

# Harding University Partnership School Parent Handbook

An International Baccalaureate® (IB)  
School



2022-2023

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## 2022 - 2023 DAILY SCHEDULE

GRADE	START	RECESS	LUNCH	DISMISSAL		MINIMUM DAY DISMISSAL
				Mon, Tues, Thurs & Fri	Wed. Early Release	
<b>AM / PM PK</b>	AM 8:00 PM 12:00	8:00-9:00 12:00 -1:00	9:00-9:20 1:15 - 1:35	11:00 3:00	11:00 3:00	
<b>TK/K</b>	8:30	9:55 - 10:15	11:45 - 12:30	2:00	1:30	12:00
<b>1</b>	8:30	10:30 - 10:50	12:10 - 12:55	2:40	1:30	12:00
<b>2</b>	8:30	10:30 - 10:50	12:10 - 12:55	2:40	1:30	12:00
<b>3</b>	8:30	10:30 - 10:50	12:10 - 12:55	2:40	1:30	12:00
<b>4</b>	8:14	10:10 - 10:30	12:35 - 1:15	2:40	1:30	12:00
<b>5</b>	8:14	10:10 - 10:30	12:35 - 1:15	2:40	1:30	12:00
<b>6</b>	8:14	10:10 - 10:30	12:35 - 1:15	2:40	1:30	12:00

***Other early dismissal 12:00:*** Parent conferences, end of trimester, first five days of school for TK-K ONLY

***12:00 Early Release TK - K 8/19 - 8/26, 11/14 - 18 & 3/20 - 24***

***End of Trimester:***

***12:00 Early Release November 10, 2021~ March 17, 2023 ~ June 8, 2023***

***Parent Teacher Conferences (grades TK-6):***

***12:00 Early Release November 14 - 18, 2022 & March 20 - 24, 2023***

***On Minimum Days a "grab and go" lunch will be served for all students in TK-6 at 12:00***

## Vision ~

"Students at Harding take action to change the world."

## Mission ~

" HUPS creates an environment where students are empowered to engineer solutions, express themselves creatively and become agents of change"

## International Baccalaureate Primary Years Program at HUPS

The International Baccalaureate® (IB) Primary Years Programme (PYP) is a curriculum framework designed for students ages 3 to 12. The PYP prepares students to become active, caring, lifelong learners who demonstrate respect for themselves and others and have the capacity to participate in the world around them.

## International Baccalaureate (IB) Learner Profile ~

These are the IB attitudes that all Harding students, staff and parents practice and demonstrate to help them grow into reflective, contributing, successful and peaceful human beings.



Caring  
Balanced  
Communicator  
Thinker  
Open Minded  
Principled  
Risk-Takers  
Knowledgeable  
Inquirer



# Safety

Each day the campus will be open at 8:00 for students and parents arriving to school. The campus will be unlocked for dismissal. Please note that for safety reasons, when there is no supervision of school personnel, parents are responsible for making sure that their children follow posted rules and safety expectations.



## Emergency Cards

For your children's safety, we ask that you keep emergency cards up to date so that we can contact you when needed.

## Emergency Drills

Harding School conducts monthly emergency preparedness drills. Our safety plan is updated annually. In the event of an emergency: All children on the Mountain side of the campus will relocate to the Gillespie side when safe and will remain on the Gillespie playing field with their teacher until *a parent or other adult listed on the child's emergency card* comes to pick them up. It is very important to keep information on your child's emergency card up to date.

## Visitors and Volunteers


Harding welcomes visitors and encourages parents and community members to volunteer for a minimum of 2 hours per year. All visitors and volunteers are asked to sign in and out of the office and wear a visitor's badge for safety.

## Attendance Matters

Good attendance creates Top Scholars! Poor attendance impacts learning!

To report an absence, call **965-8994**. You have three days to either call or send in a note for an absence to be excused. Mrs. Lourdes Fleisher, our Attendance Clerk will call parents of absent students if the absence or tardy is unreported.

