



FAMILY HANDBOOK

2023-2024



Holabird Academy #229
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Stephanie Novak Pappas, Principal
"Open Hearts, Open Minds"
"Corazones Abiertos, Mentes Abiertas"

Dear Holabird Families:

Welcome to Holabird Academy. This handbook has been prepared to provide Holabird families with useful information about our fabulous school.

Please use this handbook as a reference throughout the school year. It has information about school policies and procedures, but feel free to contact the school if you cannot find what you are looking for or need additional information.

We believe your child's success in school is dependent upon good communication between school and home as well as being informed of our expectations, policies, and procedures for the school year.

We look forward to a safe and productive school year. All of us are energized and ready for a fantastic year with the students!

Thank you in advance for all of your support with our students.

Sincerely,

Stephanie Novak Pappas

Estimadas familias de Holabird:

Bienvenido a la Holabird Academy. Este manual ha sido preparado para dar todas las familias de Holabird información útil sobre nuestra escuela fabulosa.

Por favor, utilice este manual como referencia durante todo el año escolar. Tiene información sobre las políticas y procedimientos de la escuela, pero no dude en comunicarse con la escuela si no puede encontrar lo que está buscando o si necesita información adicional.

Creemos que el éxito de su hijo en la escuela depende de la buena comunicación entre la escuela y el hogar y también que la familia esté informado de nuestras expectativas, políticas y procedimientos para el año escolar.

Queremos tener un año escolar seguro y productivo. ¡Todos nosotros estamos energizados y listos para un año fantástico con los estudiantes!

Gracias por todo su apoyo con nuestros estudiantes de antemano.

Atentamente,

Stephanie Novak Pappas

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School Instructional and Support Team

- **Principal:** Mrs. Stephanie Novak Pappas (SJNovak@bcps.k12.md.us)
- **Assistant Principal:** Ms. Heather Hilde (HLHilde@bcps.k12.md.us)
- **Assistant Principal:** Ms. Bethany Jacobs (BAJacobs@bcps.k12.md.us)
- **Literacy and Technology Coach:** Ms. Laura Hartman (LCPiper@bcps.k12.md.us)
- **Math Educational Associate:** Mr. James Hall (JHall02@bcps.k12.md.us)
- **Social Studies Educational Associate:** Ms. Sidney Thomas (SLThomas@bcps.k12.md.us)
- **ESOL Educational Associate:** Ms. Gina Randazzo (GLRandazzo@bcps.k12.md.us)
- **Secretary:** Ms. Kelly Jenkins (KDJenkins@bcps.k12.md.us)
- **ESOL Para/Main office:** Ms. Terry Romero (TERomero@bcps.k12.md.us)
- **Community School Director:** Mr. Blake Maciel (BlakeMaciel@ymaryland.org)

Teachers and Staff

Staff Member	Position	Room #	E-mail
Ms. Hoosier	IEP Chair	106K	SSilverstein@bcps.k12.md.us
Mr. Josh	Social Worker	106J	JAgon-Barnes@bcps.k12.md.us
	Social Worker		
Dr. Dial	School Psychologist	109	TDial@bcps.k12.md.us
Ms. Gellman	School Psychologist	109	AGellman@bcps.k12.md.us
	Speech Pathologist	108	
Ms. McFarland	Special Education	138	GSmcFarland@bcps.k12.md.us
Ms. Stinson	Paraeducator		LStinson@bcps.k12.md.us
Ms. Kouvel	Pre K Teacher	130	EAKouvel@bcps.k12.md.us
Ms. Gutierrez	Paraeducator		STgutierrez@bcps.k12.md.us
		129	
Ms. Stewart	Paraeducator		DMstewart@bcps.k12.md.us
Ms. Pagan	Pre K teacher	131	
Ms. King	Paraeducator		Jking@bcps.k12.md.us
Ms. Fincke	Kindergarten Teacher	133	KNgutshall@bcps.k12.md.us
Ms. Duprey	ESOL Teacher		LDuprey@bcps.k12.md.us
Mr. Carey	Kindergarten Teacher	135	DWcarey@bcps.k12.md.us
Ms. Hidalgo	Paraeducator		AHidalgo@bcps.k12.md.us
Ms. Gant	Kindergarten Teacher		DMgant@bcps.k12.md.us
Ms. Romine	Special Educator	134	SNromine@bcps.k12.md.us
Ms. Surgeon	1st Grade Teacher	123	KMBurnham@bcps.k12.md.us
Ms. Reeser	Paraeducator		ESreeser@bcps.k12.md.us
Ms. Haris	1st Grade Teacher		AZharis@bcps.k12.md.us
Ms. Kopelke	ESOL Teacher	116	LWilsonKopelke@bcps.k12.md.us
Ms. Montana	1st Grade Teacher	124	
Ms. Bondyra	Paraeducator		KBondyra@bcps.k12.md.us
Ms. Garvey	2nd Grade Teacher	119	SLgarvey@bcps.k12.md.us

