

# Harding University Partnership School (HUPS)

## Family Handbook

2025-2026

An Authorized International  
Baccalaureate® (IB) World School



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## HARDING UNIVERSITY PARTNERSHIP SCHOOL 2025 - 2026 DAILY SCHEDULE

GRADE	START	RECESS	LUNCH	DISMISSAL		MINIMUM DAY DISMISSAL and Recess
				Mon, Tues, Thurs & Fri	Wednesday Early Release	
<b>PK</b>	AM 8:00 PM 12:00	AM 8:00 - 9:00 PM 12:00 - 1:00	AM 9:00-9:20 PM 1:15-1:35	AM 11:00 PM 3:00	AM 11:00 PM 3:00	
<b>TK/K</b>	8:25 AM	9:45 - 10:15	12:00 - 12:50	1:54	Recess 9:45 - 10:15 Lunch 12:00 - 12:50 1:30	Recess 9:45 - 10:15 12:00
<b>1</b>	8:25 AM	10:25 - 10:50	12:25 - 1:10	2:43	Recess 10:25 - 10:50 Lunch 12:25 - 1:10 1:30	Recess 10:25 - 10:50 12:00
<b>2</b>	8:25 AM	10:25 - 10:50	12:25 - 1:10	2:43	Recess 10:25 - 10:50 Lunch 12:25 - 1:10 1:30	Recess 10:25 - 10:50 12:00
<b>3</b>	8:25 AM	10:25 - 10:50	12:25 - 1:10	2:43	Recess 10:25 - 10:50 Lunch 12:25 - 1:10 1:30	Recess 10:25 - 10:50 12:00
<b>4</b>	8:25 AM	10:10 - 10:25	12:40 - 1:25	2:57	Recess 10:10 - 10:25 Lunch 12:40 - 1:25 1:30	Recess 10:10 - 10:25 12:00
<b>5</b>	8:25 AM	10:10 - 10:25	12:40 - 1:25	2:57	Recess 10:10 - 10:25 Lunch 12:40 - 1:25 1:30	Recess 10:10 - 10:25 12:00
<b>6</b>	8:25 AM	10:10 - 10:25	12:40 - 1:25	2:57	Recess 10:10 - 10:25 Lunch 12:40 - 1:25 1:30	Recess 10:10 - 10:25 12:00

### 12:00 Early Dismissal Days

*TK-K ~ First five days of school August 20 - 27, 2025 (except Wed 8/28 dismissal at 1:30)*

*Parent conferences - November 17 - 21, 2025 & March 23 - 27, 2026 (\*includes 11/20 & 3/25 Wednesdays)*

*Grades 1-6 - 10 days: Parent Teacher Conferences - November 17 - 21, 2025 & March 23 - 27, 2026  
(\*includes 11/15 & 3/20 Wednesdays)*

*All Students ~ 4 Minimum Days - End of Trimester November 14, 2025 ~ December 19, 2025 ~ March 20, 2026 ~ June 10, 2026  
Minimum Days lunch will be grab and go 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 ~**

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

# International Baccalaureate Primary Years Program

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

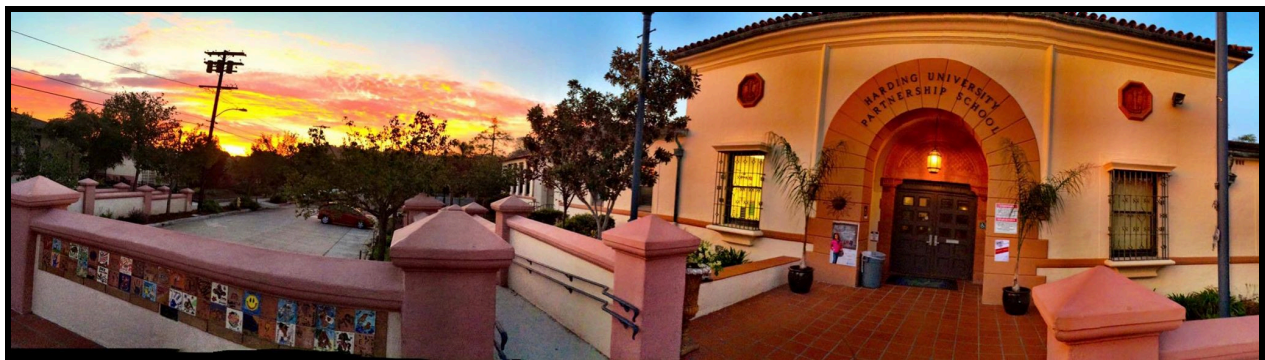
These are the IB attitudes that all Harding students, staff and parents practice and demonstrate to help them grow into reflective, contributing, successful and peaceful human beings.



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

## Safety

Each day the campus will be open at 7:45am for students and parents. We have supervision on both sides of campus.



