

Hoffman Boston Elementary Family Handbook



Home of the All Stars

1415 S. Queen St
Arlington VA 22204

Phone Number: 703-228-5845

Fax Number: 703-892-4526

Heidi Smith, Principal
Suzanne Paul, Assistant Principal

Helpful Websites:

[Arlington Public Schools \(APS\) county handbook](#)

[APS student code of conduct](#)

[Hoffman Boston Elementary \(HFB\) Website](#)

[Arlington County Home Page](#)

[Arlington County Police Department](#)

[Arlington County Fire Department](#)

Important Dates for 2022-2023 Academic Year

[APS calendar link](#)

August 29 – First Day of School -Kindergarten-5th grades

August 30 – First Day of School- Early Childhood

September 2-5 – Labor Day Weekend - No School

September 8 – Back to School Night, 6:30-8:00 pm

September 26 – Rosh Hashanah - No School

October 5 – Yom Kippur - No School

October 10– Professional Learning Day - No School

October 20-21 – Parent Teacher Conferences

(10/20 early release @1:30pm, 10/21 no school)

October 25- Diwali- No school

November 7- End of 1st Quarter

November 8 – Grade Prep Day – No School

November 11 – Veterans Day - No School

November 23-25 – Thanksgiving Break - No School

December 7 - Early Release @ 1:30 pm

December 19-30 – Winter Holiday Break

January 2- New Years Day observed- No School

January 16 – MLK Holiday – No School

January 27- End of 2nd Quarter

January 30 – Grade Prep Day – No School

February 8 – Early Release @ 1:30 pm

February 20 – Presidents' Day Holiday – No School

March 2-3 – Parent Teacher Conferences

(3/2 early release @ 1:30pm, 3/3 no school)

March 15 – Early Release @ 1:30 pm

March 31st- End of 3rd Quarter

April 3-7– Spring Break

April 10 – Grade Prep Day – No School

May 3 - Early Release @ 1:30 pm

May 12 – SOL Testing begins grades 3rd-5th
May 29 – Memorial Day Holiday – No School
June 7 - Early Release @ 1:30 pm
June 9 – Field Day
June 9- SOL Testing ends grades 3rd-5th
June 14 – Gr. 5 Promotion Ceremony at 10:00 am
June 14- Early Release @ 1:30 pm
June 16 – Last Day of Academic Year – Early Release @ 1:30 pm

Table of Contents

Administration

- Office hours
- School Board Meeting
- Administrative Staff

Attendance

- Attendance Policy
- Drop-off and Pick-up of Students
- Late Arrival/Early Departure
- Release During the School Day
- Before School Arrival Procedures
- Emergency Closing
- Snow/Inclement Weather Days

Building Information

- Carver Center
- Facilities Manager
- Hours
- Parking
- School Hours

Clinic Information

- Illness Medication Policy
- School Nurse
- Communicable Diseases and Head Lice
- Health (Vision) Screening

Communication

- Conferences
- Friday Folders- backpack mail
- Monthly Family Newsletter
- Report Cards

Expectations

- Behavior Expectations
- Dress Code
- Homework
- Items from Home
- Lost and Found

Extended Day

- Hours/ Location
- Registration
- Supervisor

Food and Nutrition Services

- Breakfast and Lunch
- Dietary restrictions
- Lunch with Your Child

PTA/ Family Involvement

- Parent Teacher Association
- ParentVUE
- Book Fair
- Room Parent
- School Tshirts
- Visitors
- Volunteers

Safety

- Bus safety
- Parking/ Traffic
- Money/ Valuables
- Weapons

School Activities/ Information

- After School Activities
- Back to School Night
- Class celebrations
- Field Trips
- Halloween Expectations
- Instrumental Music
- Library
- Safety Patrols
- School Pictures
- School Grounds
- Standards Based Grading
- Volunteering

Student Support Team

- PBIS at Hoffman Boston
- School Matrix
- Family Matrix
- Team members and roles
- Tiered Supports
- Examples of behavioral interventions
- Restorative practices in APS and Hoffman Boston

Technology

- Acceptable Use Policy
- Damage to devices
- iPads
- Ms. Kotakis

Administration

Daily office hours are 8:00am- 5:00pm.

