

# Harding University Partnership School

## Parent Handbook

2024-2025

An Authorized International  
Baccalaureate® (IB) World School



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## 2024 - 2025 DAILY SCHEDULE

GRADE	START	RECESS	LUNCH	DISMISSAL		MINIMUM DAY DISMISSAL
				Mon, Tues, Thurs & Fri	Wed. Early Release	
AM / PM PK	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	
TK/K	8:30	9:55 - 10:20	11:45 - 12:30	2:02	1:32	12:00
<b>1</b>	8:30	10:30 - 10:50	12:00 - 12:45	2:42	1:32	12:00
<b>2</b>	8:30	10:30 - 10:50	12:00 - 12:45	2:42	1:32	12:00
<b>3</b>	8:30	10:30 - 10:50	12:00 - 12:45	2:42	1:32	12:00
<b>4</b>	8:15	10:15 - 10:30	12:30 - 1:15	2:42	1:32	12:00
<b>5</b>	8:15	10:15 - 10:30	12:30 - 1:15	2:42	1:32	12:00
<b>6</b>	8:15	10:15 - 10:30	12:30 - 1:15	2:42	1:32	12:00

***Other early dismissal 12:00:*** Parent conferences, end of trimester, first 5 days of school for TK-K ONLY

***End of Trimester:***

12:00 Early Release November 15, 2024 ~ December 13, 2024 ~  
March 14, 2025 ~ June 12, 2025

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

12:00 Early Release November 18 - 22, 2024 & March 17 - 21, 2025

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

# HAWKS - HONOR - AGENCY - WONDER - KNOWLEDGE

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 7:45 for students and parents arriving on the Gillespie side of campus. The Mountain side will be open at 8:00. 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

We need everyone supporting good attendance! Be an "Attendance H.E.R.O.!"



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 and social 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.***

## Chronic Absenteeism

Last year over 12% of HAWKS were chronically absent. We can not teach them if they are not here. Please be an attendance H.E.R.O. ~

Here ~ Everyday ~ Ready ~ On Time !

A student who is chronically absent misses 10% of school. 20 days is the equivalent of one month. Students who miss more than 10 days of school fall behind. If this pattern repeats year after year, student academic and social and emotional will be impacted.

## 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 training every trimester to share best practice on supporting our students and teachers for those able to volunteer! All parents are encouraged to volunteer for 2 hours a year.

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

## Keeping Informed

### Weekly Messages



Every Sunday night, like clockwork, at 6:00 pm, you will receive a “Weekly Announcement” from Mrs. Binkley via Parent Square. This will inform you of what’s happening at HUPS for the following week. Mrs. Binkley also meets with all of the students on Monday mornings for our weekly message. Parents are welcome to join! 4th - 6th is at the Socratic Circle from 8:15 - 8:30, TK - 3rd is on the Mountain Playground from 8:35 - 8:45.

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”.

Our Family Liaison, Ms. Karen Reyes is here solely to support you! You can ask her anything and she can help you if you are in need! She speaks Spanish and English.

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 visitor's pass and we will steer you in the right direction. We value your partnership!

## Get Involved!



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

### *Coffee, Tea and the PYP (Coffee with the Principal)*

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. This meeting is monthly and all are encouraged to join!

### *Emergent Multi-Lingual Advisory Committee (EMLAC)*

The Emergent Multi-Lingual 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 Emergent Multi-Lingual parents at home to ensure academic success for their children. EMLAC meets for one hour five times a year.

### *Harding School Foundation*

The HUPS 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 throughout the year 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 have two published Positive Behavioral Interventions and Supports documents which will be shared in the first week of school. One document supports students in grades 3 - 6, the other is modified for students in grades TK - 2. This document shares agreements and protocols for behavioral supports using a tiered approach.

### ***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 asked to know what social media platforms are on your children's personal devices.

Sites such as Instagram, SnapChat 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 have access.

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 shall wear clothing that fits properly and does not expose the torso or undergarments. 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 7:45 am on the Gillespie side of campus and 8:00 on the Mountain side. *Please do not drop off your children before 7:45am on Gillespie and 8:00am on Mountain as there will be no supervision.*

4th - 6th grade will line up on the Gillespie playground at the 8:15 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, 2nd and 3rd 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 2:02. Please wait for your children on the Mountain playground. 1st - 6th grades are released at 2:42.

Some families may have two drop offs and/or two pick up times. If you find yourself waiting with small children, please feel free to utilize the Mountain playground which is open for our community Monday - Friday after school until dusk. 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 and 2 ~ We have a 2 hour block for Tier 1 and 2 literacy in every classroom. Our district Wit & Wisdom ELA curriculum is very aligned with our IB program. Our Literacy Team will push into every class during “Power Hour” to give extra support for students in need or for those needing extension.

Tier 2 Bi-lingual Paraeducators - Will be working with our TK/K team to support students learning English as well as those needing extra social guidance.

### **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 will have a full time clinician who will be working with small groups of students experiencing challenges.

TIER 3 ~ We will have our School Psychologist and school clinician working with students in need of 1:1 social and emotional support.

## **Assessment**

We strive to meet all students' needs therefore we must check how students are progressing towards grade level expectations daily. Teachers use exit tickets, anecdotal notes and student work to monitor progress daily.

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 three/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. Subgroups of non teaching team members meet weekly to ensure student success.

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. Second 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; 5,000, 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; 100,000, 250,000 and 500,000, and 750,000. Trophies are awarded to Millionaires! Last year, 28 Millionaires earned “Millionaire Treatment” on the last day of school!

Each Friday, 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:**

Shakenya Edison Ed.D.

Assistant Superintendent, Student Services

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