcomes, the state of New Jersey has increasingly focused on ensuring public school students attend school consistently, and has started to penalize schools in which a high percentage of students are chronically absent, which is defined as being out of school for 10% or more of the academic year, *regardless of whether the school considers those absences as "excused."*

As indicated above, it is important to note that, while the school has its own definition of “excused” absences for truancy purposes, the state defines “excused” absences in a much narrower way when determining chronic absenteeism.

Truancy is the term most parents are most familiar with, and refers to an accumulation of more than 10 “unexcused” days out of school, which may result in a referral to truancy court, a mandated referral to DYFS for educational neglect, or grade retention, depending on the impact of the absences on the student’s academic standing.

- In this case, “excused” absences include illness with doctor’s note, religious observances, death in the family, high school visits, Take Your Child to Work Day, and other approved categories of absence, which are determined by the school within state guidelines.
- For truancy, the concern is with WHY students are missing school, and while the threshold for the number of days is lower (10 days), there are many categories of “excused” absence approved by the school, which don’t count toward truancy.

The school will notify families when the number of unexcused absences (10 or more) puts you at risk of truancy measures. (Please note that five instances of lateness equal one unexcused absence in determining truancy, but do not count toward chronic absenteeism.)

Chronic Absenteeism may be less familiar to families, and refers to an accumulation of more than 18 days out of school (i.e., 10% of a 180-day school year), as defined by the Department of Education, with very few “excused” exceptions that are determined by the state (not the school). Chronic absenteeism triggers a recommendation for grade retention for the student, regardless of whether the absences are considered excused by the school for truancy purposes. Chronic absenteeism also potentially results in a sub-par designation for the school on our annual “School Report Card” if the aggregate number of students considered chronically absent surpasses state benchmarks.

- In this case, the only absences that don’t count toward chronic absenteeism totals are for religious observance, Take Our Children to Work Day and approved temporary home instruction due to medical need or as indicated by a student’s IEP.
- For chronic absenteeism, the concern is with the total number of days that a student is not present at school, even for a reasonable cause, because missing 10% or more of the school days indicates that the student has not completed a sufficient portion of the academic requirements for a given grade to warrant promotion. So, while the threshold for the number of days is higher than for truancy (18), there are very few categories of absence that are not counted.

An example: If your child is absent due to illness for 8 days over the course of the year with doctor’s notes on file, and then is absent for another 4 days for approved high school visits and other legitimate reasons, and then goes on vacation for 6 days, then your child is not considered truant but is considered chronically absent. Of course, we expect students to stay home if they are sick, and we know that there are certain other days which require students to miss school for valid academic or personal reasons, which makes it critical for parents to monitor carefully their students’ absences and avoid missing school excessively for avoidable reasons, such as vacations. *Unexpected absences can accumulate quickly, so it’s important to plan carefully to avoid unnecessary absences.*

Students who miss 14 or more days of school will get a warning letter to inform parents that they are nearing the threshold, and parents of students who have missed 16 days of school will need to appear before the Attendance Committee of the HoLa Board of Trustees—regardless of the student’s academic standing. The Committee will consider the family’s reason for the absences and will determine if the student will have to repeat the grade due to absences.

Absences that are "excused" for purposes of chronic absenteeism	Absences that are "excused" for purposes of truancy (all of the prior instances, plus...)	Unexcused absences (all instances)
Religious Observances	Illness, with a doctor's note	Illness, without a doctor's note
Take Our Children To Work Day	High School "Freshman for a Day" visits or admissions assessments	Vacations
Home instruction where there is a temporary or chronic health condition, home instruction through an IEP, or other valid instance where there is a school approved tutor at home	Death in the family	Absence for any other reason

Late Arrival. Students who arrive at school after 7:50am to the Jefferson St. Building or after 8:00am at Rue are officially late and are so recorded in the school office. HoLa considers repeated tardiness an impediment to a child's education. *Please note that five (5) instances of lateness will be recorded as the equivalent of one (1) unexcused absence.*

Absences: Parent-School Communication. Parents and caregivers should notify the school in advance, via email 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 8:30am to report the absence. If no notification is received, parents will be contacted by the school.