Mr. Torsell	2nd Grade Teacher	117	MKTorsell@bcps.k12.md.us
Ms. Clinton	Spec. Education Para		
Ms. Couture	2nd Grade Teacher	121	SNcouture@bcps.k12.md.us
Ms. Blakey	Paraeducator		
Mr. Jenkins	3rd Grade Teacher	209	CLjenkins@bcps.k12.md.us
Ms. Payne	3rd Grade Teacher	208	
Ms. Otero	ESOL		YOtero@bcps.k12.md.us
Ms. Waeltz	3rd Grade Teacher	210	
Ms. Orlins	Special Education		EOrlins@bcps.k12.md.us
Ms. Slane	4th Grade Teacher	212	
Ms. Jaskowski			EMjaskowski@bcps.k12.md.us
Mr. Redd	4th Grade Teacher	214	BRedd@bcps.k12.md.us
Ms. Perrera	ESOL		AMPerrera@bcps.k12.md.us
Ms. Webb	4th Grade Teacher	215	KWebb@bcps.k12.md.us
Ms. Kane	Special Education		KKane@bcps.k12.md.us
Ms. Perry	ESOL	228	
Ms. Marcum	5th/6th Science	218	
Ms. Fiakowski	ESOL		
Ms. Rineholt	5th/6th ELA	220	DRineholt@bcps.k12.md.us
Ms. Ball	5th/6th Math	227	
Ms. Singleton	Special Education		
Teacher Geer	7th/8th Math	221	AHGeer@bcps.k12.md.us
Mr. McFadden			BMMcfaden@bcps.k12.md.us
Mr. Lasko	7th/8th Social Studies	223	KALasko@bcps.k12.md.us
Ms. Hollin	7th/8th ELA	225	GMhollin@bcps.k12.md.us
Ms. Edge	ESOL		AEdge@bcps.k12.md.us
Ms. Kirkman	7th/8th Science	200	
Mr. Schojan	Yoga/Mindfulness	Library	PCSchojan@bcps.k12.md.us
Ms. Lewis	Health and PE	Gym	JLewis05@bcps.k12.md.us
Mr. Huff	PE	Gym	REHuff@bcps.k12.md.us
Ms. Bowers	Music	141	JABowers@bcps.k12.md.us
Ms. Byrd	Art	126	
Ms. Unger	Sustainability	140	JTUnger@bcps.k12.md.us
Mr. Jackson	Library		
Mr. Terry	Immersive Media	127	ARTerry@bcps.k12.md.us
Mr. Patterson	Resource Para		TPatterson01@bcps.k12.md.us
Ms. Webster	Paraeducator		

Judy Center

- Coordinator: Mrs. Maggie Warren (MEMurphy@bcps.k12.md.us)
- Family Services Coordinator: Ms. Joane Espinoza (JMEspinoza@bcps.k12.md.us)
- Specialist: Ms. Cotina Murphy (CMurphy02@bcps.k12.md.us)
- Bilingual Specialist: Ms. Katerin Ariola (KFAriolaGomez@bcps.k12.md.us)
- Bilingual Outreach Specialist: Ms. Maricruz Abarca (MAbarca@bcps.k12.md.us)

School Calendar

- All events are placed on Class Dojo. If you are not connected, please contact your child's teacher.

