

# **HOLBROOK**

# **LANGUAGE ACADEMY**

## **MDUSD Regional Magnet**



## **Student & Parent Handbook**



## **Holbrook Language Academy**

3333 Ronald Way  
Concord CA 94519  
Phone number: 925-685-6446  
Fax number: 925-827-1138  
Parent/Student Office Hours: 7:45 - 4:00  
Holbrook Absence Hotline 925-685-6446

***Parents/guardians, please call absences by 8:30 a.m.***

**Holbrook Language Academy School Website:** <https://holbrook.mdusd.org>

### **Daily Schedules**

#### **Transitional Kindergarten (TK) and Kindergarten (K)**

TK and Kindergarten 8:15am - 1:35 pm

#### **Grades 1-3**

First Bell 8:12 am

School Hours M-T-TH-F 8:15 am - 2:45 pm Wednesdays: 8:15 am - 1:35 pm

#### **Grades 4-8**

First Bell 8:12 am

School Hours M-T-TH-F 8:15 am - 2:50 pm Wednesdays: 8:15 am - 1:40 pm

All students must be picked up on time after school. Please make daycare arrangements if you are unable to comply with the school schedule.

**CARES After School Program:** Offers free after school child care onsite for TK - 8th grade students. The After School Program is well aligned with Holbrook Language Academy Vision and Mission. For more information contact Program Coordinator, Violet Guzman, at 925 682 8000, ext. 85621.

Information relating to District policies, rules and procedures can be found in the *Mt. Diablo Unified School District Parent Information Packet*, or on the District website: [www.mdusd.org](http://www.mdusd.org)

Mt. Diablo Unified School District  
1936 Carlotta Drive Concord, CA 94519.  
The central phone number is 925-682-8000.

Please check our school website or contact the school office if you have questions about our program, or about our school procedures.

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## Communication Platforms

### Stay in Touch, Be Involved, And Build Community!

Holbrook Language Academy is committed to keeping our community informed and involved. Here are some of the ways to stay in touch, be involved, and build community!

**School Website:** Visit our school website at <https://holbrook.mdusd.org> for news, links, Twitter feeds, resources and more!

**Peachjar E-flyers:** Flyers approved through the school district are emailed to parents through Peachjar. No subscription necessary. You can also view flyers by clicking on the Peachjar button on the homepage of our website.

**ParentSquare:** Ongoing communication will be shared through Parent Square, including but not limited to: HOLA Families Newsletter, HOLA school events, HOLA notifications and alerts.

**Class Dojo:** Each HOLA Teacher will set up a Class Dojo account to have immediate class and/or individual communication with parents. Please, subscribe to the account following the Teacher's directions.

**Instagram/X formerly known as Twitter:** Follow Holbrook on social media for school day highlights. Subscribe to feeds via @HolbrookMDUSD or view tweets on the school website. Build community and stay in touch with fellow parents through the Holbrook Instagram, and Twitter pages. Search for "holbrook\_language\_academy" (Instagram) and @HolbrookMDUSD ( X formerly known as Twitter). **Please practice professional, responsible, and respectful communication** Choose to be kind when sharing your thoughts on social media platforms! You never know... your kind words might change someone's day, or life.

**Disclaimer: Holbrook Language Academy is not affiliated with Facebook Pages created by parents. These pages are not school monitored and information is provided by parents, not by the school. We will not be held responsible or liable in any way for the misinformation you receive through those parent-created platforms. We hope all Facebook groups use a constructive and positive approach as each of you are part of the HOLA school community. If you have a question or concern do not hesitate to reach out to our school office.**

## Holbrook PFC (Parent Faculty Community Club)

The **Holbrook Parent Faculty Community (PFC)** Club is a collaboration between parents, faculty, and the community that strives to support our school. Our goal is to promote academic excellence and build a strong community. All Parents are members of the PFC and active involvement is strongly encouraged. There are many ways to help and participate: classroom volunteering, school-wide events, fundraising, attending monthly meetings, or helping out when & where you can.

The Holbrook PFC Club is a diverse, inclusive, and equitable organization where all members whatever their race, gender, ethnicity, national origin, age, sexual orientation or identity, education or disability are respected and valued. This organization is committed to a non-discriminatory approach in which all voices are heard.

Please follow the **“HOLBROOK PFC CLUB” on Facebook**. You will find regular and dependable updates for all things Holbrook.

General Meetings take place on Tuesdays and are open to all parents and family members who want to be a part of making our school excel. In the interest of equity, meetings will have virtual access so that you can remain informed from the comfort of your own home. (Every effort will be made to provide childcare.)

We welcome and encourage any comments, ideas, questions, or people looking to increase their school engagement. For any communication you may contact us on Facebook or email:

[holbrookpfcweb@gmail.com](mailto:holbrookpfcweb@gmail.com)

PFC Website:

<https://sites.google.com/view/holbrook-pfc-club-information/home?fbclid=IwAR2RG2VeiggCTMW3MglICXxBHIW48mHkNsoxt-0SmuhToFTXG5nrK3praCg>

Spiritwear Store:

[https://holbrook-parent-faculty-community-club.square.site/s/shop?fbclid=IwZXh0bgNhZW0CMTEAAR3stWY\\_tbezxHDcYTIB1EZmhxt3Pz5mmdZUr8L1nGkfyspxTF1cqmN9RbQ\\_aem\\_AQDQyFJ43Tk7R5qndOzh2aS17h0yR5btAAqDuhhdQngwBeDMY1-INLbQCXXb8GvXXgL4R7OnGMxWLS0MxNxYUf03](https://holbrook-parent-faculty-community-club.square.site/s/shop?fbclid=IwZXh0bgNhZW0CMTEAAR3stWY_tbezxHDcYTIB1EZmhxt3Pz5mmdZUr8L1nGkfyspxTF1cqmN9RbQ_aem_AQDQyFJ43Tk7R5qndOzh2aS17h0yR5btAAqDuhhdQngwBeDMY1-INLbQCXXb8GvXXgL4R7OnGMxWLS0MxNxYUf03)



## **Holbrook Language Academy Vision and Mission**

### **Vision Statement**

Our vision at Holbrook Language Academy is that all students reach high levels of achievement in a rigorous academic program, while being provided the opportunity to learn in a bilingual, multicultural, and collaborative environment that develops character and the necessary skills to succeed in a diverse, global society.

### **Mission Statement**

Our mission at Holbrook Language Academy is to establish a school community dedicated to providing all students with a rigorous, standards based education and the essential skills necessary to succeed as 21st century citizens. Through the emphasis on collaboration, critical and creative thinking, positive character development, and media literacy, our students take significant steps toward college and career readiness. We expect families, teachers, and staff to work together to foster a community environment with a focus on our children's success.

### **Holbrook Language Academy Goals**

- To achieve educational excellence in partnership with parents and community.
- To provide a rigorous, active learning environment that meets the needs of all students.
- To integrate project-based learning, technology, and research-based best practices to support student learning.
- To expose students to multiple cultures, languages, and a bilingual program to create globally aware citizens.
- To foster an inclusive environment that develops social skills and respect.
- To create confident students who are able to navigate life in high school and beyond.

## Registration and Admission

### Admission Procedure

Holbrook Language Academy is an INNOVATIVE and DIFFERENT kind of school with a strong focus on academic achievement and the opportunity to learn other languages. This is the only TK through 8th grade Two Way Dual Language Immersion program in our district. It is open to students who live within the Mt. Diablo Unified School District; however, priority will be given to those that live within the Regional Magnet boundaries (Holbrook Language Academy, Wren Elementary, and Sun Terrace Elementary).

Our Student Services Department does centralized enrollment for the entire district. To enroll your child in our school you must go to 1026 Mohr Lane, Concord. More specific information found at <https://www.mdusd.org/families/student-services/enrollment-center/enrollnow/24-25enrollment>

All students entering Holbrook Language Academy must enroll at the Student Services Enrollment Center, and request a transfer to this school, even when students are residents in the school area.