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.

DISCIPLINE POLICY

In order to build a strong learning community, our behaviors in school must reflect our Core Values. For questions or concerns related to discipline, please contact Vanessa Abrisqueta (K-8 Instructional Lead) or Jason Gonzalez (Middle School Dean of Students).

Srta. Abrisqueta can be reached at vabrisqueta@holahoboken.org
 Sr. Gonzalez can be reached at jgonzalez@holahoboken.org

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-regulation, and develop a strong sense of character.
- HoLa's students view diversity among their peers as something to be celebrated and embraced.
- HoLa's students take pride in themselves and their school.

Responsive Classroom: We believe in teaching our students the habits of being a successful community member. In alignment with this goal, HoLa follows the Responsive Classroom approach by establishing and supporting positive student culture and incorporating social-emotional and character development into the curriculum. This research-based approach is associated with greater teacher effectiveness, student achievement, and improved school climate. Key elements include Morning Meeting / Advisory, clear expectations, guided discovery, positive framing, and logical consequences. The underlying premise is that a student's social-emotional well-being and a positive classroom climate are essential for overall academic and personal development.

Response to Misbehavior. HoLa has high behavioral expectations for its students. Teachers make these expectations clear to students at the beginning of the year, and review continuously. Parents will be notified when a student's behavior falls outside of these expectations so that parents can help reinforce the school's guidelines in conversations with their child. If a student does not follow instructions or classroom rules, or behaves in a manner that is inconsistent with the school's core values, the teacher or adult in charge is responsible for correcting the student and/or administering a consequence. Teachers always start with the least invasive intervention (such as a visual cue or a positively framed group reminder of What To Do); interventions will escalate incrementally, accordingly, if the behavior continues, and a logical consequence may be implemented. Teachers, when deemed appropriate, will notify the parent of the child by phone or email to advise of the situation and request that parents reinforce our classroom expectations at home.

Examples of infractions:

- Deliberately not following classroom rules and procedures
- Disrespectful or argumentative talk or behavior
- Socializing during academic instruction
- Distracting classmates intentionally during instruction
- Intentionally not completing academic work
- Conflicts with classmates, or unkind / disparaging words or actions
- Rough housing

Examples of logical consequences:

- Seated apart from other classmates (if the student is distracting others)
- Make up missed work at some point in the day, including during recess or after school
- Write a reflection/apology letter
- Take a break inside the classroom, or in another classroom, supervised by an adult
- Fix or replace something that has been damaged or broken
- Recess detention, particularly for unkind or rough behavior
- Sitting apart from peers at lunch, or sitting out for a short break during recess, if not behaving in an appropriate and safe manner

Certain infractions are more serious and may result in detention, in-school suspension, out of school suspension or expulsion.

Examples of such infractions:

- Continued and willful disobedience
- Endangering the physical well-being of other students
- Bullying, harassing, or otherwise intimidating a fellow student or teacher
- Hate speech or behavior targeting a person's race, religion, gender / gender identity, or sexual orientation
- Taking, or attempting to take, personal property from another pupil by means of force or intimidation
- Willfully causing, or attempting to cause, damage to school property
- Running away from adults/leaving the classroom or school property without permission
- Bringing a weapon to school
- Assault on a teacher, student, administrator, board member, or any employee of the school

Restorative Justice. As part of our proactive and multi-faceted approach to student culture and discipline, we implement targeted use of the restorative justice model at HoLa. Restorative justice empowers students to resolve conflicts on their own and in small groups, and it's a growing practice at schools around the country. Essentially, the idea is to bring students together in peer-mediated small groups to talk, ask questions, and air their grievances. For the growing number of districts using restorative justice, the programs have helped strengthen campus communities, prevent bullying, and reduce student conflicts. And the benefits are clear: early-adopting districts have seen drastic reductions in suspension and expulsion rates, and students say they are happier and feel safer.