***Prompt, consistent attendance is vital to a student's academic success. As such, our attendance team meets everyday to monitor attendance and assign interventions.***

Students who are tardy or late to school must report to the office to sign in prior to going to class. *Remember, if your child is not here, they will fall behind!*  Children should come to school if they do not have a fever. Please schedule all appointments after school.

***If your child needs to leave school early for any reason, only an adult listed on the emergency card may sign out a student in our front office.\*\*\* Parents are encouraged to schedule all appointments AFTER school hours.***

### Extended absences

An Independent Study Contract is required for students absent from school for five or more days. It is the parent's responsibility to notify the classroom teacher at least two weeks in advance of the absence so that school assignments can be prepared before leaving. Absences in excess of two weeks are inadvisable and must be approved by the principal in order to maintain student enrollment status.

## Etiquette on Campus

As an IB school, we are all safe, respectful and principled. Learning is a priority and hallways are respectful, quiet areas where all people walk.

***\*\*\*If you see a problem, please direct issues to the office or your child's teacher for guidance.***

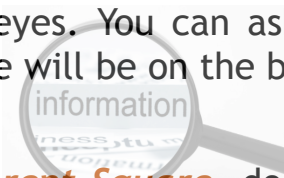
We also offer parent trainings every trimester to share best practice on supporting our students and teachers for those able to volunteer! All parents are required to volunteer for 2 hours a year.

***\*\*\*We respectfully request that you leave all pets at home as per Board Policy.***

# Keeping Informed

## Monday Informational Table

Every Monday morning, we will have an information table hosted by our Family Liaison, Ms. Karen Reyes. You can ask her anything! She speaks Spanish and English. The table will be on the bridge in front of the office.



If you are not enrolled in **Parent Square**, do it right now! Just log in to [parentsquare.com](https://parentsquare.com) and go to “Join your school”. A weekly memo is sent over the weekend to keep you up to date with activities, opportunities and celebrations!

You can also check us out on Facebook by searching, “Harding School Foundation” as well as follow us on Instagram by searching, “sbhardinghawks”.

Every Thursday, your child will come home with a Thursday folder that has both classroom and school information. In addition to checking your child’s backpack on Thursdays, it is important that you check it daily for homework, communication from your teacher and/or the school.

We have an open door policy for all parents. Drop by the office to get a visitors pass and we will steer you in the right direction. We value your partnership!



## Get Involved!

*All parents are asked to volunteer for at least 2 hours a year.*

### Parent Leadership Team

Parents share ideas and initiatives that impact Harding students regarding safety, academic success and program enrichment. They work as a liaison to all parents to keep an open stream of communication to enrich Harding’s culture. They meet every other week with the principal.

### English Learner Advisory Committee (ELAC)

The English Learner Advisory Council (ELAC) is a committee that supports

the efforts of the school and district in improving the quality of the education of students whose primary language is other than English.

In addition, the committee is focused on finding ways that the school can support English learner parents at home to assure academic success for their children. ELAC meets for one hour each month.

### ***Harding School Foundation***

The Foundation is focused on raising funds to support activities that enrich Harding School. The Harding School Foundation meets monthly. For more information, go to the Harding School Foundation web page at [hardingfoundation.org](http://hardingfoundation.org)

### ***School Site Council***

School Site Council (SSC) is a committee of parents, teachers, and the principal whose purpose is to plan, monitor, and evaluate the activities and expenditures at the school to improve student achievement.

### ***SBUSD Department of Parent Engagement and Family Liaison***

Parents are invited to attend many classes to support families throughout the year. Cafecitos, The Latino Family Literacy Project, MALDEF, Healthy Relationship Classes, Nurturing Parenting, Within Our Reach, Within Your Reach and even classes upon request! These informative trainings all impact student success at HUPS.

### ***Volunteering at Harding***

We love volunteers! We will have trainings each trimester to help you contribute to your child's classroom. You can learn how to support the teacher, the students, and the school. Look for these trainings and reach out to your teachers!