### Documentation required to register a child at Holbrook Language Academy:

1. Original birth certificate of child
2. Parent's photo ID: CA driver's license or passport
3. Two of the following documents:
  - Current valid vehicle registration
  - State or Federal tax return **with W-2 form**
  - Current voter registration receipt
  - Other forms of identification or communication from a government agency
  - Property tax bill **with homeowner's exemption**
  - Current rental/lease agreement
  - Payroll stub/check with address



## **Curriculum and Assessment**

### **Curriculum**

Holbrook provides a rich academic learning environment with an emphasis on culture and language. We offer daily opportunities to learn a variety of languages in addition to an English/Spanish Dual Immersion program. Multi-cultural events and activities will be held throughout the year, and each grade level will focus on the cultures represented in their classrooms. Instructional time in Reading, Writing and Mathematics will foster twenty-first century learners by incorporating a variety of technology resources, and using Building Thinking Classroom Strategies. Science, Social Studies, Physical Education/Health, Vocal Music, Instrumental Music, Art, Library, Media and Technology Skills and English language Development are included.

Research-based, proven instructional strategies are utilized to develop 21st century skills: communication, creativity, critical thinking, student collaboration, and integration of technology. Holbrook teachers meet regularly to collaborate to ensure that the curriculum is balanced, and that all students are learning at high levels at all grade levels. Teacher professional development and collaboration is prioritized. Curriculum and grade level content standards are consistent with the elementary/middle school programs of the Mt. Diablo Unified School District. Grade level expectations are based on the Common Core State Standards (CCSS). For more information on Common Core State Standards: [www.corestandards.org](http://www.corestandards.org) or [www.cde.ca.gov/re/cc/](http://www.cde.ca.gov/re/cc/)

### **Emergent Bilinguals**

Each Emergent bilingual student receives a program of instruction in English Language Development (ELD) in order to develop proficiency in English as rapidly and as effectively as possible. ELD lessons are appropriate for student's identified levels of language proficiency. ELD lessons reflect curriculum, materials, and approaches that are designed to promote English Learner's acquisition of listening, speaking, reading, and writing skills. ELD is designed to facilitate the acquisition of the linguistic competencies that native English speakers possess when they enter school and continue developing throughout life.

\*Reference: Mt. Diablo Unified School District - English Learners Master Plan

### **Assessment**

Staff members utilize student achievement data to plan instruction to meet the learning needs of all students. Results from individual and group, formative and summative assessments and District assessments are examined to plan intervention and support for students.

#### *California Assessment of Student Performance and Progress (CAASPP)*

The primary purpose of the CAASPP System is to assist teachers, administrators, students, and parents by promoting high-quality teaching and learning. This test is administered online each year, beginning in third grade.

## Attendance

We value, appreciate, and seek out your involvement and collaboration for the success of your student.

We are asking all parents/guardians to help us ensure the **regular, on-time attendance** of their children at school. We monitor attendance closely because research has shown that **regular attendance is vital for the success of students** in school. California law states that absences are excused only if the child is ill or there is an excuse which meets the requirements of Education Code Section 48205. Even excused absences that cause your child to miss significant amounts of school can cause your child to fall behind in class. It is important for parents to understand that being absent from school is detrimental to student achievement and social adjustment. Students miss important learning opportunities when they are absent. Not only is instruction lost, but unique group discussion and class activities that cannot be duplicated are also lost.

Education Code Section 48260 defines a truant as a pupil who has missed more than 30 minutes on three days without a valid excuse in one school year. Our goal is to have all students present in school every day and on time. Our district's policy is that we may require verification of absences due to illness or quarantine if your student has missed school for three consecutive days. Please be aware that going "out of town" when school is in session with your child is an unexcused absence.

The following are ways that parents can support their child's good attendance:

- Expect your child to be on time and attend school daily.
- Arrange for your child to leave school on time.
- Schedule appointments on Wednesday afternoons or after school.
- Emphasize with your child that good attendance is a parent *and* student responsibility.
- Check the school annual calendar and schedule family trips/vacations during school breaks.
- Work with school officials if there are medical issues affecting attendance.
- Be aware that after three absences in a school year, the school district requests medical verification for all future absences.

Parents are to ensure the regular, punctual attendance of their child, which includes having their child picked up from school on time at dismissal. Holbrook strives to communicate with parents/guardians regarding attendance issues such as tardies (late to class or late pickups), excessive or unexcused absences, or excessive early sign-outs. If these issues cannot be corrected by working with the family, further steps may be taken, which can include: home visits by the Community School Liaison, Student Attendance Review Team (SART) meeting with the parents and referral to the MDUSD Student Attendance Review Board. The Student Attendance Review Board may initiate a change of school placement and/or refer families with ongoing school attendance issues to the District Attorney.

## Excused Absences

When absences are excused, students may make up work that was missed. Under state law and board policy, reasons for excusing a student absence include:

- Illness or injury of the student, or serious illness which necessitates the absence of the student
- Student attendance at a documented medical, dental, or optometry appointment (dr. notes required)
- Student attendance at the funeral service of an immediate family member

- A quarantine imposed by a city or county health official
- Up to five days to obtain required immunizations
- Exclusion from school due to head lice, lack of immunization or physical examination
- Appearance in court
- Observance of a holiday or ceremony of his/her religion

To have a student's absence excused, send a note to school or call 925 685 6446. **An absence not cleared within the 72-hour period following the student's return to school is unexcused.** Emails or Class Dojo text messages to teachers are not accepted in lieu of calling the attendance line.

### Tardies

Children are expected to establish and maintain a habit of promptness. Children who arrive at school late miss important information, impact school business, and disrupt the learning of others.

- School begins **at 8:12 AM** and any student who arrives after 8:12 AM is marked as tardy. If your child is late to school, and arrives **before 8:20 AM, he/she may report directly to class.** Students will still be marked tardy, and consequences for repeated/excessive tardiness will still apply.
- All students arriving **after 8:20 AM MUST report to the school office for a tardy pass** before being admitted to class.
- Excessive tardies will require a parent to meet with the principal or school attendance review team, and may result in referral to the Student Attendance Review Board (SARB).

***Parents are not to walk late students to class. Students must report to the office. Parents of kindergarten students arriving late are expected to walk them to the office to obtain a tardy slip.***

### Student Check-Out Procedures

Please provide a signed note/email/Dojo message to the classroom teacher in advance stating the purpose and time for early release. The teacher will prepare the student for dismissal; however, the student will not be called to the office until the parent arrives and signs them out. Please allow enough time for this procedure when coming to the school to check out your child during the day. **Parents are NOT to pick up the student from the classroom.** Early dismissal requests are subject to verification and/or evaluation. Frequent requests that are not for medical purposes will be referred to the Principal for review.

### Independent Study Contracts

Family vacation during school time **is not** considered an appropriate reason for an Independent Study contract. Independent Study contracts of five or more days are for exceptional circumstances and must be approved by the principal. Requests for Independent Study should be received by the classroom teacher **at least two weeks in advance.** Requests for Independent Study contracts for either the first or last month of school cannot be accommodated. Teaching the skills needed to complete the class and homework for the period of the requested absence is the responsibility of the parent. Students with academic or attendance issues may be excluded from Independent Study contracts.

## Communication

### **School to Home**

#### **Holbrook Language Academy Website**

Please check our website <https://holbrook.mdusd.org> for up-to-date information on all events and schedules before calling the school. General district and school information can be found on the website. Paper copies of school newsletters are available upon request.

#### **ParentSquare**

Important messages and reminders will be sent via phone call or email through ParentSquare. Please make sure we have the correct phone number and email account to receive these messages. The Principal's newsletters are shared via Parent Square weekly or biweekly.

#### **Progress Reports**

Mt. Diablo District uses several methods of reporting to parents about a child's progress. The Report of Student Progress (report card) is one method of reporting on a child's academic, social, physical, and emotional development. In addition, a parent-teacher conference is held in the first trimester (September 16 - 25, 2024) to review progress. The teacher, parent, and child plan together for the child's optimum development by setting various academic and behavioral goals. These goals are reviewed each trimester. All students from TK through 5th grade will receive the Rubric Base Report of Progress at the end of each reporting period (December, March, June). Students in 6-8 grade will receive Quarterly Progress Reports and Report Cards at the end of each reporting period (October, December, March, and June). In addition, teachers maintain communication with parents through monthly newsletters, informal progress reports, telephone calls, and email. If you have questions about your child's progress, please contact the teacher early in the year, or when a concern arises.

### **Home to School**

#### **Telephone Messages, Emails, and Written Notes to Staff Members**

Teachers will share the best ways to reach them at Back to School Night and in classroom newsletters.

Sending a note with your child or leaving a telephone message is often the best way to get an *immediate message* to a teacher. Email messages may also be sent, but keep in mind that teachers may not be able to check email during the instructional day. For more complicated questions, request a time to meet with the teacher by telephone or in person.