Detention. Although most consequences are administered within the classroom by the teacher, there may be instances when the Dean of Students is required to intervene. It is up to the discretion of the Dean of Students whether a student will serve detention. In cases of escalation of disruptive behaviors or other infractions, a

Dean's Detention may be warranted during lunch, recess or after school. Student will spend his or her time in the office reflecting on his / her behavior with the Dean.

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 student will be placed in another supervised location designated by the Dean of Students, where she or he will complete the day's assignments, provided by the classroom teacher(s), in addition to a reflection packet and protocol.

Suspension. Where deemed necessary, in instances of extreme misbehavior, a student may 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 Board of Trustees, the Executive Director, the parents, and the student. The hearing may 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. However, the first point of contact for any concerns regarding specific situations or incidents involving your child should be your child's teacher, or the Instructional Lead or Dean of your child's building.

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. These expectations are also supported by a discipline policy and a school-wide conflict resolution process.

We anticipate that this respectful atmosphere will work to prevent incidents of mistreatment – including bullying, harassment, and intimidation. Any such behavior, 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 Dean of Students.

Observations or reports of behaviors that appear to constitute bullying, harassment, or intimidation will be quickly and carefully investigated. There are differences between normal conflict between peers and bullying, and HoLa's Anti-Bullying team will probe further to determine potential infractions. 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 involved. 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.

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 comfortable and focused at all times. We recommend that clothing be casual, functional, and not be distracting to the student or others around him / her.

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 an average 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

- 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 bring an extra set of labeled clothing that is kept in the classroom in case of an accident.

Things Not to Wear

- Clothes with offensive words or images, including those that depict violence or weapons
- Shirts that expose stomachs
- Strapless shirts
- Shorts that are excessively short
- Flip-flops, slides, high heels, or any shoes not securely fastened to the child's feet
- Shoes with wheels
- Hats or sunglasses (religious headwear or sunglasses related to medical need are exceptions)
- Hoodies with the hood up (hoodies may be worn in school with the hood down)

VOLUNTEERING

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

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

FRIENDS OF HOLA

The Friends of HoLa is a non-profit entity dedicated to supporting the Hoboken Dual Language Charter School through fundraising activities and sponsorship / coordination of activities and programs that contribute to a more robust education and promote family involvement.

Funds raised throughout the year by Friends of HoLa are used to fund arts programming, field trips, technology and professional development, among other items as needed each year. Friends of HoLa is a non-profit, 501(c)3, organization and charitable donations are tax deductible. To get involved, please contact friends@holahoboken.org.

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.

As a general guideline, homework expectations follow the progression outlined below:

Elementary

Grades K-1 = 20 min

Reading Response Journal: Teachers will provide prompts/questions that align with a current skill focus. Child reads independently, or child/parent read together, then write short response in journal.

Grades 2 = 30 min

Reading Response Journal: Teachers will provide prompts/questions that align with a current skill focus. Child reads independently, or child/parent read together, then write longer response in journal. Math homework begins the second half of 2nd grade.

Grade 3 = 30 min

Across subject areas.

Grade 4 = 45 min

Across subject areas.

Middle School

Various combinations of reading, written responses, math, science and social studies

Grades 5-6 = 1 hr

Grades 7-8 = 1hr 20min

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 generally understands the cognitive concept but is working through the language transfer process. If s/he is not proficient in reading or completing the homework, that doesn't mean that s/he doesn't understand.

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.

PARENTAL SUPPORT OF LANGUAGE DEVELOPMENT AT HOME

- **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 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 reading assignments will be given to students to develop and encourage 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

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.

SCHOOL LUNCH PROGRAM

HoLa partners with Genuine Foods, 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. Reduced price 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.myschoolaccount.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:

- **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.
- 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.
- Soft drinks, sports drinks, candy, and gum are not permitted as lunch or snack items.
- The HoLa staff is not permitted to heat foods for students. Please pre-heat foods as needed, and pack them to stay warm.
- Birthdays and Holidays – see **CELEBRATIONS** section.

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 cultural occasions.