Academic Calendar

- Quarter 1: August 28, 2023 – October 30, 2023 (44 academic days)
 - Progress Reports: September 27, 2023
- Quarter 2: October 31, 2023 – January 18, 2024 (46 academic days)
 - Progress Reports: December 6, 2023
- Quarter 3: January 19, 2024 – April 3, 2024 (44 academic days)
 - Progress Reports: February 22, 2024
- Quarter 4: April 4, 2024 – June 11, 2024 (46 academic days)
 - Progress Reports: May 6, 2024

School Closings

- Labor Day: September 4, 2023
- **Asynchronous Day of Learning: October 6, 2023**
- Professional Development for Teachers: October 20, 2023
- Professional Development for Teachers: November 17, 2023
- Wellness Day: November 22, 2023
- Thanksgiving Break: November 23 – 26, 2023
- **Asynchronous Day of Learning: December 1, 2023**
- Wellness Day: December 22, 2023
- Winter Break: December 23, 2023 - January 1, 2024
- Martin Luther King Day: - January 15, 2024
- Professional Development for Teachers: January 26, 2024
- Wellness Day: February 16, 2024
- President's Day: February 19, 2024
- **Asynchronous Day of Learning: March 1, 2024**
- Professional Development for Teachers: March 15, 2024
- Spring Break: March 25, 2024 - April 1, 2024
- Primary Election Day: May 14, 2024
- Professional Development for Teachers: May 17, 2024
- Memorial Day: May 27, 2024

Asynchronous Days & Parent Teacher Conferences – NEW in 2023

- Students do not come to school on asynchronous days. Students will complete assignments at home, using their school devices and Google Classroom/See-Saw.
- On Asynchronous Days, teachers will hold Parent-Teacher Conferences.
- To sign up for a parent teacher conference, please contact your child's teacher(s) directly.

Early Release Days

- Students release at 12:40 pm:
 - November 3, 2023
 - January 19, 2024
 - April 5, 2024
 - June 11, 2024 (last day of school)

Other Meetings and Upcoming Events

- Back to School Night All Grades: Tuesday, September 12th from 5:00 – 7:00 p.m.
- Parent University (Asynchronous Learning)
 - Thursday, 9/28 from 5:30 pm - 6:30 pm
 - Friday, 9/29 from 9:15 am - 10:15 am
- Parent Teacher Conferences: October 6, 2023
- Awards Assemblies
 - Quarter 1: Friday, November 3, 2023
 - Quarter 2: Thursday, January 25, 2024
 - Quarter 3: Friday, April 5, 2024
 - Quarter 4: Thursday, June 6, 2024 (PK, K, 2, 3, & 8)
Friday, June 7, 2024 (Grades 1, 4, 5, 6, & 7)
- Parent Teacher Conferences: December 1, 2023
- Winter Band Concert: Tuesday, December 19, 2023
- Parent Teacher Conferences: March 1, 2023
- Community Night: Thursday, May 23, 2024
- Spring Band Concert: Tuesday, May 28, 2024
- Field Day: Wednesday, June 5, 2024
- Pre-K, Kindergarten, 8th Grade Closing Ceremonies: Thursday, June 6, 2024

School-wide Assemblies

- Holabird Academy has several school-wide assemblies throughout the school year. The assemblies include:
 - Hispanic Heritage Month Assembly: Friday, October 13, 2023
 - Holiday Assembly: Thursday, December 21, 2023
 - Black History Month Assembly: Friday, February 23, 2023
 - Acceptance Assembly: Monday, June 3, 2024
 - Juneteenth Assembly: Monday, June 10, 2024
- Families are invited to attend all school wide assemblies. Details are communicated via Class Dojo. Appropriate decorum and adult behavior is required for all assemblies.

General Policies and Procedures

School Hours

9:00 a.m. – 3:40 p.m.

Smoking

Holabird Academy is a smoke-free campus. There is no smoking permitted within 50 feet of the school grounds at any time.