In order to respect teacher schedules and avoid interruptions to the instructional program, parents are asked not to "drop in" to see a teacher without an appointment. Please call or come to the school office to make arrangements for a teacher conference, avoiding unscheduled before/after school classroom visits. You are also welcomed to message your child's teacher via Class Dojo. Parent/teacher conferences are more effective when planned in advance. Appropriate information about your child can best be given when the teacher is prepared for your conference. Please respect teachers' preparation time before and after school.

## Miscellaneous

### **Cell Phone Use/Smart watches/Gizmos, and Student Use of School Telephone**

**Cell phones and/or smart watches, including Gizmos are not to be used by students during school hours**, and if brought to school must be left in the backpack and turned off. If your child were to use the smart watch just as a watch, then the parent or guardian must ensure that the watch does not send or receive messages, and does not send or receive calls. Cell phones and smart watches in use by students on campus will be forwarded to the office and must be picked up by a parent/guardian.

The school telephone is for business or emergency purposes only.

### **Forgotten Homework, Lunches and Personal Items**

Classrooms cannot be unlocked for students/parents to collect forgotten items. If something is forgotten, the student will need to wait until the following day. Sweaters, jackets, lunch boxes and water bottles found outside the classroom will be placed in the Lost and Found area by the Custian closet.

### **Balls or Toys**

Students should not bring any personal items or toys, balls, trading cards or equipment to school. Items for the After School Program should remain in the backpack until the end of school.

### **Classroom Treats**

The use of treats in support of a classroom project must be approved by the teacher and may be restricted due to student allergies. Do not bring treats to school without being directed to do so by your child's teacher. Neither the cafeteria nor the office can store or refrigerate treats. Our staff lounge refrigerator is for staff use only. **Please do not include nuts in any food items sent to school.**

### **Birthday Celebrations**

Birthday parties for students are not permitted during school hours. Please follow our policy about birthdays. Party invitations are not to be distributed at school. Please mail your invitations or pass them out before or after school hours. Instead of cupcakes or other treats, we encourage you to participate in our Birthday Book celebration by donating a book to your child's classroom. Your child will receive a special acknowledgement in their birthday book.

Birthday balloons and/or flowers also are a distraction to the learning environment and will not be allowed in the classroom.

### **Any birthday food treats for the whole class are not permitted.**

A happy birthday greeting is announced for our student birthdays before the school-wide pledge. After announcements, birthday students go to the office and receive a birthday postcard and a pencil as a special celebration from the office.

## Holbrook Policy on School Climate

*Holbrook Language Academy maintains a safe and orderly learning environment for all students. Our staff values the inclusion of all students and families and takes steps to ensure that all children and families feel welcome and involved in our school. Communicating clear expectations for behavior to all of our community ensures that our children learn how to be successful in the school environment, and develop valuable life skills.*

### Our staff believes:

- All students have the right to learn in a safe, respectful and orderly learning environment.
- All children are expected to follow the rules and regulations established in our School-wide Behavior Expectations, and we hold ourselves responsible to teach our students to make good choices.
- Students have the right to receive fair and reasonable treatment from those responsible for enforcing standards of student conduct. We believe that everyone, including children, should be treated with respect\*. We teach our students to respect authority, with the goal of mutual respect and understanding, rather than fear.
- We believe that the goal of discipline is to teach each child to communicate, problem solve, to develop self-awareness, self-management, and to make thoughtful choices.
- We are committed to utilize disciplinary supports/consequences that are consistent, reasonable, fair, age-appropriate and reflective of the severity of the student's misconduct\*.

\*Reference: MDUSD District Expectations for Student Success, 2015-2016 Student Services Dept. Updated 2021.

Holbrook has established a consistent, firm and fair approach to discipline within the Mt. Diablo Unified School Discipline Policy. Emphasis is placed on student responsibility, which supports the learning environment and protects the rights and safety of all students and adults.

### **Holbrook Language Academy - a Safe, Welcoming, and Inclusive School**

Parents recognize the importance of their child being welcomed in their learning and social environments. A priority to our staff is ensuring that our school is a welcoming and inclusive community for all of our students. Through our understanding, compassion and open hearts, we can support our diverse students in their journeys, while supporting their peers as they learn about acceptance of differences and similarities and being inclusionary. The Mt. Diablo School Board passed a resolution in support of this priority on February 13, 2017. [Resolution #2016/2017-Safe, Welcoming and Inclusive Schools](#) states that we “believe in and stand for the values of equity, inclusion, compassion and respect...” Students will be supported with curriculum, books, and documentaries that support students recognizing and accepting many forms of diversity.

### **Holbrook's positive behavior system includes the following:**

- Teaching school-wide behavior expectations, positive school behaviors and rules
- Social skills development within the classrooms and student educational assemblies
- Positively reinforcing appropriate student behavior
- Using effective classroom management

- Providing early intervention and support strategies for misconduct
- Appropriate use of logical and meaningful consequences for misconduct
- Consistent communication and involvement of parents/guardians to support student development of social skills and appropriate behavior
- Utilizing our CARE team and Student Study Team (SST) to meet with families to problem solve and support consistent home/school social skills instruction and discipline.

Student awareness of the discipline code is assured each new school year. All parents, students and teachers review the Parent and Student Handbook, the Parent Support Agreement, Student Responsibilities Agreement, School-wide Student Behavior Expectations Matrix and MDUSD Responsible Use Agreements for their grade level. **Parents and students sign agreements to follow the Holbrook policies and procedures contained in these documents and to support school staff in enforcing them with their children.**

Each classroom teacher develops specific classroom procedures and teaches classroom and school expectations at Back to School Night, daily in class at the beginning of the school year and throughout the school year. As students are taught expected behavior often by parents and teachers, they are successful in meeting our expectations.

### **Jetting to Success Tickets**

If students are showing life skills during school days, showing good sportsmanship, sharing, helping, and being courteous and respectful to all adults and each other, students will earn a Jetting to Success Ticket. All staff members carry these Jetting to Success Tickets and present them to students as they see positive lifeskills being exhibited. The students may redeem them before/after school, or during recess in the office.

10 Jetting to Success Tickets - Prize

50 Jetting to Success Tickets - Lunch with principal

### **Consequences for Infractions**

Disciplinary consequences should be consistent, reasonable, fair, age-appropriate and reflective of the severity of the student's misconduct. Disciplinary steps are progressive and we emphasize developing student self-awareness and self-management so that good choices are made in the future.

Students may be referred to the principal for a conversation, for problem solving, for investigation of an incident or to be assigned an appropriate disciplinary consequence. **Students are encouraged to go to their classroom teacher first to get help with problems**, however students should be supported to request help from the principal when needed. It is important that students develop their skills in seeking assistance from authority figures. Teach your child how to get assistance from the teacher **and** the principal, and encourage their ability to solve problems.

Holbrook Language Academy is successful in working with students and families to bring about positive changes in student behavior. Out of school suspension is rarely required, however it may be imposed for more serious infractions or when other means of correction fail to bring about proper conduct. Suspension may occur on the first offense "if the pupil's presence causes a danger to persons or property or threatens to disrupt the educational process".

Teachers may suspend a pupil from the classroom for the remainder of the day and one additional school day. The teacher will contact the parent and arrange a meeting to discuss the behavior. Only the principal or administrative designee of the principal may suspend a pupil from school.

### **Detaining Pupils**

A pupil shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the maximum school day.

