

**HOLBROOK
LANGUAGE ACADEMY
TK-8 Two-Way Dual Language
MDUSD Regional Magnet**



**Student & Parent Handbook
2025-2026**

Holbrook Language Academy Parent and Student Handbook

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Holbrook Language Academy Contact Information

Address: 3333 Ronald Way
Concord CA 94519

Phone number: 925-685-6446

Fax number: 925-827-1138

Parent/Student Office Hours:
7:45am - 3:30pm

Holbrook Absence Hotline:
925-685-6446

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

CARES Program Coordinator:
(925) 682-8000 ext. 85647

School Website:
[Holbrook Language Academy School Website](#)

HOLA Social Media and School Communication Platforms



.@HolbrookMDUSD



holbrook_language_academy



Parent Square is the most common source of Parent Communication used by the school. Please, make sure to create an account and read messages to receive updated information.



HOLA Teacher (elementary level) 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.

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. 4



HOLBROOK LANGUAGE ACADEMY

BELL SCHEDULE

2025-2026

ELEMENTARY REGULAR SCHEDULE

<p>Transitional Kindergarten</p> <p>8:10 Line Up 8:10-9:50 Instruction 9:50-10:10 Recess 10:10-10:40 Instruction 10:40-11:00 Lunch recess 11:00-11:20 Lunch 11:20-12:30 Instruction 12:30-12:40 Recess 12:40-1:35 Instruction 1:35 Dismissal</p>	<p>Kindergarten</p> <p>8:10 Line Up 8:10- 9:25 Instruction 9:25-9:45 Recess 9:45-10:40 Instruction 10:40-11:00 Lunch Recess 11:00-11:20 Lunch 11:20-1:00 Instruction 1:00-1:10 Recess 1:10-1:35 Instruction 1:35 Dismissal</p>	<p>Grade 1</p> <p>8:10 Line Up 8:10-9:35 Instruction 9:35-9:55 Recess 9:55-11:00 Instruction 11:00-11:20 Lunch Recess 11:20-11:40 Lunch 11:40-1:10 Instruction 1:10-1:20 Recess 1:20-2:45 Instruction 2:45 Dismissal</p>
<p>Grade 2</p> <p>8:10 Line Up 8:10- 9:35 Instruction 9:35-9:55 Recess 9:55-11:20 Instruction 11:20-11:40 Lunch Recess 11:40-12:00 Lunch 12:00-1:20 Instruction 1:20-1:30 Recess 1:30-2:45 Instruction 2:45 Dismissal</p>	<p>Grade 3</p> <p>8:10 Line Up 8:10-10:00 Instruction 10:00-10:20 Recess 10:20-11:40 Instruction 11:40-12:00 Lunch Recess 12:00-12:20 Lunch 12:20-1:20 Instruction 1:20-1:30 Recess 1:30-2:45 Instruction 2:45 Dismissal</p>	<p>Grades 4 and 5</p> <p>8:10 Line Up 8:10-10:00 Instruction 10:00-10:20 Recess 10:20-12:10 Instruction 12:10-12:30 Lunch 12:30-12:50 Lunch Recess 12:50-2:45 Instruction 2:45 Dismissal</p>

WEDNESDAY EARLY DISMISSAL DAY

TK	K	Grade 1	Grade 2	Grade 3	Grades 4 and 5
8:10 Line Up					
8:10-9:50 Instruction	8:10-9:25 Instruction	8:10-9:35 Instruction	8:10-9:35 Instruction	8:10-10:00 Instruction	8:10-10:00 Instruction
9:50-10:10 Recess	9:25-9:45 Recess	9:35-9:55 Recess	9:35-9:55 Recess	10:00-10:20 Recess	10:00-10:20 Recess
10:10-10:40 Instruction	9:45-10:40 Instruction	9:55-11:00 Instruction	9:55-11:20 Instruction	10:20-11:40 Instruction	10:20-12:00 Instruction
10:40-11:00 Lunch Recess	10:40-11:00 Lunch Recess	11:00-11:20 Lunch Recess	11:20-11:40 Lunch Recess	11:40-12:00 Lunch Recess	12:00-12:20 Lunch
11:00-11:20 Lunch	11:00-11:20 Lunch	11:20-11:40 Lunch	11:40-12:00 Lunch	12:00-12:20 Lunch	12:20-12:40 Lunch Recess
11:20-12:30 Instruction	11:20-1:00 Instruction	11:40-1:35 Instruction	12:00-1:35 Instruction	12:20-1:35 Instruction	12:40-1:40 Instruction
12:30-12:40 Recess	1:00-1:10 Recess	1:35 Dismissal	1:35 Dismissal	1:35 Dismissal	1:40 Dismissal
12:40-1:35 Instruction	1:10-1:35 Instruction				
1:35 Dismissal	1:35 Dismissal				