Ms. Smith and Ms. Paul invite you to meet with them whenever you have a question or concern. They are available via email, MS TEAMS or in person. Please call 703-228-5845 to make an appointment.

School Board Meetings

The Arlington County School Board meets at 7:00 p.m. on the first and third Thursday of each month at Syphax Education 17 Center, 2110 Washington Blvd. Meetings are open to all interested parties. Sessions are broadcast live on Arlington cable, Comcast Cable Channel 70 and Verizon FiOS Channel 41, and at <https://livestream.com/AETVaps>. Reruns are on the following Friday at 9 PM and the following Monday at 7:30 pm

Administration Staff

Ms. Elizabeth Clavel Love - registrar email: elizabeth.clavellove@apsva.us

Ms. Duana Brooks - administrative assistant email: duana.brooks@apsva.us

Mr. Binh Tran - administrative assistant email: Binh.tran@apsva.us

Ms. Zaya Coughlin- family language liaison email: mungunzaya.coughlin@apsva.us

Mr. Augusto Wayar - family language liaison email: augusto.wayar@apsva.us

Ms. Jennifer Bream - volunteer coordinator email: jennifer.fellows@apsva.us

Attendance

Attendance Policy and Practice

School Instructional Hours: 9:00 a.m. - 3:50 p.m.

All Star students are expected to attend school every day that school is in session unless they are sick or there is a family emergency (i.e. death in immediate family.)

Daily participation in classroom activities is important to academic and social success.

To report an absence, please leave a message on the attendance line at 703-228-5845

or go to our website: <https://hoffmanboston.apsva.us/post/absence-report-form/> to complete the Absence Report Form. After three or more consecutive days of absence, a doctor's note is required.

If a pattern of absenteeism or tardiness develops, the principal, assistant principal and/or social worker will call and develop a plan to ensure that your child is at school to receive instruction. Family vacations should be planned for times when school is not in session. Family vacations during scheduled school days are unexcused.

Late Arrival/Early Departure

When arriving after 9:00am, your child must report to the office before going to class. If your child needs to leave before the regular dismissal hour, the school office should be notified in writing that morning. When you arrive to pick your child up, the office will call the classroom for your child. **Please note:** Students will not be dismissed early after 3:15 p.m., unless previously arranged with the front office. This is to ensure safety and accountability of all students during our daily dismissal routine.

Release During the School Day

To take a child out of school during the school day, a parent or guardian must come to the office and sign the child out. A valid government issued ID is required for anyone picking a student. Parents are not permitted to go directly to the child's classroom. The teacher should be notified in writing that morning regarding your plans. If a student is to be picked up by someone other than the parent or guardian, parents must send a written note to school stating why, when, and with whom the child will be leaving. Children will not be released to anyone without parent or guardian permission. Please make sure your information is updated with the most current emergency contact names and numbers to ensure your child is safe. It is important that children understand the necessity of arriving on time and attending school daily. Therefore, we ask that you limit excused absences and tardiness. Your positive support is very important!

Before School Arrival Procedures

Students will be permitted to enter the building starting at 8:35am. At 8:45am, students will be allowed to enter classrooms. Please do not allow your child(ren) to arrive prior to 8:35am, as they will not be supervised.

Emergency Closings

In case of snow, ice, or other dangerous conditions, Arlington Public Schools' officials may decide to change the normal school schedule. Information about school schedule changes and emergency closing will be posted on the website, sent out via SchoolTalk, and publicized to local TV stations.

Delayed Opening

If morning weather conditions exist, schools will open one or two hours later than usual. Bus schedules are adjusted by one to two hours to correspond with the delayed opening. All field trips are canceled. Extended Day will be delayed as well. If there is a delay, Hoffman Boston will open at 9:35am or 10:35am. Please monitor SchoolTalk or the local news to be the most updated.