## Holbrook School-wide Student Behavior Expectations Matrix

	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>-Respect self and others,</li> <li>-Listen to the speaker.</li> <li>-Take your turn in a conversation.</li> <li>-Disagree appropriately.</li> <li>-Use appropriate tone of voice.</li> <li>-Be kind and helpful.</li> <li>-Work cooperatively.</li> <li>-Ask permission.</li> </ul>	<ul style="list-style-type: none"> <li>-Be on time</li> <li>-Follow classroom rules and adult directions.</li> <li>-Take proper care of all personal belongings, supplies and equipment.</li> <li>-Clean up your area.</li> <li>-Stay on task.</li> <li>-Do your best.</li> </ul>	<ul style="list-style-type: none"> <li>-Walk everywhere.</li> <li>-Inside voices.</li> <li>-Get adult help for accidents, for spills or for any safety issues or to solve a problem.</li> </ul>
<b>All Common Areas, Hallways and Entrances, Arrival and Dismissal</b>	<ul style="list-style-type: none"> <li>-Be on time</li> <li>-Walk with attention, facing forward.</li> <li>-Use quiet voices.</li> <li>-Wait quietly in the designated area at dismissal</li> </ul>	<ul style="list-style-type: none"> <li>-Arrive on time.</li> <li>-Leave on time.</li> <li>-Place cell phones/smart watches off and in a tote bag or backpack.</li> <li>-Walk in line order.</li> <li>-Stay on the path. Stay off railings, poles, and fences.</li> <li>-Walk your bike on school property</li> </ul>	<ul style="list-style-type: none"> <li>-Use sidewalks, crosswalks and designated areas.</li> <li>-Walk with attention                             <ul style="list-style-type: none"> <li>-Facing forward.</li> <li>-Allow others to pass.</li> </ul> </li> <li>-In hallways, stay to the right, walk outside the yellow lines.</li> </ul>
<b>Outside (lunch, recess and other times)</b>	<ul style="list-style-type: none"> <li><b>-Include everyone.</b></li> <li>-Play fairly.</li> <li>-Follow adult directions- the first time.</li> <li>-Use appropriate language</li> <li>-Respect personal space</li> <li>-Be kind. Good sportsmanship.</li> <li>-Play games without chasing (no tag)</li> </ul>	<ul style="list-style-type: none"> <li>-Get adult help for unsafe activities, accidents, spills or to problem solve</li> <li>-Take care of others.</li> <li>-Use problem solving.</li> <li>-Place your lunchbox in the assigned place.</li> </ul>	<ul style="list-style-type: none"> <li>-Use all equipment and materials appropriately.</li> <li>-Be safe on the play structure.</li> <li>-Freeze when the bell rings</li> <li>-Be aware of your surroundings, activities/games around you.</li> <li>-Stay within playground boundaries, in the lunchroom or on the yard (no hallways).</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>-Give people privacy.</li> <li>-Knock before entering.</li> <li>-Clean up after yourself.</li> <li>-Wash your hands.</li> </ul>	<ul style="list-style-type: none"> <li>-Close the stall door.</li> <li>-Flush toilet after use.</li> <li>-Use two pumps of soap maximum into your palms.</li> <li>-Put towels into the garbage can.</li> <li>-Return to the classroom promptly.</li> </ul>	<ul style="list-style-type: none"> <li>-Keep feet on floor.</li> <li>-One person per stall.</li> <li>-Keep water, soap in sink.</li> <li>-Close doors.</li> <li>-Wash your hands.</li> <li>-Return to the classroom promptly.</li> <li>-Report any problems to adults.</li> </ul>



	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
<b>Lunchtime</b>  <b>Multi Use room/ Classrooms/ Outside Lunches</b>	-Allow anyone to sit next to you. -Follow adult directions the first time. -Be tolerant of different foods. -Avoid bringing nut products or sit with a friend at the Nut Free table. -Use good manners. -Remove hats and hoodies. -Use quiet voices. -Clean up your area. -Treat food with respect (no throwing or playing with food)	-Select your own lunch card. (Do not touch or move other students' cards) -Get utensils (tray, napkins, forks, etc) when you go through the line in the cafeteria. -Clean up your area. -Don't waste food. -Bring uneaten/unopened items to the table by the stage. -Follow signals and line up to go to the playground.	-Walk to MU, in MU and to the playground. -Wait patiently in line. -Sit with bottom on bench, feet on floor. -Eat your own food (no sharing) -Line up facing forward, walk to the playground

### **STUDENT AND PARENT/GUARDIAN RESPONSIBILITY FOR INSTRUCTIONAL MATERIALS AND EQUIPMENT**

Students and their parents or guardians shall be held responsible for careful use of and return of instructional materials (print and non-print), library books, musical instruments and equipment belonging to the Mt. Diablo Unified School District and loaned to the student through the school. Administrators, classroom and support teachers (library, music, PE, etc.) are authorized by the Board of Education to demand the return of all loaned materials and equipment in good, usable condition. Students and parents will be given written notification of the failure to return specific materials and equipment. Continued parent/guardian non-cooperation or disinterest in the use and care of instructional materials and equipment shall be referred to the school administrator. First contact: Teacher contacts parents to make them aware of loss or damage and to arrange restitution. Second contact: Office staff contacts parents for payment of loss or damage to materials or equipment. Third contact: Administrator meets with parents. Failure to return such items in usable condition constitutes an injury to District property and may result in a financial assessment and/or the withholding of student privileges or records including student report cards. [District Rule 6161.3 (a)]

#### **Dress Code**

Holbrook Language Academy Student Dress

It is the policy of Holbrook Language Academy that their parent/ guardian holds the primary responsibility in determining the student's personal attire, hairstyle, jewelry, and personal items (e.g. backpacks, book bags).

Our school is responsible for ensuring that student attire, hairstyle, jewelry, and personal items do not interfere with the health or safety of any student and do not contribute to a hostile or intimidating environment for any student.

#### **Core Values:**

In relation to student dress, the school's core values are the following:

- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming;

- Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity;
- Students and staff are responsible for managing their personal distractions; and
- Students should not face unnecessary barriers to school attendance.

**The dress code is based upon district policy, which requires safe, sensible clothing appropriate for classroom and playground activities.**

All TK-8th grade students are expected to follow the dress code. The dress code requires safe, sensible clothing, appropriate for classroom and playground activities. Some clothing that may be appropriate for wear away from school will not be acceptable to wear at school.

- 1. Clothing must conceal undergarments at all times.**
- 2. Hats and hoods are to be worn only on the playground.**
- 3. Student footwear must be appropriately fitting, flat, and fully enclose the foot so that students may engage at recess and in physical education classes.**
- 4. All students must wear sleeved shirts. Shirts must be long enough to cover the torso during all activities.**
- 5. Make-up (face and nails) is not allowed.** (e.g nails extensions hinder abilities to work in class.)

Students may **not** wear clothing, jewelry, or personal items that:

- Are pornographic, contain threats, or that promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia;
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups;
- Intentionally show parts (nipples, genitals, buttocks, stomach). Clothing must cover body in opaque (not able to see-through) material;
- Cover student's face to the extent that the student is not identifiable (except clothing/headgear worn for religious or medical purpose), or
- Demonstrate gang association/ affiliation.

Enforcement:

The Principal is required to ensure that all staff are aware of and understand the guidelines of this policy.

Staff will use reasonable efforts to avoid dress-coding students in front of other students.

Students shall not be disciplined or removed from class as a consequence for wearing attire in violation of this policy unless the attire creates a substantial disruption to the educational environment, poses a hazard to the

health or safety of others, or factors into a student behavior rule violation such as malicious harassment or the prohibition on harassment, intimidation, and bullying. Further, no student shall be referred to as “a distraction” due to their appearance or attire.

Typical consequences for a violation of this policy include parent/guardian contact or conference and the directive to cover, change, or remove the non-complying attire. A student may be instructed to leave their classroom briefly to change clothes. The Principal or their designee should notify a student’s parent/ guardian of the school’s response to violations of the student dress code.

Attire worn in observance of a student’s religion or medical needs are not subject to this policy.

### **Study and Work Habits**

Students are expected to learn to work independently, listen attentively and follow oral and written directions within grade level standards. Students are expected to complete assigned work in a timely manner and make the transition from teacher responsibility and direction to student responsibility and direction for completion of work. Work that is not completed at school may be sent home for students to complete under the supervision of a parent.

### **Homework**

Homework is any assignment, unfinished school work, or practice work that is to be completed outside the regular classroom time. Homework supports the classroom curriculum and is a vital part of our program. It is the responsibility of the student, with supervision from parents, to complete homework and be ready when it’s due. Every student is expected to follow the homework procedures established by the classroom teacher. Academic success at Holbrook is supported by the completion of assigned homework. It is essential that parents read all of the notices and homework that comes home with your child and sign the Monday Folder and other communications as required by your child’s teacher. Homework expectations grow with each grade level based on the developmental needs of students, with the intention of building student independence and study skills, and so that they are prepared to meet the course requirements at middle and high school.