Caregiver-Teacher Conferences Days (November 3rd-14th)

TK-K 8:10-1:00 1-3rd: 8:10-1:00 4-8th 8:10-1:00

Last Day of School – June 2nd

TK/K: 11:45am ~ 1st-8th: 8:15-12:30pm

BELL SCHEDULE 2025-2026

MIDDLE SCHOOL REGULAR SCHEDULE

Period	Period 1 8:10 – 8:58 AM	Period 2 8:58 – 9:48 AM (Break: 9:45-9:55)	Period 3 9:58 – 10:44 AM	Period 4 10:44 – 11:28 AM (Break: 11:26-11:36)	Period 5 11:38 – 12:24 AM (Lunch: 12:24- 1:04 PM)	Period 6 1:04-1:52 PM	Period 7 1:52-2:40 PM
6th A	Advisory/ Electives	Spanish 6	English 6	Science 6	History 6	Math 6	PE 6
6th B	Advisory/ Electives	English 6	Spanish 6	PE 6	Science 6	History 6	Math 6
7th A	Science 7	History 7	Advisory/ Electives	Math 7	PE 7	Spanish 7	English 7
7th B	PE 7	Science 7	Advisory/ Electives	History 7	Math 7	English 7	Spanish 7
8th A	Math 8	Advisory/ Electives	PE 8	Spanish 8	English 8	Science 8	History 8
8th B	History 8	Advisory/ Electives	Math 8	English 8	Spanish 8	PE 8	Science 8

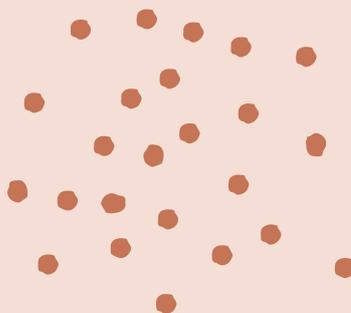
M.S.WEDNESDAY EARLY DISMISSAL DAY +Caregiver Conferences (11/3-11/14)

Period	Period 1 8:10 – 8:50 AM	Period 2 8:50 – 9:30 AM	Period 3 9:30 – 10:10 AM (Break: 10:10- 10:20)	Period 4 10:20 – 11:00 AM	Period 5 11:00 – 11:40 AM	Period 6 11:40- 12:20 PM (Lunch: 12:20- 1:00pm)	Period 7 1:00- 1:40 PM
6th A	Advisory/ Electives	Spanish 6	English 6	Science 6	History 6	Math 6	PE 6
6th B	Advisory/ Electives	English 6	Spanish 6	PE 6	Science 6	History 6	Math 6
7th A	Science 7	History 7	Advisory/ Electives	Math 7	PE 7	Spanish 7	English 7
7th B	PE 7	Science 7	Advisory/ Electives	History 7	Math 7	English 7	Spanish 7
8th A	Math 8	Advisory/ Electives	PE 8	Spanish 8	English 8	Science 8	History 8
8th B	History 8	Advisory/ Electives	Math 8	English 8	Spanish 8	PE 8	Science 8

Last Day of School – June 2nd (8:10am-12:30pm)

Period	Period 1 8:10 – 8:45 AM	Period 2 8:45 – 9:20 AM	Period 3 9:20 – 9:55 AM (Break: 9:55- 10:05)	Period 4 10:05 – 10:40 AM	Period 5 10:40 – 11:15 AM	Period 6 11:25- 12:00 PM	Period 7 12:00- 12:30 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.