## **Rules, Behavior and Dress Code**

HUPS rules and expectations are posted around the school in common areas and in every classroom. Academic and social success takes priority and the three expectations that are embedded across our campus are that all people are “respectful, principled and safe”.



We use a simple “break protocol” to help students self-regulate. When students need to adjust their behavior, they are asked to take a 60 second break. If they need more time, they may be asked to take 3 - 5 minutes. On rare occasions, they may be sent to the office for a 15 minute break.

More severe behavioral acts will be handled by the classroom teacher first and then by the principal. In either case, parents will be contacted.

### ***Toys NOT ALLOWED at School***



**Toys are not allowed at school.** There are special circumstances. Please check with your child’s teacher.

### ***Social Media***

In an effort to maintain a safe environment, parents are encouraged to know what social media platforms are on your children’s devices.

Sites, such as Instagram, Snap Chat and TikTok have a legal age restriction of 13 years old. Many of these sites are explicit and provocative and children in elementary school should not be allowed access. Please make sure that you know if your children have accounts in any of these social media platforms.

Taking and sharing photos digitally may seem playful but can be hurtful if messaging is unkind.

Any and all incidents involving social media will be handled by the principal and all parents will be contacted.

Teachers will collect cell phones during the school day and will return them to students at dismissal. Students can use school phones if there is a need to contact parents.

### ***Privileges***

In order to encourage high standards of behavior, the principal may deny a student the privilege of participating in any extracurricular activities including the 6th grade promotion ceremony.

Hats may be worn outside only. Students are prohibited from wearing clothing that causes an actual distraction from or disturbance of any school activity, or interferes with participation of a student in a school activity or creates a health or safety hazard, or impedes in the learning of self or others.

## Monday Morning Gathering

Every Monday morning, students will gather around the Socratic Circle for a brief welcome and celebration of school pride.

4th - 6th Monday Gathering 8:15 - 8:20

1st - 3rd Monday Gathering 8:30 - 8:35

## Drop off, Pick Up and Parking

Our doors will open at 8:00 am. *Please do not drop off your children before 8:00am as there will be no supervision.*

4th - 6th grade will line up on the Gillespie playground at the 8:15 bell. 3rd grade will line up also on the Gillespie side at the 8:30 bell. Teachers will escort students to their classrooms. If you are scheduled to volunteer in the classroom, please sign in at the office before you go into the classroom.

All TK/K, 1st and 2nd grade students will line up on the Mountain playground. TK/K students must be signed out when picked up for safety purposes. TK/K students are released at 2:00. Please wait for your children on the Mountain playground. 1st - 6th grades are released at 2:40.

Some families may have two drop offs and/or two pick up times. If you find yourself waiting with small children, please supervise your children by following all posted rules. Students who do not attend Harding are asked to stay off of the play equipment unless their parent or guardian is within reach of the child and are closely supervised. If you choose to park to escort your child to and from school, please be aware of parking zones and driveways. Please be considerate and park legally. If not, you will be ticketed or towed.

## Academic and Emotional Support at HUPS

### BALANCED LITERACY

TIER 1 ~ We have a 2 hour block for balanced literacy each morning in every classroom. We have a leveled reading library with over 2,000 titles that teachers use to make sure students are learning at their level. Our

Literacy Team works with every classroom to give extra support for students in need.

TIER 2 ~ Our literacy team provides 30 minute small group targeted instruction to fill gaps in reading, language and writing skills.

TIER 3 ~ Our Dyslexia Specialist works with groups of 3 or less for 45 minutes to provide repetition of skills needed to move each child to comprehension and fluency in reading.

## **SOCIAL AND EMOTIONAL LEARNING**

TIER 1 ~ All classrooms and common areas have posted rules and expectations for behavior. All classrooms use a positive-driven “Break Protocol” to provide students with time to adjust and come back to the learning. All classrooms teach a growth mindset and the IB Learner Profile to help students understand what it means to be a contributing, successful learner.

TIER 2 ~ We have grade level “Hawk Talk” and “Confidence Groups” for students who need coaching and counseling.

TIER 3 ~ CALM Counselors are on site for individual and family counseling.