TK and Kindergarten nightly 15 minutes  
Grade 1 nightly 20-30 minutes  
Grade 2 nightly 30-45 minutes  
Grade 3 nightly 45-60 minutes  
Grade 4 nightly 45-60 minutes  
Grades 5/6/7/8 nightly 60-75 minutes

Parents of students who regularly spend considerably more than the basic time guidelines on homework each night are encouraged to contact the teacher. ***Parents are advised to schedule after school activities in consideration of time for completion of homework.***

*“A genius is just a talented person who does his homework.”  
- Thomas A. Edison*

### **School Lunches**

Holbrook has a school cafeteria where delicious, healthy meals are prepared fresh and served daily for breakfast and lunch. Our cafeteria staff encourages all children to select and eat a healthy lunch either from home or from our cafeteria line. All students are offered fruits and vegetables when they purchase a school lunch. Mt. Diablo Unified School District school meals exceed United States Department of Agriculture and California nutrition requirements for protein, fats, calories, vitamins A and C, calcium and iron and contain no trans fats. Meals include a wide variety of seasonal and tasty fresh fruits and vegetables, low-fat dairy products and nutritious whole grains. Glass containers are not permitted in student lunch boxes/bags. PARENTS must come to the office when delivering a student's lunch. Parents may NOT sit at the lunch tables with their child for lunch but are welcome to sign their child out through the office to have lunch off campus.

Parents are encouraged to set their own guidelines with their children regarding nutrition, as each child and family has their own standards regarding what they feel is best for their child. **Please do not send soda or candy as part of your child's lunch or snack. Cheetos, Takis, or other coated chips are not allowed at school.**

The Mt. Diablo Unified School District offers free and reduced price meals to eligible families. To find out if you qualify, apply online on the district website: [www.mdusd.org](http://www.mdusd.org). Forms are also available in the cafeteria.

There may be children with life-threatening nut allergies enrolled at Holbrook. If your child has a severe nut allergy, please notify the office and teacher so that we may make accommodations for them. A separate table will be reserved as a "nut-free" zone. Please avoid sending foods containing nuts/nut products to school for snacks or lunches in an effort to minimize risk. **Holbrook cannot guarantee an allergen-free environment for our students, but depends on the cooperation of our parents to keep our school safe for all children.** Thank you for your support!

### **Parent Leadership**

The School Site Council (SSC) representatives are a balance of administrative, classified, and certificated staff along with community representatives. Each member is elected by their respective groups and chaired by the principal. The School Site Council advises the principal on curriculum needs and priorities, as well as maintaining the philosophy and tenets of the magnet program. School Site Council members serve two year terms. An election will be held to fill open positions in the fall.

### **ELAC**

An **English Learner Advisory Committee (ELAC)** meets monthly to advise the School Site Council on all matters related to our English Language Learners. All parents are invited to participate in our ELAC committee to learn about how our English Learners are being served at Holbrook according to the MDUSD Master Plan for English Language Learners.

### **Volunteerism**

Parent support begins at home, where parents oversee homework and provide opportunities for students to be academically and socially successful. Parents are to be actively involved in all facets of their child's education, from the signing of the parental agreement of support to on or off site volunteerism. On site volunteerism may include helping in the classroom, library, tech lab or Maker Space; working on a special project, chaperoning students; participation in a PFC event; or school wide designated programs or activities.

### **Parent Volunteers**

Parent volunteers are an essential and valued part of the program at Holbrook. Volunteers may go to the

classroom if prior arrangements have been made with the teacher. Please dress appropriately when volunteering to work with students and be able to turn off cell phones and electronic devices while engaged in the classroom. Please do not show up to volunteer if you are sick. Children who are out sick for the day should not be brought to campus while parents volunteer or attend events. Siblings may not accompany a parent who is volunteering during school hours. Volunteering for classroom activities/events is at the discretion of the teacher or principal; volunteering on site is at the discretion of the principal. All volunteers must be fingerprinted and have TB clearance through the district.

**Observations in class**

In accordance with the MDUSD Board Policy Number 1250, we are committed to working with our parents to ensure they have access to their child’s educational program. This right is afforded to parents as long as the observations can be done in such a way that ensures the safety of all the children in the program and in a way that does not cause an undue interference in the instruction process. Our goal is to work collaboratively with parents while providing students, staff, and administration the safe and effective learning environment they deserve. To minimize distractions to learning, observations will be kept to 30 minutes with a maximum of three observations per year unless mutually agreed upon by the principal and parents. Please note that observers must be accompanied by the principal or principal’s designee. Appointments may be made through the office by contacting 925 685 6446.

## **MEDICATION DURING SCHOOL HOURS**

Our concern is for the safety of all children. Children are not to be in possession of any type of medication at any time. We have limited space and do not have the staff to properly supervise and administer a large volume of medication. Short term prescriptions taken three or four times a day should be scheduled before and after school. Please check with your physician about an appropriate schedule.

The administration of medication to students by school staff may be done only in EXCEPTIONAL CIRCUMSTANCES for ongoing, documented health conditions. The parents and/or child's physician are expected to teach the child proper use of medical items, such as inhalers. If the doctor determines your child must take medication during school hours on a long term basis, the parent and doctor must complete the MT. DIABLO UNIFIED SCHOOL DISTRICT AUTHORIZATION TO ADMINISTER MEDICATION DURING SCHOOL HOURS form. You may get a copy of this form in the office. Leftover medication must be picked up in the office no later than the last day of school.

**HEALTH NOTE:** If your child has any type of illness/irritation, communicable disease, or head lice, you must clear the problem before allowing your child to return to school. Return to school may include a note from the physician as to the nature of the problem if it is communicable, and the course of action/return to school recommendations. Please notify the office of a communicable illness to allow health notices to go home to classmates who may have been exposed.

## **IMPORTANT SAFETY REQUIREMENTS**

1. All parents and campus visitors must sign in at the school office and get a visitor's badge to volunteer or for an appointment with a staff member. *A volunteer badge does not allow unlimited access to the campus.* The badge is to be affixed to the shoulder area where it can be seen while the volunteer is standing or sitting.
2. **Adults are not to wait outside classrooms or in hallways before or after school. Grades 1 - 8, Please wait for your child before and after school outside the fenced area by your assigned grade level fence (1st - East Gate , 2nd -8th - Multipurpose Room).**
3. Students must be dropped off at the designated area prior to the first bell. Parents are not to walk students to the classrooms. Kindergarten parents are not to leave students unattended.
4. Students must be in appropriate clothing and shoes which enable them to participate in school activities.
5. Students must be picked up promptly at the end of their school day. Late pick-up students need to be signed out at the office and will be released to only those contacts designated on the emergency card, regardless of carpool arrangements.
6. Please join us in keeping our school safe for all students. If you observe unsafe behavior before, during, and/or after school, notify a staff member of unsafe behaviors.
7. Emergency card information must be kept current. Please notify the office promptly of changes.
8. Medications (prescription or over the counter) may not be carried by students. Prescriptions authorized by physicians are kept locked in the school office with the appropriate form.
9. No dogs or other animals are to be brought on campus without prior approval from the principal. Please do not walk the dog to and from school or transport in the carpool lane for the safety of all children and staff. Service dogs accepted.
10. There is zero tolerance for weapons and/or violence; the following items cannot be brought to school: anything that could be used as a weapon, including but not limited to knives/guns (or imitations); matches; lighters; fireworks; explosives; alcoholic beverages/intoxicants; controlled substances; drugs; tobacco or any dangerous objects.

## TRAFFIC SAFETY

1. SAFETY FIRST. Read and understand all the guidelines for drop-off and pick-up.
2. Model polite behavior when adults remind you of drop-off and pick-up procedures in the car lane. Remember: children are watching and learning.
3. Do not drop off/pick up your child in any red zone, in the middle of the street, behind staff cars, or in crosswalks.
4. When waiting to pick up students, keep neighborhood driveways and staff parking lots clear.
5. Do not make U-Turns or Three-Point turns in front of the school.

### Guidelines for Drop-off and Pick-up at Holbrook

There are approximately 480 students arriving at our school each day. For this reason, it is important that every driver follows the procedures. For your understanding, we have mapped out how to safely transport your child into and out of our school. Students arriving by car in the morning will be entering on Ronald Way from Esperanza. Use the white curb that runs adjacent to the school. Stay in line and follow the car in front of you. **DO NOT turn your car off and walk your child to the school gate if you are in the white zone.** Instead, please park in the Holbrook adjacent parking lot across the street, or on a neighboring street and use the crosswalks. No parking in the first lot as it is staff parking only.

During pick up, NEVER MOTION TO YOUR CHILD TO COME TO YOUR CAR! When it is safe, your child will be allowed to proceed to the car. Once your child is in the car, pull out of the line carefully. Students who are walking or riding bikes must walk the bike through the school grounds. Do not at any time walk or ride bikes in the car or bus lanes.