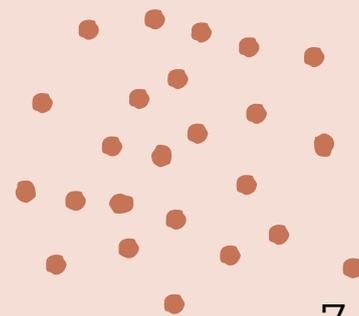


Vision Statement

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.





JOIN HOLBROOK TK-8th grade Dual Language Academy

- ### 1 Two-Way Immersion Program

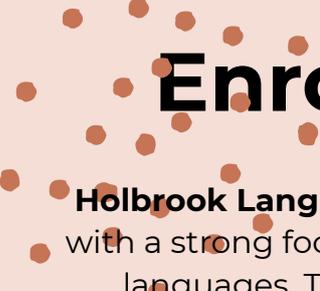
We offer a program with the goals of developing academic language proficiency in English and Spanish, mastery of grade level standards and cultural competency.
- ### 2 Benefits

Bilingual students show increased mental flexibility and problem solving skills, score higher on tests, develop a stronger sense of global citizenship, and have a greater skill set for the future.
- ### 3 Great School community

If your child does not speak English/Spanish at home, our school community works together to make sure your child develops both languages. Our teachers, parents and support staff are HOLAwesome!

[HTTPS://HOLBROOK.MDUSD.ORG/](https://holbrook.mdusd.org/)

At Holbrook Language Academy, we are proud to offer a 50:50 Dual Language Two-Way Immersion Program from Transitional Kindergarten (TK) through 8th grade. In this model, students receive 50% of their instruction in English and 50% in Spanish across all content areas. Our program is grounded in the three pillars of dual language education: bilingualism and biliteracy, high academic achievement in both languages, and sociocultural competence. These pillars guide our work to ensure that students not only become fluent in two languages, but also develop a deep appreciation for diverse cultures and graduate as confident, global citizens.



Enrollment and admission

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

Centralized Enrollment



Curriculum

Holbrook provides a rich academic learning environment with an emphasis on culture and language. We offer daily opportunities to learn through our English/Spanish Dual Immersion program. Multi-cultural events and activities are held throughout the year, and each grade level 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 and Language Structures. Science, Social Studies, Physical Education/Health, Vocal Music, Instrumental Music, Art, Library, Media and Technology Skills and English language Development are included.

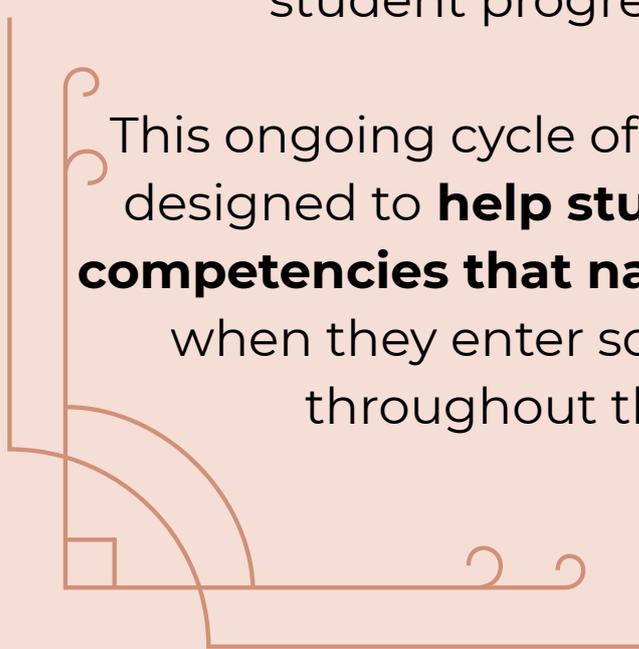
Our HOLA Teachers implement newly and current adopted curriculum in alignment with our district's policies.



Multilingual Learners

- Each Multilingual Learner (formerly known as English Learner) student receives a **structured program of English Language Development (ELD)** designed to **build English proficiency** as effectively and rapidly as possible. ELD instruction is aligned with each student's identified level of language proficiency and is tailored to support their growth in listening, speaking, reading, and writing. Lessons utilize research-based curriculum, instructional strategies, and materials that reflect the unique needs of Multilingual Learners.