## 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.

## Emergencies and Drills

At HUPS, we take student safety seriously. We practice monthly emergency drills and update our safety plan each year to make sure we're always prepared.

In the event of a real emergency:

- All students on the Mountain side of campus will be safely brought to the Gillespie side and will stay on the Gillespie field with their teacher until a parent or another adult listed on the child's emergency card arrives to pick them up.
- Please make sure your child's emergency contact information is always current so we can reach you without delay.

If we ever need to evacuate the entire campus, all students and staff will walk together to our off-site emergency assembly area at **812 West Islay Street**—the open lot at Redeemer Bible Church.

Thank you for helping us keep all students safe and prepared!

## Visitors and Volunteers

We love having parents and community members involved at Harding! Whether you're visiting or volunteering, you're always welcome. For everyone's safety, we ask that all visitors sign in and out at the front office and wear a visitor badge while on campus. Thanks for helping us keep our school safe and welcoming!

## Attendance Matters

***Let's work together to support strong attendance! At HUPS, we encourage every student to be an Attendance H.E.R.O.***

***Here, Every day, Ready, and On time!***

If your child will be absent, please call our attendance line at (805)

965-8994. You have three days to call or send a note for the absence to be excused. If we don't hear from you, Mrs. Lourdes Fleisher, our Attendance Clerk, will give you a call to follow up.

Coming to school on time every day helps your child succeed both academically and socially. Our attendance team meets daily to review attendance and support families who may need help.

### **Important reminders:**

- Students who arrive late must sign in at the front office before going to class.
- If your child does not have a fever and is feeling okay, they should come to school.
- Please try to schedule appointments after school hours whenever possible.
- If your child needs to leave early, only an adult listed on their emergency card may check them out at the front office.

### **Celebrating Good Attendance**

At Harding, we love celebrating great attendance!

Each month, students with perfect attendance receive special recognition, and the class with the best attendance in each grade band gets a trophy to proudly display.

At the end of the year, students who have had perfect attendance all year long will be honored with their own individual trophy.

Let's keep showing up, learning, and celebrating together!

### **Chronic Absenteeism**

Last year, over 13% of our HAWKS were chronically absent—and that's something we're working hard to change. We can't teach them if they're not here!

**Let's all be Attendance H.E.R.O.s:  
Here • Every day • Ready • On time!**

Did you know? A student is considered *chronically absent* if they miss **10%**

**of the school year**—that's **18 days**, or the equivalent of a full month of learning. Missing more than 10 days can cause students to fall behind, not only academically, but also socially and emotionally.

Good attendance makes a big difference. Let's make every day count!

## Extended absences

If your child will be out of school for **five or more days**, an **Independent Study Contract** is required. This helps your child stay on track with learning while they're away.

Please let your child's teacher know **at least two weeks in advance** so there's enough time to prepare assignments.

We strongly discourage absences longer than **two weeks**, as they can impact your child's progress and enrollment. If a longer absence is necessary, it must be approved by the principal ahead of time.

Thank you for working with us to support your child's learning!

## 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.***

## Staying Connected

Every Sunday evening at 6:00 PM, you'll receive a **Weekly Announcement** from Mrs. Binkley on ParentSquare. This message includes everything you need to know about what's happening at HUPS in the week ahead.

Mrs. Binkley also shares a weekly message with students during **Monday morning meetings** and families are always welcome to join!


- **3rd–6th grades** meet at the **Socratic Circle from 8:25 - 8:35 AM**

- **TK–2nd grades** meet on the **Mountain Playground from 10:15 - 10:25**

If you're **not yet signed up for ParentSquare**, please take a moment to do so by visiting [parentsquare.com](https://parentsquare.com) and selecting "Join your school." It's our main way of sharing important updates with you! It is also now a link on our webpage: [harding.sbunified.org](https://harding.sbunified.org).

Need support or have questions? **Ms. Karen Reyes**, our Family Liaison, is here just for you! She speaks both **English and Spanish** and is happy to help with anything you need.

Stay in the loop by following us on social media:

 Facebook: **Harding School Foundation**

 Instagram: **@sbhardinghawks**

Also, don't forget to check your child's **Thursday Folder** each week—it will have important information from both the school and their teacher. And it's a good idea to check backpacks **daily** for homework and other updates.

We have an **open-door policy** and love seeing our families on campus. Just stop by the office for a visitor's pass, and we'll point you in the right direction.

We truly value our partnership with you...thanks for being part of the Harding community!

## **We Love and Welcome Parent Involvement at Harding!**

There are so many ways for families to get involved and make a difference in our school community. Whether it's through sharing ideas, helping in the classroom, or attending family classes—your voice and support matter!

### **Coffee with the Principal**

Join Mrs. Binkley for casual monthly gatherings where parents share ideas and help shape what's best for Harding. We talk about everything from safety to student success to fun school events. This is a great way to stay connected, meet other parents, and help build a positive school culture.