Birthday Celebrations. In order to minimize interruptions to the school day, HoLa does not permit classroom birthday celebrations. While teachers may acknowledge students' individual birthdays in class, in order to preserve instructional time, we don't 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 must get advance approval from the classroom teacher for all treats to be served.** Foods brought to HoLa cannot contain nuts or nut butters/oils, and an ingredients list must be sent at least 48 hours in advance, so that teachers have an opportunity to notify other parents in the classroom. 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 achievement. In line with this policy, HoLa teachers may choose to incorporate activities related to Halloween and Día de los Muertos through planned activities that align to the grade level curriculum. However, students should not wear costumes to school, and candy may not be distributed.

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.

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.

Students are expected to adhere to the same rules and behavioral expectations on field trips as 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 myschoolaccount.com. We ask that families who are unable to pay for a trip contact Marta Pizarro at mpizarro@holahoboken.org, so that necessary arrangements can be made. Students who qualify for free/reduced lunch are automatically eligible for a scholarship.

Chaperones are selected on a first come, first served basis. The number of chaperones depends on the type of trip that will be taken.

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 Report Cards, 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 tools which will be administered at various times of the year:

- **Fountas & Pinnell (F&P)** The F&P is administered one-on-one periodically over the course of the year to measure literacy development for students in grades K-8.
- **Evaluacion del Desarrollo de la Lectura (EDL - Spanish equivalent of the DRA)** The EDL is designed to assess the basic early literacy skills of children learning to read in Spanish. All the EDL measures are standardized, brief, individually administered, and can be used to regularly monitor the development of early Spanish literacy skills. The EDL is administered to students in grades K-1.

- **STAMP** The STAMP is a Spanish language proficiency assessment instrument that is administered online and measures language proficiency development across four modalities of in reading, writing, speaking and listening. The STAMP is administered to students in grades 2-8.

Standardized Tests

- **The New Jersey Student Learning Assessments** are a set of standards-aligned assessments that replace previous mandatory state standardized tests in Math, Language Arts and Science, starting in the 2018-2019 school year. Students in grades 3-8 are required to participate in NJSLA testing each Spring.

COMMUNICATION BETWEEN SCHOOL AND HOME

The teachers and staff of 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 school-wide newsletter. *El Semanal* is distributed each Friday via email. It includes information from the Executive Director, coaches and teachers, as well as school news and events. Each grade-level team will also communicate directly with parents using the Remind app, to share other grade-level happenings.

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 in two locations, parents should contact the appropriate office 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

The Executive Assistant at Jefferson is Jocelyn Padilla (jpadilla@holahoboken.org or 201-427-1458). The Executive Assistant at Rue is Julie Duarte (jduarte@holahoboken.org or 201-222-0673).

A full list of faculty and staff, along with their contact information, is available on our 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 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 appropriate 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 email, phone, or a note in your child's folder to communicate your concern and to arrange a time to meet.

The next point of contact would be the Instructional Lead for your child's building: Vanessa Abrisqueta for Elementary (vabrisqueta@holahoboken.org) or Adina Medina for Middle School (amedina@holahoboken.org).

Email. Every staff member at HoLa has an email address consisting of their first initial and last name followed by @holahoboken.org. Parents may contact teachers via email or the Remind app, as appropriate. Please understand that teachers are busy teaching students during the school day, and therefore are able to best respond to emails 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 Resource Teachers in each building are on staff to assess students and provide small group and one-on-one support as required. Further evaluation or intervention by members of the Child Study Team may be recommended as needed. Individualized Education Plans (IEPs) are developed by the Child Study Team, which includes the Student Services Coordinator, School Psychologist, Resource Teachers, 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 [healthcare provider](#) on staff at each building daily. Working together, the School Nurse Team works to create a medically safe and secure environment that will minimize health issues and maximize learning.