To ensure meaningful progress, student learning is continuously **monitored** through a variety of tools, including formative **assessments**, classroom observations, and language proficiency rubrics. Additionally, all English Learners are assessed annually using the English Language Proficiency Assessments for California (ELPAC), which provides valuable data on student progress in acquiring English.



This ongoing cycle of assessment and instruction is designed to **help students develop the linguistic competencies that native English speakers possess** when they enter school and continue to refine throughout their academic journey.

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 Matters

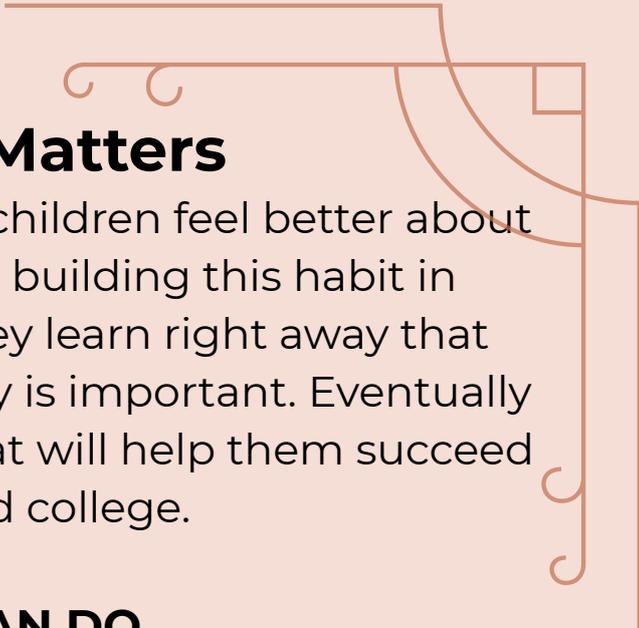
DID YOU KNOW?

- Starting in preschool and kindergarten, too many absences can cause children to fall behind in school.
- Missing 10%, or about 2 days each month over the course of a school year, can make it harder to learn to read
- Students can still fall behind if they miss just one or two days every few weeks
- Being late to school may lead to poor attendance.
- Absences and tardiness can affect the whole classroom if the teacher has to slow down learning to help children catch up.

When Do Absences Become a Problem?

	CHRONIC ABSENCE 18 or more days
	WARNING SIGNS 10 to 17 days
	SATISFACTORY 9 or fewer absences

Note: These numbers assume a 180-day school year.



Attendance Matters

Attending school regularly helps children feel better about school—and themselves. Start building this habit in Transitional Kindergarten so they learn right away that going to school on time, every day is important. Eventually good attendance will be a skill that will help them succeed in high school and college.

WHAT YOU CAN DO

- Set a regular bedtime and morning routine.
- Lay out clothes and pack backpacks the night before
- Keep your child healthy and make sure your child has the required shots.

Develop backup plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.

- Try to schedule non-urgent related medical appointments and extended trips when school isn't in session
- If your child seems anxious about going to school, talk to teachers, school counselors and other parents for advice on how to make your child feel comfortable and excited about learning.
- If you are concerned that your child may have a contagious illness, call your school or health care provider for advice.
- If your child must stay home due to illness, ask the teacher for resources and ideas to continue learning at home.

Source: Attendance Works, 2025

Attendance

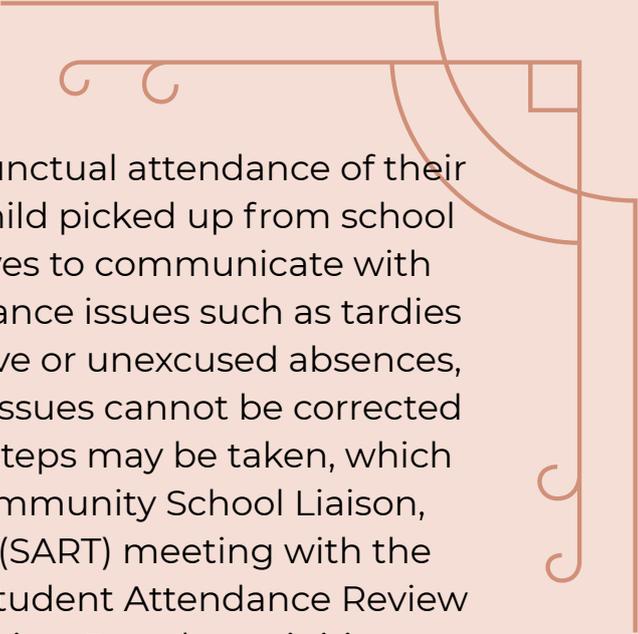


We value, appreciate, and seek out your involvement and collaboration for the success of your student.