School-Age Entry

Students entering elementary school must comply with the following age requirements:

- Pre-K is available for children age 4. The child must be 4 years old on or before September 1st the year of entry (2023).
- Kindergarten is mandatory and the student must be 5 years old on or before September 1st the year of entry (2023).

Student Arrival

- Breakfast will be served from 8:45-9:00 a.m.
- Students are not supervised until 8:45 a.m. Students should not arrive on campus prior to 8:45.
- Students who are eating breakfast will enter the school through the main doors and go directly to the cafeteria.
- Once they are in the cafeteria they will not be allowed to leave until the start of school.
- Only Holabird students are allowed in the cafeteria for breakfast. After the first week of school, no parents will be allowed in the cafeteria for breakfast.
- Breakfast can only be served to Holabird students, in accordance with Federal Food Guidelines.
- Students in Pre K-5, who are not eating breakfast, will line up at their designated area and enter school at 9:00 regardless of weather conditions.
- Students are expected to stay in the assigned areas and follow all school rules.
- Students are not permitted to walk through the building or go to classrooms prior to 9:00.
- Teachers will pick up students at 9:00 am.

Late Arrivals

- Students arriving after 9:05 will be considered late and must report to the main office to sign in and receive a late pass before going to the classroom.
- If a student is more than 45 minutes late to school, he or she should be accompanied to the main office by a guardian who will sign the child into school.
- A lateness will only be marked excused if a parent comes in to sign in the student or a note is sent with the student when they arrive at school from a parent or guardian explaining why the student is late.

Student Dismissal

- All students exit their classrooms at 3:40 for dismissal.
 - Pre-K – K will be dismissed from the library.
 - 1st and 2nd grade will dismiss from the main doors.
 - 3rd - 8th grade will dismiss from the back doors and walk around to the front of the school.
- Siblings picking up younger students must dismiss with their class and meet their sibling at the designated location.
- If someone other than the parent/guardian needs to pick up a student, they must be on the emergency card listed as a designated pick up person.
- If a child is picked up from the office, a photo ID must be presented to the office staff before a child will be released.

Early Dismissal

- If your child is being picked up early from school, you must send in a note in the morning or call the office.
- Early dismissals should occur prior to 3:20 unless a note is sent in for an appointment.
- No early dismissals after 3:20.

- A child will not be called down to the office for dismissal prior to the parent or guardian being present in the office to pick up the child.

Change in Dismissal Routine

- To ensure the safety of the students, it is important that any change in routine be communicated in advance by a written note or phone call.
- Changes must be communicated prior to 3:15 pm.
- Dismissal is very busy and there needs to be sufficient time to communicate the change to the teacher.
- It is imperative that any changes regarding a student riding the bus be conveyed with a written note. This prevents confusion on the part of the child, the school, and the bus driver.
- If a child is picked up more than 15 minutes late on 3 or more occasions, the family will be referred to the Student Support Team for further support.

Dogs and Other Pets

- Dogs are not permitted on school grounds. Parents and guardians should not bring dogs onto school grounds when bringing students to school and when picking up students at dismissal. Some children are afraid of dogs, and some dogs can behave unpredictably around crowds of people.

Child Custody

- If legal custody stipulations apply to your child, it is required that copies of this information be provided to the office.
- Additionally, we will need copies of any custody changes.

Classroom Communication

- The Class DOJO app, and website, is used school-wide to communicate with families about timely school or classroom information. Each year, teachers invite families to download the app and join their group. Please be sure to join Class DOJO so you do not miss important information and events.
- We encourage open communication with our staff. If you need to speak with your child's teacher please contact the teacher via email (all emails are in the front of the handbook), call the school to leave a message, or send a message on Class DOJO.
- Parents are not permitted to meet with teachers without prior notification.

Attendance

- Students not present in school are considered absent.
- Students are expected to return to school with a note explaining the reason for their absence. These notes should be submitted to the main office.

Excused Absences

- Personal illness, appointments with health professional that cannot be made outside of the regular school day, observance of a religious holiday when the observance is required during the regular school day, emergency family situation such as a death in the family, suspension

Unexcused Absences

- Any absence not accounted for with a note to the office will be marked unexcused in the student's permanent record.