If you drop your child on the opposite side of the street and across from the school, direct your child to use the crossing lights paths. No students or adults can cross in the middle of the street.

**First through eighth grade students** walking home independently may use the side (Olivera Road) and back (Benton Street) paths; however, if parents are using the paths and meeting their child(ren), they need to come to the drop off/pick up location on the school campus by the front gate and then walk home with their children. There is no student supervision at the end of the pathways, and we do not want them waiting on the street unsupervised. Path gates will be closed 10 minutes after the morning bell (@8:25 am), and they will reopen 5 minutes before the dismissal bell (2:35 pm for 1st-8th).

**For TK and kindergarten students,** parents will have to come to campus via Ronald Way in the afternoon. The pathway gates will be open for use in the morning, but they will not reopen until 1st-8th dismissal. Students can be picked up at the kindergarten gate, or parents can wait in their car in the white zone.

### A Few Reminders about Traffic Procedures

- Please be considerate. Parents, do not get out of your car while in the white zone to walk your child to the gate at any time. Do not use this time to give your child lunch money, fix hair or put on coats. Please have all of this done before entering the car lane each morning.
- Parking in front of the school, or behind the staff cars is strictly prohibited. You will be asked to move and your children will not be allowed to load or unload in front of the school.
- Please wait patiently in your car in the car line during the drop-off and pick-up times. Some afternoons, children arrive at the gate a few minutes apart and it takes time to get the carpools organized before letting the students go to their cars.
- Please be aware of the students in crosswalks in front of the school. Safety First!
- Reserve the handicapped parking for disabled persons who have business inside the school, or for

those who provide transportation for our disabled students. If you are dropping off or picking up a non-disabled student, please use the white zone.

### **Consideration for the Holbrook Neighborhood**

When parking your car to drop off or pick up your student at school, please be mindful of our neighbors. Do not block their driveways, block in their cars that are parked on the streets, "Double Park," or park in any marked parking space that is designated for Holbrook's staff. The office will be contacting parents or local law enforcement to report violations. For those parents who do not live in the neighborhood, but wish to walk their children to class, street parking is available on Olivera Road, Esperanza Road, Benton Street, and Huron Drive.

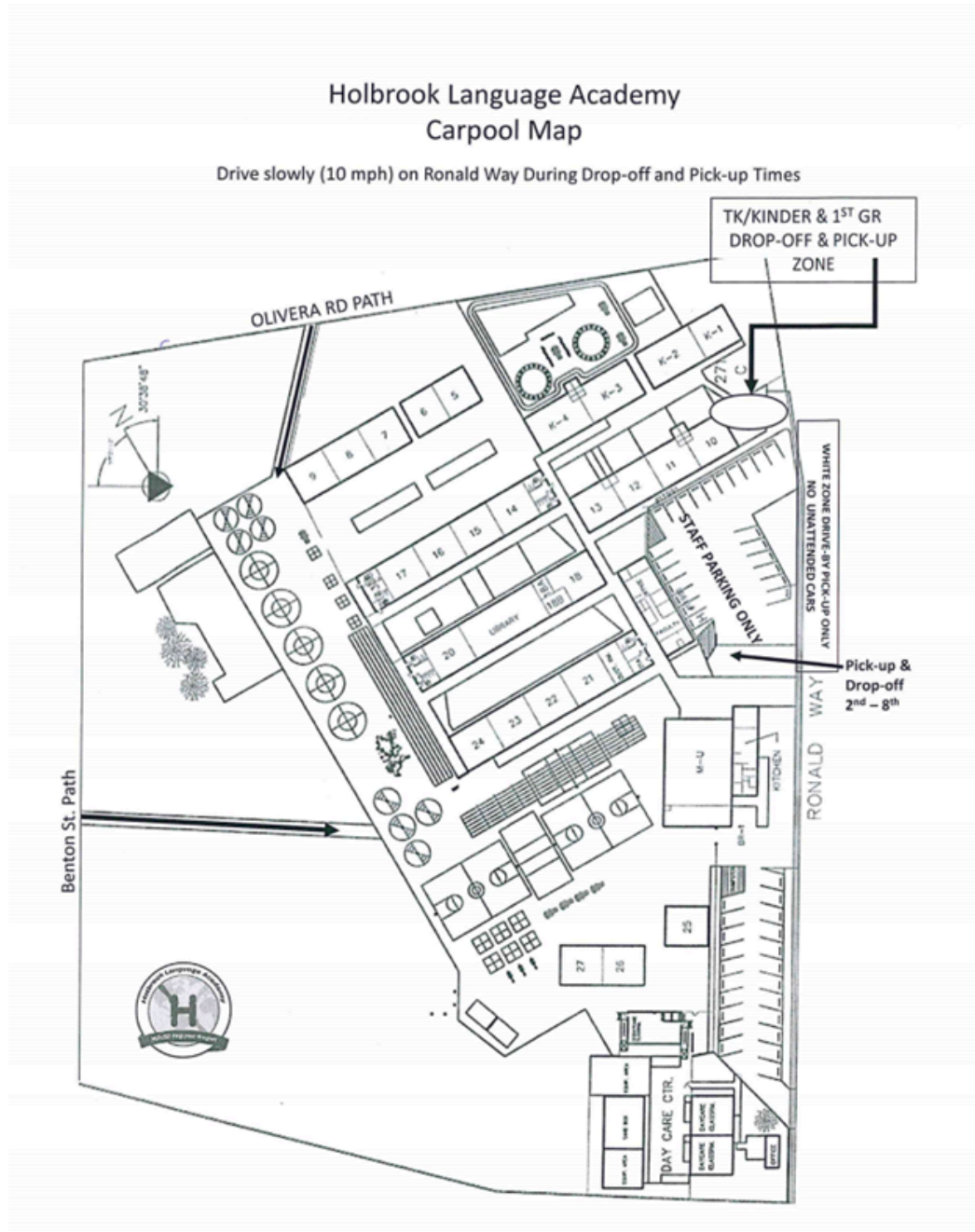
### **Crosswalks**

Pedestrians should use crosswalks when crossing the streets around the school. If volunteer crossing guards are posted at the intersection you are crossing, please respect the directions for the crossing guard.



## Holbrook Carpool Map

Drive slowly (10 mph) on Ronald Way during drop-off and pickup times



Follow the directions of all staff and parent volunteers on the white curb.

**Please no cell phone use-even hands free- during drop off and pick up.**

Distracted driving is dangerous, and our children need our full attention at this time.

No parking is allowed along the white curb. This area is for drop off and pick up only. Please remain in your vehicle.

Make sure students are ready to exit your car and pull up all the way forward. Please stay in line after you drop off or pick up your students and wait your turn to pull out to exit.

***Remember our children are watching and learning from us every day. Please be patient.***

## **EMERGENCY PLANS**

A major responsibility of our staff is to provide immediate aid and comfort following a major earthquake or other disaster, to protect students from hazards in the school, to keep track of each student, and to minimize confusion during an emergency. Earthquakes and other disasters usually happen without warning. Although it is impossible to predict exactly what will happen should a major disaster occur in this area, Holbrook's staff and parents believe that an ongoing program of awareness and preparedness will do much to reduce the confusion that often accompanies such crises.

The school principal (or designee) is entrusted with the overall responsibility for the safety and welfare of all students and staff attending and working at Holbrook. The principal has the authority to assign certificated or classified staff to perform required duties at assigned stations during an emergency.

It is also important for parents to be aware of what they should do in case a major earthquake occurs during school hours. Do not call the school during an emergency. Our biggest concern, other than injuries, will be to control panic. If you are on campus during an emergency, stay with the class and await instructions from the teacher. Parent volunteers can be asked to assist the staff whenever necessary by directing traffic, helping keep children calm, giving first aid, or to act as runners conveying information.

The children will be released to parents or authorized adults using the information on hand. Consequently, it is imperative that all emergency contact information be current. If you change address or phone numbers, notify the school. We need to know how to contact you. The staff remains until all children are released. The Comprehensive School Site Safety Plan is available in the office for your review.

### **Parent Guidelines**

There are many ways during an emergency in which you can make the difference between chaos and safety. Please be assured that everything possible will be done to care for your child at school during an emergency.