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.



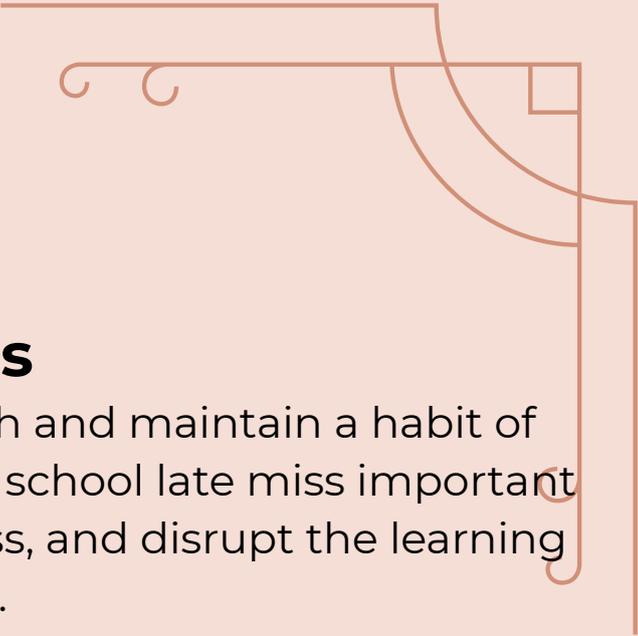
Parents are to ensure the regular, punctual attendance of their child, which includes having their child picked up from school on time at dismissal. Holbrook strives to communicate with parents/guardians regarding attendance issues such as tardies (late to class or late pickups), excessive or unexcused 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

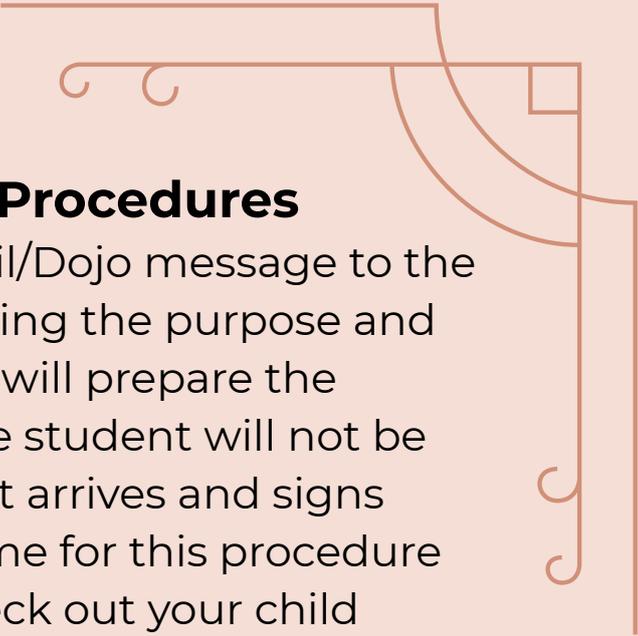
Children are expected to establish and maintain a habit of promptness. Children who arrive at school late miss important information, impact school business, and disrupt the learning of others.

- **School opens at 8:00 AM.** Students are welcome to come to the blacktop area and play until 8:10 AM. Supervision is provided. This is considered a transition time to be ready and on time to start their school day.
- **School begins at 8:10 AM** and any student who arrives after 8:10 AM is marked as tardy. **If your child is late to school, and arrives after 8:10 AM, he/she must report to the school office for a tardy pass** before being admitted to class. Students will be marked tardy, and consequences for repeated/excessive tardiness will apply.

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 directly to class.

Students must report to the office. Parents of TK and kindergarten students arriving late are expected to walk them to the office to obtain a tardy slip, and then walk them to class.



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.

All students are dismissed from the office. 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. Parents must sign their students out and provide reason in writing.

Independent Study Contracts (ISC)

Independent Study contracts of three or more days are available and must be approved by the principal. Requests for Independent Study should be received by the classroom teacher with time 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.