Family Vacations

- Vacation is considered by Baltimore City Public Schools to be an unlawful absence from school.
- Teachers are under no obligation to provide advanced work for families who plan vacations during the school year.
- School administrators and teachers will evaluate the educational merit of certain travel to allow for possible alternate assignments for which students may receive credit in relevant content areas.
- Before planning a family vacation, families should consider the following:
 - More than 10 days of unlawful absences may cause a student to be in danger of repeating the grade.
 - Court referral is submitted after 17 days of unlawful absence.

School Closings/Delays:

- If school is closed due to inclement weather or any other emergency, the district will inform local news stations as well as post on their website.
- In addition, Holabird Academy will notify parents through our DOJO, Facebook, Twitter account, and a robo-call.
- Students will not be admitted into the school prior to a delayed start time, and students will not be supervised outside prior to a delayed start time. For this reason, it is important that parents have a prearranged plan of what to do on days when school is delayed as teachers and staff will not be able to accept students who arrive prior to the revised start time.
- If there is a 2 hour delay, students are not to arrive at school until 11:00 a.m.
- **Breakfast is not served when school is delayed.**

Cell Phones/Electronic Devices

- Students in grades PK-4 are not permitted to have cell phones.
- Students in Grades 5-8 must place cell phones in their lockers at the beginning of the day. Cell phones are to remain in lockers until dismissal.

Dress Code

- Holabird Academy does NOT require uniforms. However, students are expected to dress in a manner appropriate for school, and must follow the Baltimore City Public Schools dress code:
 - Apparel with vulgar statements or images promoting illegal drugs, alcohol, sex, violence, or gangs is not allowed.
 - Clothing must not advertise products which students may not legally purchase.
 - Students may not wear excessively ripped clothing.
 - Shorts and skirts may not be shorter than fingertip length.
 - Halter tops, spaghetti straps, muscle shirts, belly shirts, or see-through tops are not allowed. Shirts should cover the students' stomach. No midriff tops are allowed.
 - Footwear must be school appropriate (no slippers, flip-flops, or heels).
 - No pajama-type attire, undershirts or other bedtime attire is allowed. Undergarments must be covered at all times and may not be seen through other clothing.
- Any student in violation of the dress code will be required to change into appropriate Holabird attire or will need to contact a parent or guardian to bring a change of clothes.
- Students are welcome to wear Holabird uniform shirts or Holabird attire.
- **Tennis shoes should be worn on the days students have physical education class. This is a requirement for the class.**
- **Your voluntary monitoring of your child's clothing is greatly appreciated. In the event that your child is not in compliance with the guidelines, we will:**

- Call to see if someone can bring a change of clothes to school
 - Give the student something to wear if available for the day
 - Tell students with inappropriate writing on their clothes to wear them inside out
- Students with improper footwear may not be allowed to participate in some activities.

Birthdays

- Birthdays are a special time for students and their families, and we appreciate that students want to share their birthday celebrations with their classmates. However, we must also ensure that birthdays do not disrupt the instructional day or interfere with the health and safety of our students.
- **Birthday parties are not allowed during the school day.**
- Balloons may not be brought into the classroom.
- You may send in a small treat to recognize your child's special day. If a student wants to bring in a treat to celebrate his or her birthday, we prefer the treat to come in the form of traditional "party favors" such as pencils, stickers, bookmarks, mini-notebooks as opposed to food items.
- If you would like to bring in cupcakes or food items for your child's birthday, they must be store bought and kept in their original container with the nutrition label in place as many of our students have severe food allergies.
- You may send in the treat with your child when they come to school or drop the treat to the main office before 3:00 p.m.
- Birthday treats will be distributed by the teacher in the last 30 minutes of the school day.
- The teacher must be given at least 24 hours notice before sending in a treat.