Elementary School Nurse: Andrea Wright (awright@holahoboken.org)

Middle School Nurse: Michelle Cayetano (mcayetano@holahoboken.org)

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 Human Services. Students will not be allowed 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 Human Services or by order of the New Jersey State Commissioner of Health and Human 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 physical exams for kindergartens and students with chronic medical conditions to be 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. The results of any physical examinations and screenings conducted by the School Nurse or healthcare professional will be reported to the parents when any condition is identified that requires follow-up by a physician or primary care 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 an illness 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, with medical clearance)
- 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, including an 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 or physician assistant 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 prohibited in part because of potential allergies.**

Communicable Diseases. Because students are in a relatively 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.

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 school 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. Spreading 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 found to have live lice are sent home, while students found to have just nits may remain in school until the end of the school day, but must be treated and will be checked again the following morning. 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/>

AFTER SCHOOL PROGRAMMING

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

The Aftercare program is offered at the Jefferson building for HoLa students of 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 children up 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 or holaprograms@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 after school clubs and fee-based course offerings, including science, the arts, sports, and other areas of interest. Courses may be taught by teachers 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 3:00-3:45pm. 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) or holaprograms@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, or for any students before 4:00pm. 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

HoLa teachers and staff are not permitted to babysit HoLa students in their own class during the school year.

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 that grade 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, rather than the student's classroom, in order to minimize disruptions to classroom instruction.

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

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

- No personal toys or collection cards are allowed in school. Parents/students are more than welcome to bring toys and items to donate to the classroom community but personal toys & items should stay home.
- Electronic devices of all kinds, including games, toys, cameras, iPods and similar devices. Phones may be brought to school, but must be kept in the student's locker at all times, and the student assumes all risk and responsibility.
- 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 (such as smart watches) on school property, including before school, between classes, in the bathroom, during recess / lunch and during Enrichment and Aftercare.

- All mobile devices should be kept inside of the student's locked locker at ALL TIMES.
- 8th grade students may retrieve their phones from their lockers for lunch if they are permitted to leave the school grounds for lunch; once students return to the school building, phones must be promptly returned their lockers for the remainder of the day.
- 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 without permission 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 a parent picks it up.
- Students who bring phones 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.

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 or Aftercare is in session, including before school and during lunch / 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.

Consequences for Violating Mobile / Electronic Device Policy

- If a student brings their phone into a classroom on their person or in their bag, or uses their phone during transitions or in the bathroom, their phone will be confiscated. The first time this happens, the student may claim the mobile device in the Main Office after dismissal. Parents will be informed about the infraction.
- If a student violates the mobile device policy subsequent times, the student's mobile device will be confiscated and the student's parent/guardian may claim the mobile device in the Main Office after dismissal. Additionally, the student will serve a lunch detention on the day of the infraction. Parent will receive an email communication from the Dean of Students.
- If the infraction is committed before lunch/recess, the student will serve detention on the SAME day of the infraction. If infraction is committed after lunch/recess, student will serve detention on the day following the infraction.

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.

Middle School Policy on Mobile Devices

At HoLa, we aim to maintain an environment of learning for the full school day without the distraction from cell phones. For that reason:

- Students are prohibited from using or carrying cell phones during the school day. Cell phones may not be carried in backpacks, purses or pockets.
- All mobile devices should be kept inside of the student's locked locker at ALL TIMES.
- Cell phone use is also prohibited between classes or during bathroom or locker breaks.
- Eighth Grade students may use their cell phones when they leave the building for lunch/recess, but they must return their phones to their locked lockers BEFORE they report to 6th Period class.

Consequences for Violating Mobile Device Policy

- If a student brings their phone into a classroom on their person or in their bag, or uses their phone during transitions or in the bathroom, their phone will be confiscated. The first time this happens, the student may claim the mobile device in the Main Office after dismissal. Parents will be informed about the infraction.
- If a student violates the mobile device policy subsequent times, the student's mobile device will be confiscated and the student's parent/guardian may claim the mobile device in the Main Office after dismissal. Additionally, the student will serve a lunch detention on the day of the infraction. Parent will receive an email communication from the Dean of Students.
- If the infraction is committed before lunch/recess, the student will serve detention on the SAME day of the infraction. If infraction is committed after lunch/recess, student will serve detention on the day following the infraction.