Procedure: Request the ISC to the school secretary. The secretary provides the plan to the teacher to enter classwork, instructional minutes for each piece of work. Parent signs plan. Plan must be completed within 5 days after the end of the ISC and return to the school secretary. Teacher grades work and gives work credit. Attendance is updated on Aeries based on credit.



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 (See schedule for dates) 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).

Students with Individualized Education Program (IEP) should receive progress reports on goals during each reporting period.

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.

Communication from Home to School

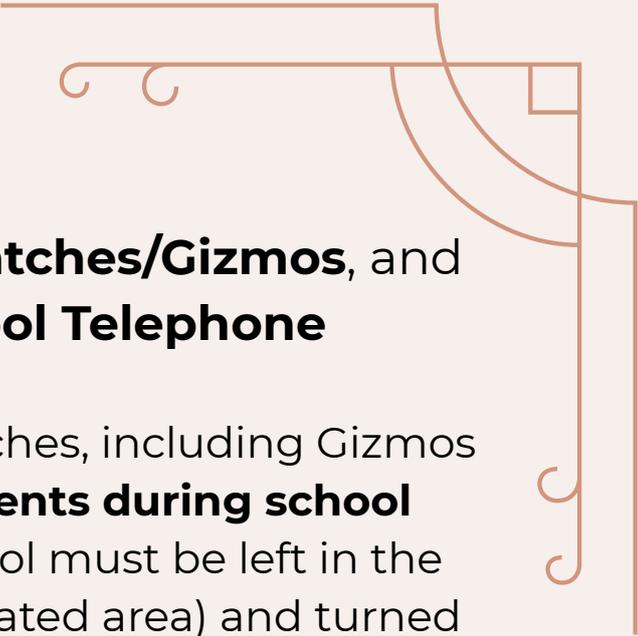
Telephone Messages, Emails, and Written Notes to Staff Members

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 Class Dojo message** are often the best ways 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. Please, do not expect elaborate answers during class time. Our teacher's priority is to provide our students a safe and welcoming environment with high expectations through a rigorous dual language program.

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, leave a Dojo message, or come to the school office to make arrangements for a teacher conference, avoiding unscheduled before/after school classroom visits.

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.



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 (or teacher's designated area) 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.

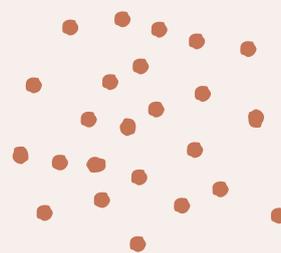
Sweaters, jackets, lunch boxes and water bottles found outside the classroom will be placed in the Lost and Found area by the Custodian closet. Please, note that the Lost and Found items will be available for a week. After 7 days, items will be donated or discarded.

Personal Items, 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. **This is a nut-free 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.



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. Students will be supported with curriculum, books, and documentaries that support students recognizing and accepting many forms of diversity.

Mt. Diablo Unified School District

Board of Education

Resolution No. 2016/17-34

Safe, Welcoming and Inclusive Schools - A Safe Haven Resolution

Whereas, The Mt. Diablo School District Board of Education is committed to the success of all students TK- Adult irrespective of their immigration status, ethnicity, race, religion, sexual orientation, ability, sex and gender identity, social economic status or ideological beliefs, and to the provision of a safe, welcoming and inclusive learning environment to ensure their success;

Whereas, The Board of Education embraces the diversity of our students and families and the rich language and cultural assets they bring to our District and strongly supports and encourages the participation of all parents and families in our schools...

School-wide Behavior Expectations

Holbrook School-wide Student Behavior Expectations Matrix

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

	Be Respectful	Be Responsible	Be Safe
Lunchtime Multi Use room/ Classrooms/ Outside Lunches	<ul style="list-style-type: none"> -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) 	<ul style="list-style-type: none"> -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. -Don't share food. -Bring uneaten/unopened items to the share table -Follow signals and line up to go to the playground. 	<ul style="list-style-type: none"> -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 awareness of the behavior expectations 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 – Blue Ticket Reward System

At our school, we are committed to supporting student growth both academically and socially-emotionally. Our Jetting to Success Blue Ticket System recognizes students who demonstrate strong lifeskills and positive behaviors throughout the school day.