Snow/Inclement Weather Days

Instructional hours for the first ten equivalent days lost are not made up. Instructional hours missed will be monitored.

Inclement Weather Early Dismissal Plan

Schools will close early if weather conditions require. Dismissal times will be announced via SchoolTalk, social media, and local TV stations. Buses will run their regular routes, and Extended Day will close at 4:00 p.m. Afternoon and evening activities will be canceled. It is important that parents provide specific instructions about where children will go when school is dismissed early unexpectedly. You will enter this information at the beginning of the school year as part of the first day packet on ParentVUE. Please do not call the school to make a day of arrangements. Telephone lines must be kept open to receive emergency information. Children cannot be permitted to make telephone calls to arrange transportation

Schools Closed

All school buildings will be closed and all activities will be canceled, including evening sports, recreation programs and Extended Day. In most cases, the decision to close schools will be made by 5:00am.

APS SchoolTalk

This service provides emergency and school closure information by email and/or text message. Instructions for how to sign up can be found here:

<https://www.apsva.us/schooltalk/>

Building Information

Building Hours/Entrance to Building

Building hours are from 8:30 am to 5:00 pm, Monday through Friday, when school is open. All visitors must report to the office to sign into our visitor management system (RAPTOR). You must have official identification (eg. drivers license, state/ country

issued ID, military ID, passport) to be allowed entry past the front office. Your cooperation is needed to maintain security in the building. Door #1 is attended by a Staff member during student arrival (8:35 - 9:00). At all other times, the doors are locked and the button to the right of the doors must be pushed in order to enter the building. You will be asked a series of questions before being allowed entry into the building. Please be respectful and kind to the front office staff as they maintain the safety and security of Hoffman Boston and your children.

Carver Community Center

Hoffman Boston is a community school! We are lucky enough to have the Carver Community Center attached to the school. Note: The Carver Center is not open to the public during school hours. The Carver Center is a part of Arlington Parks and Recreation Department. Please look at - [Carver Community Center website](#) for more information.

Facilities Manager

Edwin Hernandez serves as the Facility Manager. He is responsible for the overall facility use and maintenance. Questions regarding the facility and rental options can be directed to him: Edwin.Hernandez@apsva.us.

Parking

Parents may park in visitor spaces in the parking lot or on the street, as signage permits. Parents should remain in their vehicles in the Kiss & Ride loop during arrival and dismissal. Parking in the Kiss & Ride loop at any time is not permitted. No vehicles are permitted in the bus loop between 8:30-9:15 am and 3:15-4:15 pm.

School Hours

Students may be dropped off beginning at 8:35am. They will begin entering their classrooms at 8:45 am and the instructional day begins at 9:00am. School is dismissed at 3:50p.m. The dismissal time for early release days (professional learning and conferences days) will be at 1:30 pm.

Clinic Information

Hoffman Boston Elementary clinic phone number is 703-228-8605. We will continue to follow APS policies and procedures for maintaining the health and safety of our students and families. Please do not send your child to school if they are sick. Students displaying COVID-like symptoms will not be admitted to school or will be sent home if symptoms develop during the school day. A doctor's note or negative COVID test may be required for return to school.

More information is forthcoming about COVID procedures for 2022-23. Children will be sent to the school clinic if they become sick at school. If your child is too sick to remain in school or has a fever, parents or the person named by you on the emergency card will be notified to take the child home. Students must be picked up from the clinic within two hours of the phone call from the clinic. In emergency situations, 911 will be called and families will be notified.

It is important to remember that school staff members cannot administer any type of medication to children (without written permission), remove deep splinters, or probe wounds. We can do such things as check temperatures, clean cuts, and apply bandages. Doctor-prescribed and over-the-counter medicines can be administered after a permission slip is filled out by both the doctor and the parents (see "Medication Policy"). In such cases, contact the nurse, Crystal Sulkee, (703-228-) or Houda Faakar (703-228-2735), who will administer the medication. In their absence, the Clinic Designees will dispense medication.