Health Information

- Students must have all immunization records up to date and provide a copy to the school. Failure to do so may result in your child being unable to attend school.
- Children may be exempt from immunization requirements due to medical or religious reasons:
 - **Medical** – a statement signed by a physician stating that specific vaccines cannot be given to the student
 - **Religious** – a signed statement from the parent or guardian stating immunization is against their religious beliefs

When to Keep Your Child at Home

- It is expected that you keep your child home if he/she has experienced the following within 24 hours of the next school day:
 - Fever (over 100 F),
 - Vomiting
 - Rash, or
 - Diarrhea

Medication:

- Whenever possible, please administer medication at home.
- If a student needs to take medication at school, the parent must do the following:
 - Bring the medication to the school nurse. **A child may not bring in any medicine to school. This includes all over the counter medications like Tylenol, cough drops, cold medicine, and allergy medicine.**
 - All medication must arrive at school in the original container.
 - A **Prescription and Non-Prescription Medication form** must be filled out and turned in to the nurse.
- If there are any changes to long-term prescription medication given during school hours, this order must come from a doctor.

- Long-term prescription medication must be renewed each year.
- **Medications are only dispensed by the school nurse or her trained designee. All medication must be locked in a cabinet in the nurse's office. If you have any questions, please contact Ms. Nicole Faust.**

Emergency Notification

- Occasionally situations arise at school that may require emergency care.
- **Please provide current home, work, and cell phone numbers for parents/guardians and at least 2 friends or family who may be contacted during school hours.**
- Parents/guardians will be called first; however, if we are unable to reach them we will proceed to call the contacts listed.
- If we feel it is necessary for the safety of your child, we will call 911.

Visitors

- **For the safety of our community, all visitors must report to the office, provide photo identification, and wear a visitor badge while in the building.**
- All visitors will be escorted to their designation.
- If you are visiting a classroom, instruction **must not** be interrupted.
- In order to minimize interruptions/distractions to learning and for safety purposes parents/guardians will not be allowed to go directly to classrooms to deliver lunches, messages, a forgotten assignment, clothing, etc.
- Parents and visitors are required to drop off any deliveries at the school office, and the office will make all deliveries to students.

Bus Transportation

- If your child is eligible for corner to corner transportation, please call the school to find out the pickup time and the correct bus stop.
- Students are expected to follow the set of expectations below to decrease inappropriate behavior on school buses while creating a climate of respect and cooperation.
- **In cases when a student does not conduct himself or herself properly on the bus, the principal will be notified by the bus driver. Children who become a serious disciplinary problem on the bus may have their privileges suspended by the principal.**

Bus Expectations

- Speak respectfully to the bus driver and peers
- Stay in your seat at all times
- Keep your feet under your seat and out of the aisle
- No eating or drinking on the bus
- Use a quiet voice when speaking to peers on the bus

Lunch

- Students will have a 35 minute lunch period.
- All students are eligible to receive a free lunch.
- Students should not share their lunch with their peers due to potential allergies.
- Students are not permitted to use the microwave or have food heated up by staff.
- Students may not bring glass bottles to school.
- Students cannot order or have food delivered for them.

Toys

- Toys are not allowed in school unless the student has permission from the teacher.
- Toys will be taken and staff will hold them until the end of the day.
- If a student repeatedly brings in toys, the toys will be held until a parent can pick-up.

Lockers

- Book bags must fit within your locker.
- All students in **grades 5-8** are required to put their belongings in their lockers.
- All students will be provided with a combination lock for their locker.
- Students should make sure their locker is locked every time it is used and should not give their locker combination to anyone.
- Students are not allowed to share a locker with anyone.

Grading Policy

- Please find the entire grading policy linked [here](#).
- Students grades are determined using the following:
 - Assessment: 70% (Formative assessment - 50%; Summative Assessment - 20%)
 - Classwork/Participation: 30%