How to Earn a Blue Ticket:

Students can earn a Jetting to Success Ticket when they demonstrate any of the following CASEL social-emotional learning (SEL) competencies and lifeskills:

- Self-Awareness – Recognizing one’s emotions, strengths, and values
- Self-Management – Managing emotions, behaviors, and setting goals
- Social Awareness – Showing empathy, appreciating diversity, and respecting others
- Relationship Skills – Cooperating, communicating clearly, resolving conflict
- Responsible Decision-Making – Making ethical, safe, and respectful choices

Additionally, staff will award tickets when students show:

- Kindness and respect toward others
- Good sportsmanship
- Helping and sharing
- Being courteous and thoughtful in all school spaces

All staff members carry **Jetting to Success Tickets** and distribute them as they observe these positive behaviors.

Redeeming Tickets for Rewards:

Students may redeem their tickets in the office before school, after school, or during recess.

-  10 Blue Tickets – Choose a prize from the reward station
-  50 Blue Tickets – Enjoy Lunch with the Principal

We are proud of our students for showing what it means to be responsible, respectful, safe, and ready to learn. Let’s keep jetting to success together!

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.

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), chrome-books, library books, musical instruments and equipment belonging to the Mt. Diablo Unified School District and loaned to the student through the school.

The school administrator, 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)]

Holbrook Language Academy Student Dress Code

Holbrook Language Academy's dress code guidelines are that **parents/ legal guardians hold the primary responsibility** in determining the student's personal attire, hairstyle, jewelry, and personal items (e.g. backpacks, book bags), and **that such attire, hairstyle, jewelry, and personal items follow our school dress code.**

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.

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. (No crocs allowed.)**
- 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.**

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 of Dress Code

The Principal and staff designee will 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.

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.

The California Universal Meal program continues in the 2025-2026 school year. All students may collect one breakfast and one lunch during the school day at no cost. Your enrolled student is already set up to receive these meals. **No action is required.**

More information and monthly Lunch and Breakfast menu at: [Food & Nutrition Services](#)

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.

Remind your child that food sharing is NOT allowed. 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.

Parent Leadership

SSC

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 Multilingual 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.

AAPAC

An African American Parent Advisory Committee (AAPAC) meets monthly to advise the SSC on all matters related to enhancing services, programs and experiences for African American students and their families. All families are invited to participate in our monthly meetings, and to attend the district's AAPAC.

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.

HOLA PFC: Parent Faculty Club

Website:
holbrookpfcweb@gmail.com

HOLA Spirit Wear Store

The Holbrook Parent Faculty Community (PFC) Club is a collaboration between parents, faculty, and the community that strives to support our school. Its 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. There are several committees focused on supporting our school initiatives.

PFC hosts Facebook grade level pages so parents can get resources and stay updated on school information.



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 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

Part I

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. Do Not approach a child that is not your own.
7. Emergency card information must be kept current. Please notify the office promptly of changes.

IMPORTANT SAFETY REQUIREMENTS

Part II

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, parallel parked, 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.



DROP OFF AND PICK UP PROCEDURES

There are approximately 520 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 allowed 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.

For TK and kindergarten students, parents will have to come to campus via Ronald Way in the morning and in the afternoon. The pathway gates will be open for use in the morning, and in the afternoon. Students must be picked up from the classroom.



WALK HOME STUDENTS and WALK INs

First through eighth grade students walking home independently may use the side (Olivera Road) and back (Benton Street) paths. Parents of students who walk home independently must provide a written permission letter (hard copy or email) to the main office within the first week of school. Email Ms. Egan at eganl@mdusd.org

Walk Ins: 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 open at 7:50am and 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). If you walk your child to school, please stay with your child until 8:02am. There is no supervision before that time.



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. Make sure **students** are ready to **exit your car quickly** 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.
- **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. Post your colored sign/s on your dashboard so school personnel can identify the grade level faster.
- Please be aware of the students in crosswalks in front of the school and exiting cars. **Safety First! Do not use your cell phone.**
- 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. No crossing in the middle of the street is allowed.

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. It is imperative that all emergency contact information be current so we can release students accordingly. 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 in Case of an Emergency

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.