Please make certain that your child is well before returning to school. If there is a fever or remaining symptoms of illness, it is advisable to keep your child home for an additional school day. Students must be fever free for 24 hours before he/she returns to school.

Medication Policy

Arlington County Public Schools' policy for administering prescribed medication to students is as follows:

- No medication may be given without a physician's order.
- Long-term medication orders, valid for one year only, must be completed and signed by both physician and parent.
- Short-term medication forms, valid for ten days, must be completed by a parent for each physician-prescribed medicine.
- All medicine must be sent to school in a current pharmacy-labeled container with the child's name for that prescription.
- The parent or guardian is responsible for submitting a new form to the school clinic whenever there is a change in the dosage or time administered.
- No child may carry medication on his/her person except those children who have permission from their physician.
- All medication in the school will be stored in a locked area accessible only to authorized personnel.

- For students requiring daily medication, every effort should be made to have the dosage schedule adjusted so that it will not be necessary to take medicine during school hours.

School Nurse

A school nurse, Crystal Sulkee, is assigned to Hoffman Boston Elementary on a part-time basis. Ms. Houda Fakkar, nurse assistant, is on duty daily. The Clinic can be reached by calling 703-228-. Please contact the Clinic and office if any phone numbers change for you or your emergency contact. Hours of operation are 9:00 am – 4:00 pm.

Communicable Diseases & Head Lice

If your child has a communicable disease or head lice, please notify the school promptly so that controls can be set to prevent the spread of the infection.

The list below includes a few reminders about illness and infection among children.

Following these simple guidelines can help protect your child and others from becoming ill.

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF YOUR CHILD HAS ANY OF THE FOLLOWING:

- Has had a fever of 100 degrees Fahrenheit or higher within the past 24 hours. Children must be free of fever for 24 hours before returning to school.
- Has been diagnosed with a contagious illness and has not yet received medication for a minimum of 24 hours (or longer if recommended by your doctor).
- Has received medication for the required 24 hours but still has a fever.
- Has vomited the night before or in the morning before going to school.
- Has diarrhea, stomach pain or cramping.
- Is complaining of generally not feeling well.
- Has nasal drainage requiring constant wiping and blowing.
- Has frequent coughing throughout the day or night.
- Has any combination of the above symptoms.
- Has received a positive COVID test or has been a close contact of someone who has tested positive for COVID.

Health (Vision) Screening

On several days in the fall, the nurse and her assistant conduct vision screening for all first, third, and fifth graders. Parents are notified if their child's results warrant a professional vision evaluation.

COMMUNICATION

We believe it is important to maintain open communication throughout the year between families and the school. We are a team, and we can best support your children when we work together. Please reach out to us via email or phone call at any time. We are committed to respond to any communication within 48 hours.

Conferences

There are two opportunities during the year for families to meet with teachers at a formal parent teacher conference. The fall conferences are on Thursday, October 20th and Friday, October 21st. The spring conferences are on Thursday, March 2nd and Friday, March 3rd. Students will have an early release day on each Thursday and no school on the Friday of conferences. School is closed while teachers meet with parents to discuss their children's progress in school. Teachers will send home notices at least a week in advance to schedule conferences. Teachers make their best effort to accommodate everyone's needs, within the obvious limitations. Conferences can take place in person or via MS TEAMS.

Friday Folder

Notices from the school, the teachers, and the PTA may be sent home with your child on Fridays in their Friday Folder. Please check this folder and return any required information. APS also sends home communication electronically using [Peach Jar](#).

Monthly Family Newsletters

Grade levels will send home a monthly newsletter highlighting learning and upcoming events. Grade level newsletters will be sent out the first Friday of each month. Please contact your child/s teacher/s for more information. Administration will send home a monthly newsletter on the 15th of each month to highlight school wide events and information.