Grading Scales

- Grades Pre-K -1
 - P=Proficient: 80-100%
 - I=In Process: 60-79%
 - N=Needs Development: Below 60%
- Grades 2-5
 - E = Excellent 90-100
 - G = Good 80-89
 - S = Satisfactory 70-70
 - P = Poor 60-69
 - U = Unsatisfactory 59 or below
- Grades 6-8
 - 97-100 A+ 73-76 C
 - 93-96 A 70-72 C-
 - 90-92 A- 67-69 D+
 - 87-89 B+ 63-66 D
 - 83-86 B 60-62 D-
 - 80-82 B- 59 and below F
 - 77-79 C+
- INC = Incomplete. The "INC" grade may be used temporarily for students who have been lawfully absent from school and have not had an opportunity to make up missed work prior to the end of a marking period.
- L = Late Enrollment. An "L" will be issued when students enroll in a course near the end of a marking period, without available equivalent grades from a prior school to inform the calculation of the marking period grade.
- PASS= Pass. A "PASS" may also be used for English Language learners (ELs) in the beginning stages of English language acquisition (WIDA levels 1-1.7, verified in the online student information system) when English proficiency limits accuracy of earned letter grade.

Quarterly Awards Assemblies

- Each quarter, we celebrate the achievement and growth of our scholars. Our scholars can earn the following awards each quarter.
- Families are invited to attend the Awards Assemblies.
- Awards include:
 - Principal's Honor Roll - anyone with all Es or GPA 3.5 or above in ALL CLASSES (this includes resource / essential classes)
 - Honor Roll - anyone with Gs or Es or GPA of 3.0-3.49
 - Achievement Award - Reading / ELA (2 per homeroom)
 - Achievement Award - Math (2 per homeroom)
 - Achievement Award - Science (2 per homeroom)
 - Achievement Award - Social Studies (2 per homeroom)
 - Most Improved Reading (2 per homeroom)
 - Most Improved Math (2 per homeroom)
 - Most Improved Science (2 per homeroom)
 - Most Improved SS (2 per homeroom)
 - PBIS Awards: Respect, Responsibility, & Safety
 - Holabird H.E.A.R.T.S. Awards (Happiness, Empathy, Achievement, Resilience, Teamwork, & Sustainability)
 - Essentials Awards: Music, Physical Education, Sound Mind and Body, Art, Sustainability, Immersive Media
 - Perfect Attendance (100% attendance)
 - Excellent Attendance (95% or higher)

Closing Ceremonies

- Holabird Academy has closing ceremonies for the following grades:
 - Pre-K
 - Kindergarten
 - 8th Grade
- Holabird Academy does not have a closing ceremony for 5th grade. This is because our student will matriculate to 6th grade within Holabird. The 5th graders will receive a "Moving Up" certificate during the Quarter 4 assembly.

Emergency Drills

- Throughout the school year, all students and staff members participate in various drills to educate students on the procedures if there were a real emergency.
- The purpose of the Holabird Emergency Plan is to educate all faculty, families, and students on their roles and responsibilities before, during, and after an incident and to ensure in the event of an emergency that all stakeholders are able to act quickly and calmly.

Evacuation

- Students and staff are led to the closest and safest way out of a building and roll is taken.

Reverse Evacuation (Alert)

- Students and staff are moved as quickly as possible back into secure locations within the building and roll is taken. This is often done when there's police activity or a potentially dangerous situation in the neighborhood around the school.

Lockdown

- When there is a potential danger inside the building or outside on school grounds, all doors are locked, everyone moves to a classroom or other secure area and locks the doors, and staff and students stay together quietly in a protected area of the room.

Severe Weather

- When there is a weather warning (such as for a possible tornado), everyone moves quickly to the designated area in the building.

Shelter-in-Place

- When there is a gas or chemical leak outside a building, everyone moves to a designated area in the building, away from the affected area.

Drop, cover, and hold

- When there is an earthquake or other danger to the building structure, everyone takes cover under desks, tables, or heavy furniture.

Student Conduct and Discipline Policy

- Rules and consequences are necessary in order to guarantee the educational rights of all students.
- Students must comply with school rules and accept the enforcement of those rules by the adults in the building.
- Students may receive a Minor Incident Reports (MIR) or an Office Referral (OR) if they are continually not following rules.
- If a student receives an MIR, the parent will be notified by the teacher. The MIR will be electronically sent via email, text, or through DOJO.
- If a student receives an Office Referral, the parent will be contacted by an administrator. The student will receive a consequence from the administration.