REMAIN CALM	It is of the utmost importance that you remain calm. The reaction of the adults will help determine the reaction of the children to a major disaster.
HOME	Care for yourself and own home first. Your child will be cared for until you or an authorized person comes to get your child.
TELEPHONE	DO NOT call the school. We will need to keep our phone lines clear for emergency information. Listen to the radio for reports on conditions.
AT SCHOOL	Go directly to the student release area (TK and K: side gate, 1st-5th main gate, 6-8 gate to the left of the multi use room) to arrange for the release of your child. Students will be with the classroom teacher or grade level teachers.
SIGN A RELEASE	Your child will not be released until you or an authorized adult sign the release. Be patient as this will take time.
EMERGENCY CARD	Please be sure the emergency card is kept up to date with CURRENT medical and student release information.

## **EMERGENCY DRILLS**

Fire drills are held monthly throughout the year, and a record is kept for the time it takes to evacuate the building. Other drills are done in accordance to the county and district regulations. Routes children are to take are discussed with the students during the first few days of school.

### Rules for evacuation

1. Please remain calm and quiet so you can hear your teacher
2. Walk quickly, but do not run to the playground.
3. Stay together so the teacher can take roll at the playground.
4. Remain in the evacuation area until the return to class announcements are made.
5. Return quickly and quietly to your room when it is safe and you are directed.



## Holbrook Language Academy

### PARENTAL AGREEMENT OF SUPPORT

Holbrook emphasizes parent involvement, responsible student behavior, and high curriculum expectations. The optimum support parents can give is to provide a positive atmosphere in which learning is valued and to sustain and encourage the efforts of the child. Research studies have shown that children whose parents are involved in their education are the ones most likely to succeed in school.

Parents are expected to:

1. Read, understand and support the tenets and philosophy and mission of the Holbrook Language Academy.
2. Send a well-rested, well-organized and appropriately dressed child to school on time each morning.
3. Ensure the regular punctual attendance of your child.
4. Monitor and supervise your child's homework assignments; help your child get organized for school the night before. Check the daily planner. **Check the weekly homework folder and return it each week.**
- 5. Read to or with your child on a daily basis.**
6. Make wise decisions about your child's involvement in extracurricular activities after school, to avoid jeopardizing academic progress.
7. Cooperate with enforcement of school policies and procedures.
8. Have a positive, supportive attitude towards the school's staff and teachers.
9. Respond promptly to communication sent by the school that requires parent signature or response.
10. Make an appointment to meet with your child's teacher. Please do not go to the classroom without an appointment. All parents, volunteers and visitors must check in at the office upon entering the campus.
11. Discuss concerns or needs with your child's classroom teacher before contacting the principal.
12. Attend the Back to School Night, Teacher Meet and Greet, and any parent-teacher conferences requested by your child's teacher or school support staff.
13. Remember that a child's interpretation of a school experience may differ from what actually happened. Always listen to your child, but also get clarification by contacting the teacher.
14. Have appropriate expectations for your child's age and developmental level.
15. Develop independence and responsibility in your child.
16. Be responsible for notifying the school within 24 hours regarding your child's absence.
17. Participate in and support the Holbrook PFC and school activities.



## STUDENT RESPONSIBILITIES

***Be Safe.***

***Be Respectful.***

***Be Responsible.***

### **I will be safe:**

- I will act in a considerate and safe manner while in route to and from school and during school hours. I will act in ways that are safe.
- I will arrive at school on time, but not more than fifteen minutes before class starts and I will go directly home after school.
- I will be only in supervised areas. I will not fight or hurt others. I will follow an adult's directions quickly and quietly.
- I will obey classroom rules and regulations.
- I will not bring real or toy (replica) guns, knives, explosives, lighters or harmful objects onto the school campus.

### **I will be respectful:**

- I will be kind to and considerate of others and accept people who may be different from me.
- I will walk quietly and not bother others while going from room to room or to and from the playground. I will use appropriate table manners while eating lunch.
- I will refrain from using profane or vulgar language.
- I will refrain from harassment, bullying people, or making comments about people's bodies, gender, disability, nationality, race, ethnicity, religion or sexual orientation.

### **I will be responsible:**

- I will come to school prepared to learn and will put forth good effort while at school.
- I will complete classwork and homework as assigned. Grades 4/5: I will use my homework planner daily. I will respect the property of the school and others.
- I will use school equipment and materials appropriately. I will replace or pay to repair any books and/or materials that I damage, and will return borrowed items on time.
- I will follow the dress code.
- I will not chew gum at school.
- I will not bring toys, personal physical education equipment, cameras, radios, recorders, computer games, handheld video games, rollerblades, skateboards, and/or roller skates to school unless they are requested and/or approved by the teacher for a specific assignment and for classroom use. A cell phone will be kept off during school hours and won't be used during the school day.

- ★ *By signing the Parent and Student Agreement Contract, I acknowledge that I have read and understood these responsibilities and promise to follow them and the school rules.*
- ★ *I have read and have talked to my child about these responsibilities and I expect my child to always follow them and the school rules.*



## PARENT and STUDENT AGREEMENT OF SUPPORT

- ❖ I agree to actively support Holbrook Language Academy, a regional magnet program offered by the Mt. Diablo Unified School District.
- ❖ I have read and understand the tenets and philosophy/mission of the program.
- ❖ I have also read and understood the parent's and student's responsibilities associated with this program.
- ❖ I have read and talked with my child about these responsibilities and expect my child to always follow them.
- ❖ I understand the importance of using the internet and social media responsibly. I have read the MDUSD Responsible Use Policy for students, and have talked about these responsibilities with my child. I agree to abide by its contents.
- ❖ I will be available for conferences and consultation with teachers and/or administrators when necessary.
- ★ *By signing the Parent and Student Agreement Contract, I acknowledge receiving the Holbrook Language Academy Policies and Procedures, understand the policies and procedures, and agree to abide by them.*
- ★ *My parents have talked to me about, and I have read, the Holbrook Language Academy Expectations, Responsible Use Guidelines and school rules and I pledge to follow these and all of the school rules.*



### Holbrook Language Academy Technology Terms of Use Contract

Students are responsible for the general care of the Chromebook/Device which they have been issued by the school to be used in their home classroom only . Devices that are broken or fail to work properly will be reported to the site tech for repairs by the teacher.

### **General Precautions:**

- No food or drink is allowed next to your Chromebook/Device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks/Devices should be shut down when not in use to conserve battery life.
- Chromebooks/Devices should never be shoved into a desk or backpack as this may break the screen.
- Do not expose your Chromebook/Device to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.

### **Screen Care:**

The Chromebook/Device screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. **Therefore:**

- DO NOT lean on top of the device
- DO NOT place anything near the device that could put pressure on the screen.
- DO NOT place anything in the carrying case that will press against the cover
- DO NOT poke the screen
- DO NOT place anything on the keyboard before closing the lid
- Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook/Device. Teachers will have screen cleaning supplies in each classroom.

### **Personalizing the Device**

Chromebooks/Devices **MUST** remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the school. Spot checks for compliance will be done by administration or tech support at any time.

### **Headphones**

Headphones **MUST BE PROVIDED** by each student. For younger students, we highly recommend over the ear headphones, as the in-ear headphones might be too big for them and fall out. They will be stored in the classroom so make sure they are not fancy and expensive, but durable. No bluetooth headphones or earbuds are allowed.

**Chromebook/Device Identification** All devices will be labeled in the manner specified by the school. They can be identified in the following ways:

- Record of serial number and school tag
- Individual's Google Account username

**\*Under no circumstances are students to modify, remove, or destroy identification labels.\***

### **Accidental Damage to Chromebooks**

Devices will be repaired at no cost to the student, however a student must report the damage and the incident that caused the damage - devices CANNOT be repaired without an explanation of the cause of the damage. If a Chromebook has Non-Accidental claims they will be charged full repair amount

### **Cost of Lost or Intentionally Damaged Device and Accessories**

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged are the responsibility of the student and parents and the replacement cost must be paid to the school. (Prices vary due to the type of chromebook.)

### **Technology Responsible Use General Guidelines**

Students will have access to forms of media and communication in support of their learning, research and in support of educational goals and objectives at Holbrook Language Academy School

- Students are responsible for their ethical and educational use of the technology resources of HOLA.
- Access to HOLA technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the School's Responsible Use Policy. Any violation of these rules will result in the loss of privileges as well as other disciplinary action as defined by the school's Responsible Use Policy, Discipline Policies, or other policies.
- Recognizing it is impossible to define every instance of responsible and irresponsible use, it will be at the discretion of the network administrator and/or school administration to use judgment as to what is responsible in any undefined instance that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of the school's technology resources and/or school network must sign the school Responsible Use Policy and abide by the rules defined in the school's Responsible Use Policy. This is in addition to the rules and policies this document contains.