Progress Reports

[VDOE link to standards of learning](#)

Hoffman Boston Elementary uses the Virginia Department of Education Standards of Learning as the framework for our progress reports. This means your child's progress reports will report your child's progress toward mastery of standards across content

areas. Report cards are issued four times per year for grades 1-5 on November 19th, February 17th, April 28th and June 17th.

Early Childhood and Kindergarten students receive a written progress report twice per year on February 17th and at the end of the year, June 17th.

Expectations

Behavioral Expectations

Hoffman Boston Elementary is a PBIS School. Staff and students are committed to demonstrating respect in 3 main areas:

★ **Respect Surroundings:** *I can demonstrate respect in all areas of the school.*

★ **Respect Others:** *I can demonstrate respect towards teachers and students through words and actions.*

★ **Respect Self:** *I can demonstrate respect towards myself with my own words and actions.*

We believe students need to be taught what is expected of them at school and then be given positive reinforcement when those expectations are being met. These three areas are explicitly taught and model expected behaviors for students to learn continuously. Classrooms will establish routines with the use of interactive modeling to demonstrate expected behaviors, and use reminding and reinforcing language as students practice these expected behaviors. The online platform [PBIS Rewards](#), link here, is used by all staff to issue positive rewards in the form of “Twinkle Tickets”. Students use their Twinkle Tickets on various items or experiences throughout the school year (i.e. trip to the prize box, teacher chair for the day, line leader or teacher helper, etc.)

We encourage families to sign up for PBIS Rewards so they can track all the wonderful ways their children are showing respect. To sign up to receive access to your child's PBIS Rewards account, you will receive an email with a QRCode for each child that attends Hoffman Boston.

Please contact [Brenna McGreevy](#), Hoffman-Boston's PBIS Coach, with any questions.

It is understood that children will struggle with behavior at times as they adjust to school and being back together with a larger community. When this happens, it is important to step in quickly to get children back on track using simple, respectful, and matter-of-fact redirection. Open communication and a positive relationship with families is important

so that children receive a consistent message about expected behaviors. We will work together with families if more support is needed for a child to achieve success at school.

As well as being a PBIS School we are also a No Place for Hate designated school. Students will sign a pledge at the beginning of the year and take part in activities throughout the year to ensure Hoffman Boston is a safe and welcoming place for all students and families. Link to county info: [APS No Place for Hate information](#)

Dress Code

Hoffman Boston students should wear clothing suitable for school activities. Clothes should be appropriate for the weather and activity and manageable by the student. In addition, clothes must cover students adequately. It is required that all children have sneakers appropriate for Physical Education (PE) classes and recess; flip flops are not appropriate. In cases where clothing is deemed inappropriate or unsafe by school staff members, your child may be counseled on appropriate clothing options. If you need assistance with acquiring school-appropriate clothing, please contact our School Social Worker, Javier Martinez - francisco.martinez@apsva.us

Homework

Students are encouraged to read nightly. Occasionally, students in the upper grade may have specific assigned projects that may require research or collaboration outside of class time. In these cases, the teachers will communicate directly with families.

Items from Home

Toys from home should not be brought to school unless a special activity is pre-approved by the classroom teacher (eg. Twinkle Ticket= stuffed animal day). This includes sports balls. Gum and candy are not allowed in school or on the bus, unless medically necessary.

Lost and Found

Each year children lose many pieces of useful and valuable clothing. Please clearly mark your child's belongings. The "lost and found" clothing rack is located by Door 1. Please check the lost and found periodically throughout the year for lost items. The "Lost and Found" rack will be emptied on Thursday, November 10, 2022, Friday, March 3, 2023 and Friday, June 16, 2023.