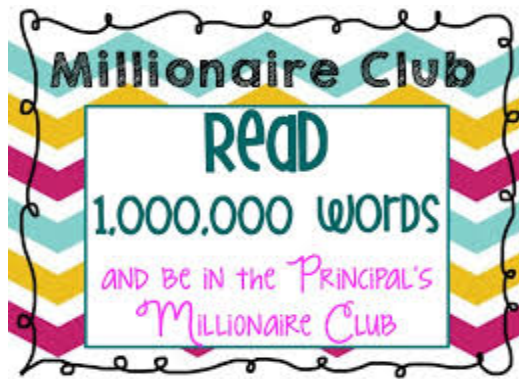
## **Assessment**

We strive to meet all students needs therefore we must continually check how students are progressing towards grade level expectations.

Every fall our Literacy Team will screen each child on targeted grade level expectations to help teachers group their children. Teachers continue to monitor growth on a six week formative assessment cycle.

We use **STAR** to check how students are progressing formally four times a year. After every assessment period we have MTSS (Multi- Tiered Systems of Support) quarterly meetings to ensure that we are supporting all students in academic and social and emotional learning.

The **ELPAC** is California’s language assessment for students’ whose first language is other than English. All incoming English language learners receive this assessment within the first 30 days of arrival. This is the assessment that we use in conjunction with STAR that measures whether or not a English Language Learner is ready for reclassification.



## Academic Goals, Millionaire Club and Monthly Awards

All students set personal goals to push themselves to do their best each year. First through sixth grade students are aware of how many words they have read as we acknowledge reading achievement monthly with medals and certificates.

TK and Kindergarten students are encouraged to master all of the letter names and sounds as well as at least 35 sight words. All Kindergarten students at HUPS read by the end of the year! Medals are awarded as students pass each milestone; mastery of all letter names and letter sounds, mastery of all 35 Kindergarten sight words.

1st - 3rd grade students are encouraged to read 250,000 words in one year. Medals are awarded as students pass each milestone; 10,000, 50,000, 100,000 and 250,000.

4<sup>th</sup> - 6<sup>th</sup> grade students are encouraged to read one million words a year! Medals are awarded as students pass each milestone; 50,000, 100,000, 250,000 and 500,000, and 750,000. Trophies are awarded to Millionaires! Last year, 11 Millionaires earned "Millionaire Treatment" on the last day of school. We have many younger students determined to be millionaires this year!

Each month teachers choose students to receive Top Scholar Awards.

Every month, students are acknowledged as "Attendance H.E.R.O.s"

## Here, Everyday, Ready, and On Time!

### UNIFORM COMPLAINT PROCEDURES [BP1312.3](#)

The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged:

- 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs;
- 2) unlawful discrimination against any protected group as identified under Education Code (EC) sections 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, lactation accommodations, homeless, foster youth, juvenile court student, physical education minutes, or non-instructional courses, in any program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance;
- 3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code;
- 4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics; and
- 5) unlawful imposition of pupil fees for participation in educational activities in public schools; and 6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3. A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to the Santa Barbara Unified School District's Assistant Superintendent of Human Resources, or the Assistant Superintendent of Education, or the Assistant Superintendent of Student Services who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. If the District finds merit in a complaint, the District shall provide a remedy to all affected pupils, parents/guardians. A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulations exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. If a district is found to have violated a State or Federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. [Title 5 California Code of Regulations 4622; Education Code 234.1, 32289, 49013; Board Policy 1312.3]

### SEXUAL HARASSMENT POLICY [BP5145.7](#)



The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment targeted at any student by anyone at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment. The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer without delay. Once notified, the principal or compliance officer shall take steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

**For any concerns regarding discrimination and equity in educational programs or activities, contact:**

**Title IX Compliance Officer:**

Frann Wageneck Ed.D.

Assistant Superintendent, Student Services

720 Santa Barbara Street

Santa Barbara, CA 93101

805-963-4338

[fwageneck@sbunified.org](mailto:fwageneck@sbunified.org)

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