Leading Scholars

- This is our incentive program for grades 5-8. Please click on the link for more information or see the Appendix below. [23-24 Leading Scholars](#)

PBIS

- Every student and every staff member at Holabird Academy has the right to learn/teach in a respectful, organized, cooperative, kind, and safe environment.
- Our PBIS program strives to promote and improve positive behaviors and interactions within our school community.
- Students are provided with and taught the necessary skills and strategies that allow them to handle potentially negative situations.
- The students are also encouraged and guided to make "good choices." Together, parents, students, and staff share responsibility for teaching positive behavior and for developing good citizens.

- We recognize student's positive choices and behaviors during class and throughout the school day.
- When students go "above and beyond" expectations, they will receive a Dolphin Point from the staff member who witnessed the positive behavior or good choice.
- Students maintain their Dolphin Points on DOJO and may exchange them for a reward once they have received a certain number of them.
- There is a list of rewards that will be reviewed with the students at the beginning of the year during the first few weeks of school.
- PBIS expectations will be thoroughly taught the first few weeks of school and reviewed throughout the year.
- Please review the Positive Behavioral Expectations with your child(ren) clicking on the [PBIS Matrix](#) or see the Appendix below.

Student Responsibilities

- Student responsibilities include regular school attendance, conscientious effort when completing work, and exhibiting excellent conduct.
- It is the responsibility of each student to respect the rights of all who are involved in the educational process.
- Every student should:
 - Be familiar with the student handbook
 - Exhibit excellent conduct
 - Follow rules and expectations.
 - Express ideas and opinions in a respectful manner
 - Complete class work and homework carefully and thoroughly and make up work when absent from school
 - Show responsibility when using school facilities and equipment
 - Be on time and prepared for all classes and other school functions
 - Dress and groom in a manner that is safe, clean and not disruptive to the educational process

Parent Responsibilities

- Every parent should:
 - Be familiar with the student handbook and discuss school rules with their student
 - Assure their student's compliance with the handbook
 - Collaborate with school personnel for the benefit of the student
 - Become involved in the student's school life
 - Participate in school/community meetings, functions and projects
 - Contact the teacher to discuss academic concerns
 - Contact the building administrator to discuss concerns or questions regarding disciplinary action

Please complete [Review of Student/Family Handbook](#) by September 8th once you have read and reviewed the handbook with your child(ren). If you complete the google form by September 8th your child will receive a treat at school.

Appendices

Leading Scholars

Holabird is excited to continue our Leading Scholars program for our 7th and 8th grade students. This year we will be including our 5th and 6th grade students in our incentive program. The program is designed to teach students about how to be a leader.

Leading Scholars acknowledges and rewards students for *scholarship* (grade point average) and *leadership* (good behavior and attendance). These leadership qualities are not only important to student development but are also important factors in the high school admissions process.

Every Holabird 5th-8th grade student has the potential to achieve a leadership level every quarter (or roughly every 45 school days). To be “on level”, students must meet all criteria for that level.

Level	Scholarship	Leadership
Platinum	3.9	95%
Gold	3.6	90%
Silver	3.3	85%
Bronze	3.0	80%

Students receive daily merits for:

- Being on-time to all classes and attending the entire period = 1 merit for each class
- Displaying positive behaviors throughout the day in all classes = 1 merit for each class
- Respecting cell phone use - cell phones should be placed in the student’s personal locker in the morning before HR and stay in the locker until the end of the day = 1 merit for each class

Teachers will share Leading Scholars Progress Reports with students halfway through each quarter during a scheduled advisory period.

Each 5th -8th grade teacher will work together to plan a Team Building activity once per semester. Student teams should be mixed from both grades (7th & 8th and 5th & 6th). The teachers will work together to conduct team building activities with their groups.

5th-8th grade students will meet once a month to learn about leadership and other important career and college level skills.

At the end of each quarter we will hold a recognition ceremony to celebrate the student levels and there will be a quarterly incentive for those students who are in the bronze level or above.

CLASS DOJO is used to track and communicate student points. Families are able to access the Class Dojo application on the web or on mobile applications. Class Dojo will continue to be used as the primary way to notify parents and guardians.

Office Referral

Minor Incident Report (MIR)