Extended Day

[Extended Day Website Link](#)

Hours/ Location

Extended Day is open 7:00am- 6:00pm. Drop off and pick up is at Door 8 (rear of the school building)

Registration

Please use provided link to register for Extended Day

Supervisor

- Danene Vassell- danene.vassell@apsva.us

Food and Nutrition Services

[Food Services webpage link](#)

Breakfast and Lunch

Both breakfast and lunch are available for purchase at school. Monies can be added to your child's MySchoolBucks account <https://www.apsva.us/online-payment/> Families are encouraged to apply for Free and Reduced Meals benefit:

<https://www.myschoolapps.com/> Students will have breakfast in the classroom and lunch in the cafeteria (indoors and outdoors).

A hot lunch and cold lunch options are served daily. Hot lunches are prepared on site. You may also choose to send your child to school with lunch from home. Please send food in containers that your child is able to open on their own. Avoid sending candy or soda. **Please Note:** There is not a microwave or refrigerator for student use.

Your child's teacher will alert the class if there is a severe nut allergy in the classroom. For safety reasons, please do not send any glass containers to school in lunch boxes or backpacks. Broken glass could lead to serious injuries.

Dietary restrictions

APS always includes a vegetarian option in the daily breakfast and lunch options. APS does not use pork products in any meals provided by the food services department. Lunch menus can be found here: <https://apsva.nutrislice.com/menus-eula> . Please alert your child's teacher to food related allergies; depending on the severity of allergy, a restricted eating option can be arranged.

Lunch with Your Child

Lunchtime is an important part of your child's instructional day. Eating lunch with peers is a great way to practice social skills. Parents joining their child for lunch should be on a limited basis and reserved for special occasions. If you would like to have lunch with your child you will need to check in at the front office before going to the cafeteria. Please bring a government issued ID.

PTA/ Family Involvement

[HFB PTA webpage](#)

Parent Teacher Association (PTA)

All Hoffman Boston families are invited and encouraged to join the Parent Teacher Association. Monthly meetings are held on the second Tuesday of each month at 6:30 p.m. Meetings may be virtual or in person depending on APS guidelines. They generally include an instructional presentation, Principal's Report and a business meeting where updates are given and topics discussed. For specific dates and further information please visit the PTA website. A list of PTA Executive Committee members and their contact information appears on the PTA Website. Please contact the appropriate committee chair when you have questions or wish to volunteer for a PTA activity.

Grade Level Coffee Chat

The PTA will sponsor grade level coffee chats with Ms. Smith and Ms. Paul, as well as, other school staff during October and February. More information will be sent out via School Talk, shared at PTA meetings and on the Hoffman Boston PTA webpage.

Grounds Committee

The PTA has a grounds committee, who are dedicated to maintaining and developing outdoor spaces in collaboration with Hoffman Boston and APS. If you are interested in being a part of this group, please contact the PTA.

Reflections Contest

The National PTA sponsors an annual contest every fall to encourage creativity in school children. Any student may submit entries in any or all of the four categories: music, art, literature, and photography. Submissions will be judged in two categories: Preschool through Grade 2 and Grades 3 through Grade 5. Further information will be sent home via Friday Folders and PeachJar.

Room Parents/ Volunteers

Parents who volunteer to organize and help with class activities are called room parents. Generally, 1-2 parents are designated as lead room parents. If you have questions about class activities, or can volunteer to help, please contact Ms. Bream, Hoffman Boston's volunteer coordinator jennifer.fellows@apsva.us . Parents can also sign up at Back-To-School Night. Specific guidelines will be shared with volunteers at a fall meeting, date TBD.

School T-Shirts

You can order an Hoffman Boston All Star t-shirt spirit gear through the PTA. All Stars Shine Bright!

Visitors

Hoffman Boston welcomes visitors! If you wish to observe in your child's classroom, a week's notice must be provided and an administrative staff member must be available to escort visitors to classrooms, for the duration of the visit. Due to this, visitors have a 30 minute appointment. All visitors must report to the office through Door 1, when entering the school to maintain building security, and must wear a "Visitor" tag. Your cooperation is appreciated. All first time visitors must show their identification and be entered into our visitor management database. After your initial visit, you will be able to scan your identification at our sign in station in order to print your visitor tag.