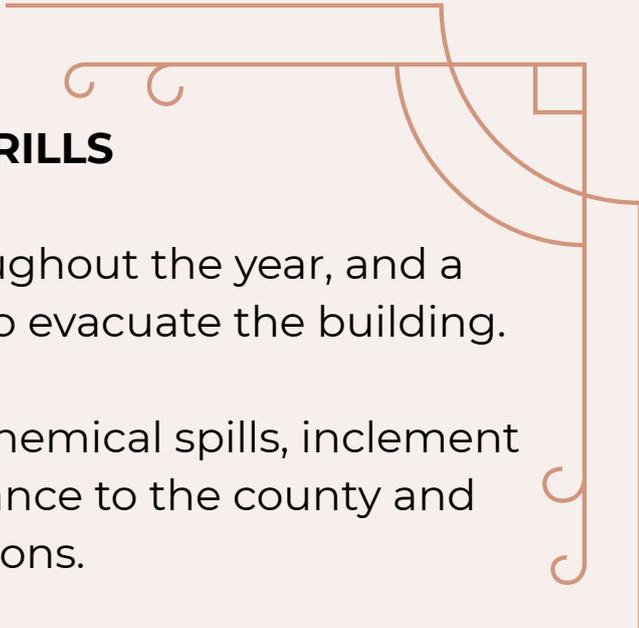
HOME Care for yourself and own home first. Your child will be cared for until you or an authorized person comes to get your child.

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 (from Aeries Data Confirmation).



EMERGENCY DRILLS

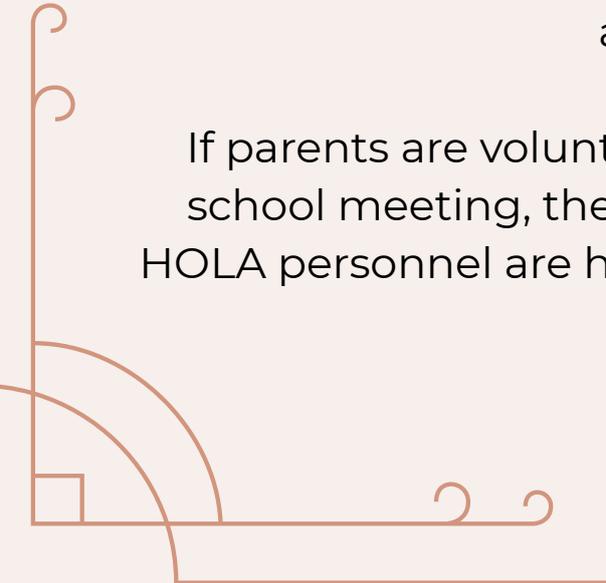
Fire drills are held monthly throughout the year, and a record is kept for the time it takes to evacuate the building.

Other drills (earthquake, intruder, chemical spills, inclement weather, etc.) 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.



If parents are volunteering in the classroom or are in the school meeting, they all must participate in the drills. All HOLA personnel are highly involved in each emergency drill.

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, 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. 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.

Parent and Student Agreement Acknowledgement

By signing the Parent and Student Agreement Contract, I confirm that I have read and fully understood the responsibilities outlined in the document.

I acknowledge the importance of these expectations and agree to support and follow all school rules and procedures.

I have reviewed and discussed these responsibilities with my child to ensure their understanding.

I expect my child to uphold these expectations and consistently follow school rules to contribute to a safe, respectful, and positive learning environment.

I understand that there will be appropriate consequences if these responsibilities or school rules are not followed.



Holbrook Language Academy
Policies and Procedures
PARENT and STUDENT AGREEMENT OF SUPPORT

- I agree to actively support Holbrook Language Academy, a regional magnet program two-way immersion dual language 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

Taking Care of Your Device

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.

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.

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- 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.

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- 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.

Technology Vision

Every student in the 1:1 program will have equitable access to a device for educational use at school and at home in order to access 21 Century technology-embedded learning opportunities.

Mt. Diablo Unified School District's 1:1 Technology Program

MDUSD's 1:1 Technology Program provides that every student in this program will have access to a device for their own educational use at school and at home throughout the school year. Students in grades 2-12 are issued a device to use for learning in school and at home. 54

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: _____

- 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 Jets Take Off Day/Walkthru Day