### **Privacy and Safety:**

- Do not go into any chat rooms other than those set up by your teacher.
- Do not open, use, or change computer files not belonging to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request, it is a responsibility.

### **Legal Propriety:**

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the principal or network administrator if you are in compliance with this law.
- Plagiarism is a violation of the discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and email.



- Students in need of email for academic reasons will only be allowed email access through a Google Gmail system managed by the district. The interface is heavily monitored by corporation network administrators and is subject to filtering of inappropriate content. Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class without permission.
- Email is subject to inspection at any time by the school administration.
- Students will only be able to communicate with other students and faculty unless enabled for academic reasons.

**Consequences:**

- The student or staff member whose name, system account, and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the 1:1 Handbook or the school's Responsible Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof another user is responsible.
- Email, network usage, and all stored files may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.



**BE SAFE**

**BE RESPECTFUL**

**BE RESPONSIBLE**

# Mt. Diablo Unified School District Magnet School Tenets

**Our Mission: To provide leadership for high quality innovative instructional programs that promotes choice, equity, diversity, and academic excellence for all students.**

Mt. Diablo Unified *Scholastic Essentials* Magnet Schools emphasize parent involvement, responsible student behavior and high curricular expectations. The optimum support parents can give is to provide a positive atmosphere in which learning is valued and the efforts of a child is encouraged. Research studies have shown that children whose parents are involved in their child's education are more likely to succeed in school. MDUSD Magnet Schools are built upon the framework and goals of Magnet Schools of America <http://www.magnet.edu/about>



Magnet schools are built on the foundation of **five pillars** and are free public elementary and secondary schools of choice that are operated by school districts. Magnet schools have a focused theme and aligned curricula, are typically more “hands on – minds on” and use an approach to learning that is inquiry or performance/project based. They use state, district, or Common Core standards in all subject areas, however, they are taught within the overall theme of the school. Magnet schools generally attract a wide-range of students based on their interest in a school theme.

**Benefits of magnet schools include:** improved academic achievement, diverse student enrollments, reduced discipline problems, increased cultural competence of students, increased student attendance rates, higher graduation rates, greater teacher satisfaction and reduced teacher turn-over, innovative curricula, specialized teaching staff, and increased parent engagement and satisfaction. Magnet schools boast more parental and community involvement, more personalization through theme-based education, and specialized programs that create a shared sense of community that leads to a safer environment for learning. Teachers are licensed in the areas they teach, and are “highly specialized” through specific theme-based training and professional development.

*As a student and parent attending one of MDUSD's Magnet Schools; You are an important member of your child's educational team. Please review the agreements below, sign, and return to your classroom teacher.*

- I agree to actively support my child's magnet school program.
  - I have read, understand and support the tenets and philosophy of the Mt. Diablo Unified School District Magnet Program as stated above.
  - I have read and understand the parent's and student's responsibilities outlined in the MDUSD Parent Information Packet, and [Holbrook Language Academy](#) Parent/Student Handbook and agree to follow the guidelines.
  - I have read and talked with my child about these responsibilities and expect my child to do their best to follow them on a daily basis.
  - I understand the importance of using the Internet and social media responsibly. I have read the MDUSD Responsible Use Policy for students, and have talked about these responsibilities with my child; I agree to abide by its content.
  - I will be available for conferences and consultation with teachers and/or administrators when necessary.
- ★ *By signing this agreement, I acknowledge receiving the Mt. Diablo Unified School District Magnet School Mission Statement and Expectations, and agree to abide by them.*

## What are Magnet Schools?

### **Magnet Schools**

Magnet schools are built on the foundation of **five pillars** and are free public elementary and secondary schools of choice that are operated by school districts or a consortium of districts. Magnet schools have a focused theme and aligned curricula in Science, Technology, Engineering, and Mathematics (STEM), Fine and Performing Arts, International Baccalaureate, International Studies, MicroSociety, Career and Technical Education (CTE), World Languages (immersion and non-immersion) and many others. Magnet schools are typically more “hands on – minds on” and use an approach to learning that is inquiry or performance/project based. They use state, district, or Common Core standards in all subject areas, however, they are taught within the overall theme of the school.

Most magnet schools do not have entrance criteria, but rather, embody the belief that all students have interests and talents that families and educators believe are better cultivated in a magnet school.

Diversity is an important element of a magnet school. Since student interest in a theme is the only eligibility criteria to attend a magnet school, students from a wide array of backgrounds attend magnet schools. As a result, they promote higher-level cognitive and social learning. Magnet schools make the extra effort to create a sense of classroom and school community and cultivate school spirit. Curriculum is also clear and transparent for families so they can more fully engage in the learning of their students. Magnet schools serve all students including Gifted and Talented, English learners, and students receiving Special Education services.

#### **What are the benefits of Magnet Schools?**

Magnet schools generally attract a wide-range of students based on their interest in a school theme. As a result, magnet schools typically have a diverse body of students from various socioeconomic and cultural backgrounds. Specific benefits of magnet schools include: improved academic achievement, diverse student enrollments, reduced discipline problems, increased cultural competence of students, increased attendance rates, high graduation rates, greater teacher satisfaction and reduced teacher turn-over, innovative curricula, specialized teaching staff, and increased parent engagement and satisfaction. Magnet schools boast more parental and community involvement, more personalization through theme-based education, and specialized programs that create a shared sense of community that leads to a safer environment for learning. Teachers are licensed in the areas they teach, and are “highly specialized” through specific theme-based training and professional development.

#### **Pillars of Magnet Schools**

**Mission Statement:** Providing leadership for high quality innovative instructional programs that promote choice, equity, diversity, and academic excellence for all students.

- **Diversity** is a cornerstone to offering students a global educational experience. Culturally competent educational environments model empathy, respect, and working collaboratively with a variety of persons.
- **Innovative Curriculum and Professional Development** is developed to assure theme-based relevant instruction to students. Effective teaching strategies, emulating from best practices, are implemented through the inclusion of the school's theme. Curriculum is based on high quality rigorous standards that prepare students for higher education and career success.
- **Academic Excellence** is demonstrated through a commitment to multi-dimensional instruction focused on learner needs. Multiple assessment strategies are employed to monitor student learning, progress, and success. High expectations are clearly articulated and personalized supports are in place to address the interests and aspirations of all students.
- **High Quality Instructional Systems** are rooted in well-prepared, well-educated professional educators. Teachers and administrators who are student-centered, collaborative, and inquisitive prepare learners to be world ready, workforce ready, and higher education ready.
- **Family and Community Partnerships** are mutually beneficial, offer a system of support, shared ownership, and a caring spirit and are designed to enhance a theme integrated educational environment. Partnerships with parents are essential for a rich educational experience for students. Community partnerships include a diverse array of stakeholders including business, health and human services, and policy makers to support the education of all students.

#### **Magnet Schools of America Other Resources and Info:**

#### **Goals and Objectives**

**Collaboratively**, with its members and partners, Magnet Schools of America will

- Be the recognized school choice leader for equitable education and international diversity
- Be the leading resources for innovation in integrated theme based teaching and learning
- Have technology-rich accessible services to support the needs of the magnet community
- Serve as the public voice for exemplar magnet schools and high-quality instructional practices
- Influence and impact policy and research locally and nationally
- Have significant relationships and partnerships supporting diversity, educational reform, and community and family engagement.

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Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

# Holbrook Language Academy Parent and Student Agreement Contract

**Both parent and student must sign and date below.**

By signing below, I am confirming that I have read and agree to the following:

- **Holbrook Language Academy Parental Agreement of Support**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- **Holbrook Language Academy Student Responsibilities**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- **Holbrook Language Academy Policies and Procedures**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- **Technology Terms of Use Contract**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- **Mt. Diablo Unified School District Magnet School Tenants**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- **TWDI Parent-Student Contract (if applicable)**

*Students in the TWDI at Holbrook are on an approved Intradistrict Transfer and must maintain the following conditions: satisfactory attendance, behavior and academic progress. If any of these conditions are not met your Intradistrict Transfer may be revoked. Parents/Guardians accept responsibility for transportation.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***(Please PRINT out this page ONLY and return to school for Registration on Walkthru Day)***