Volunteers

Volunteer Coordinator - Jennifer Bream email: jennifer.fellows@apsva.us

Hoffman Boston welcomes volunteers! Whether you want to volunteer one day a month or every Friday- we would love to have you!

Families and community members can volunteer to help in the classroom, to participate in fundraising activities, to help maintain and improve the grounds, and many other activities. If you are interested in volunteering, please reach out to Ms. Bream to get more details. Volunteers and Chaperones must be approved through the online APS application process. The process takes approximately two weeks and is good for three years.

Safety

Bus safety

Children are asked to remain in their seats and talk quietly while on the school bus. Any child who persists in behavior that represents a threat to the safety of others will be given an assigned seat on the bus, will need to complete a home to school safety packet and in extreme situations, be denied bus transportation. The school office will advise parents that such action is being taken, as well as set up a time to have a meeting with the transportation department. APS cannot transport students not assigned to the bus. For more information about bus routes and schedules see the Transportation website or call the Arlington County Transportation Call Center at 703-228-6640 or 703-228-8670. NOTE: Cars in both directions must stop when a school bus has its stop sign out or lights flashing.

Parking/ Traffic Safety Rules

Only buses (no cars) are allowed in the bus loop parking lot from 8:30am to 9:00a.m. and from 3:00pm to 4:00 p.m. On early release days from 1:00 to 1:50 pm traffic cones will be placed at the entrance to the parking lot. Cars may enter the lot and park in visitor spaces at other times. Please be aware that Hoffman Boston Elementary is a neighborhood school. There is limited parking within the neighborhood and parking during arrival/ dismissal is limited The drop off/pick up zone is on Queen Street. Please drive slowly and carefully around the school, following all traffic rules and laws.

Money/ Valuables

Students should not bring money, toys, electronic devices or other valuables to school. Students may bring cellphones to school; however, the phone should remain “off” and in your child’s backpack during the instructional day. If there is a special occasion for bringing an unusual item to school, please be certain that you clear this with your child's teacher. Hoffman Boston and APS are not responsible for any lost or stolen items.

Weapons

Look-alike weapons or weapons of any kind are not allowed on school property at any time.

School Activities

After School Activities

Hoffman Boston offers various after school activities throughout the school year. After school activities include county wide, county sponsored, school sponsored and family sponsored events. A “late bus” is provided to allow every student to participate. Information will be provided through Friday folders.

Back-To-School Night

On September 8, 2022, Hoffman Boston will have Back-To-School Night from 6:30pm - 8:00pm. Teachers will offer their presentations twice, once from 6:30pm - 7:00pm and once from 7:15pm - 7:45pm. This is a time for parents to meet their child’s teachers and to learn about the expectations and curriculum of that grade level.

Class Celebrations/ Birthday Observances

Due to many students having dietary restrictions and significant allergies, if you bring any food items they must be store purchased, peanut free and individually wrapped. Thank you for your compliance. If you would like to give out party invitations at school, you must have an invitation for every student in the class. Please ask your child's

teacher for the most updated class list count. Classes celebrate parties at various times throughout the year. Often these parties are tied into the curriculum. "Room Parents" may collaborate with teachers to support these parties.

Field Trips

Field trips offer a great way to extend learning outside the classroom. Parents are encouraged to volunteer to chaperone their child's field trips. Permission slips and accompanied forms must be signed by a parent/guardian for each child taking a field trip. Siblings may not attend field trips. All field trip forms must have an emergency contact person's cell phone number within Arlington in order to participate in any field trip. If you wish to chaperone a field trip, you must have completed your online volunteer application and received approval.

Halloween Expectations

Friday, October 29th at 3:00pm, students will participate in a Halloween parade, a tradition at Hoffman Boston. If you do not want your child to participate, please inform his/her classroom teacher one week in advance and alternate activities will be provided. If your child participates and would like to wear a costume, he/she must bring all components of the costume in a separate bag. **Please Note:** NO part of the costume is to be worn to school. All parts of the costume must be able to be put on by the student. Make-up, hair gel, swords, knives, lasers, sharp objects, artificial nails, high heels, or scary costumes are not permitted.

Instrumental Music

Students in grades 4 and 5 may attend classes for brass, string, or woodwind instruments during the school day. Some instruments can be rented from the county. The commitment for instruments is yearly. If your child begins studying an instrument he/she is expected to complete the program.

Library

The Hoffman Boston library is designed to encourage children to develop the lifetime skills and habits associated with library use, research, and reading for pleasure. Children are allowed to check out books to take home. The teacher and the librarian will help students determine how many to check out at one time, based on grade level and reading strengths. Reference books must be used in the library unless a student has special permission from our librarian. Students are expected to return books within a reasonable length of time. If a book is lost, the student must pay for it. Student responsibility for books is important. Parents are asked to support good reading habits by encouraging library use. Ms. Walter is our librarian and can be contacted at

jennifer.walter@apsva.us and Ms. Fox and Ms. Fadel are our librarian assistants
maureen.fox@apsva.us and eva.fadel@apsva.us

Performances

Students will participate in some performances throughout the school year, some daytime and evening performances each year to which parents are invited. More information will be communicated via School Talk and our music teachers.

Safety Patrols

Fifth grade students who are trained to encourage safe crossing of streets and good bus behavior are safety patrols for the school. Patrols are stationed at the entrances to the school and help walk younger students to class. Each school bus is monitored by bus patrols that arrive at their bus stops before the bus is scheduled to arrive. Bus patrols assume hall duty once the children are off the bus. Children should not arrive at bus stops or walk to school too early, as no supervision is provided. Please contact Mr. Martini email: zachary.martini@apsva.us for more information.

School Grounds

The School grounds and Carver Center are not open to the public during the hours of 8:35am-6:00pm. Thank you for understanding.

School Pictures

This year school pictures will be taken on The make-up day will be on December 8th. Specific information is sent home in the backpacks, Friday Folders and PeachJar. No purchase is necessary to have your child's photo taken for the yearbook.

Standards Based Grading

Hoffman Boston Elementary uses the Virginia Standards of Learning. More information can be found at this link: [Standards Based Grading](#) and [Standards Assessment](#)

Yearbook

Hoffman Boston produces a yearbook with student photos arranged by class, as well as many candid photos. Yearbooks will be for sale and distributed at the end of the school year.

Student Support Team

Members:

School Counselor

Behavior/ PBIS Coach

Psychologist

Social Worker
Classroom teacher
Administration
Student Support Coordinator

Tiered Supports and Restorative practices

Under the PBIS framework, all students receive tier 1 behavioral support by being explicitly taught the behavior expectations of Hoffman Boston Elementary (e.g, all the ways we Shine Bright!) and then being positively reinforced when those expectations are being met (e.g Twinkle Tickets). If a student struggles with meeting the behavioral expectations, they are given tier 2 supports to help guide and support them. Some examples of tier 2 support at Hoffman Boston include small groups, Check In/Check Out and/ or timed break cards.

Arlington Public Schools is partnered with Arlington County and Restorative Arlington [Restorative Arlington Webpage](#) to help support the social emotional needs of our students.

Technology

Helpful links for technology

[APS Digital Devices](#)

[APS Acceptable Use for Technology](#)

[Recovery of Costs for Loss/Damage to Issued Devices](#)

Acceptable Use Policy- APS and Hoffman Boston is committed to every student maintaining a safe and appropriate learning environment that includes use of technology. Every student will be issued a school iPad to be used for instructional purposes only, to enrich their learning opportunities.

APS has developed an Acceptable Use Policy that every student will be required to sign. Staff will review expectations to help students understand how to take care of the device and how to be good digital citizens when on their devices. Devices will only be sent home when a teacher has a specific assignment.