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

This group is for families whose home language is something other than

English. Together, we find ways to support multilingual students and their families, both at school and at home. We meet for one hour, five times a year—and your voice is important!

### **Harding School Foundation**

The Foundation helps fund the programs and experiences that make Harding special—from music and field trips to classroom extras. Meetings are held monthly. To learn more, visit: [hardingfoundation.org](http://hardingfoundation.org)

### **School Site Council (SSC)**

This group of parents, teachers, and the principal helps make decisions about how our school uses resources to improve learning for all students. It's a great way to be involved in planning and growing Harding's success.

### **HUPS is a Community School with Opportunities to Learn and Grow for Everybody!**

Harding families are invited to take part in classes and programs throughout the year, like:

- English for Spanish Speakers
- Spanish for English Speakers
- Yoga & Zumba
- STEAM Lab workshops
- Stay & Play (for families with little ones under 3)  
...and more as we grow this exciting program!

### **Volunteering at Harding**

We LOVE our volunteers! Throughout the year, we'll offer short trainings so you can feel confident and ready to help in your child's classroom. Whether you're reading with students, organizing materials, or lending a hand at events, your help means the world. Keep an eye out for training dates or talk to your child's teacher to get started.

***We're better together—thank you for being part of the Harding family!***

# Rules, Behavior and Dress Code

At HUPS, we want every student to feel safe, respected, and ready to learn. You'll see our school rules posted around campus and in every classroom. Our three simple expectations are that everyone is respectful, responsible, and safe.

We use Positive Behavioral Interventions and Supports (PBIS) to help students succeed. We have two guides, one for TK through 2nd grade and one for 3rd through 6th grade, which we'll share during the first week of school. These guides explain how we support good behavior and help students when they need it.

## Cell Phones - Out and Away

To keep students focused, cell phones will be collected by teachers during the school day and returned at dismissal. If students need to contact you, they can use the school phones.

## Social Media

Please be aware of the social media apps your children use. Apps like Instagram, Snapchat, and TikTok require users to be 13 or older, and many have content not suitable for elementary students. Sharing photos and messages can sometimes lead to misunderstandings or hurt feelings. Any social media issues at school will be handled carefully by the principal, and parents will be informed.

## Toys at School

Toys should stay at home unless your child's teacher has given special permission.

## Dress Code

Hats can only be worn outside. Please make sure your child's clothes fit well and don't expose the midriff or undergarments. Clothing should not disrupt learning or cause safety concerns.

# Drop off, Pick Up and Parking

School doors open at 7:45 AM. Please do not drop off your child before 7:45 because there is no supervision.

- Grades 3–6 line up on the Gillespie playground at the 8:25 bell and teachers escort students to class.

- TK–2nd graders line up on the Mountain playground at the 8:25 bell and teachers escort students to class.
  - TK/K students must be signed out at pick-up for safety and are dismissed at 1:54 PM. Grades 1–6 are dismissed at 2:42 PM.

If you have children with different pick-up times, you're welcome to wait at the Mountain playground, which is open after school until dusk. If you park to walk your child in or out, please follow parking rules carefully to avoid tickets or towing.

## **Academic and Emotional Support**

### **BALANCED LITERACY**

Every classroom has a 90 minute block focused on literacy using our district's Wit & Wisdom curriculum, which connects well with our IB program. Our Literacy Team provides extra support and extension during "Power Hour" for students who need it.

We also have bilingual paraeducators working closely with our youngest learners to support English language development and social skills.

### **SOCIAL AND EMOTIONAL LEARNING**

We promote positive behavior in all classrooms with clear rules and a "Break Protocol" that helps students refocus. We teach growth mindset and the IB Learner Profile to encourage students to become confident, caring learners.

For students needing extra support, we have a full-time clinician for small groups and a school psychologist for one-on-one support.

## **Assessment and Progress Monitoring**

We regularly check how students are doing to make sure everyone is growing. Teachers use quick checks every day and formal assessments several times a year.

Our Literacy Team screens students each fall to help teachers plan instruction. We also hold quarterly meetings with specialists to ensure all students get the support they need.

For English learners, we use the ELPAC assessment to measure progress and readiness for reclassification.



## Academic Goals, Millionaire Club and Monthly Awards

Every student sets personal goals to keep growing each year. Starting in 2nd grade, students track how many words they've read and earn medals and certificates monthly.

- TK and Kindergarten students work to master all letter names and sounds and at least 35 sight words. Every kindergarten student at HUPS learns to read by the end of the year!
- 1st through 3rd graders aim to read 250,000 words per year, earning medals along the way.
- 4th through 6th graders set the exciting goal of reading one million words per year, with medals for milestones and trophies for reaching millionaire status.

Last year, we celebrated many students reaching these impressive reading goals! The grand finale is the annual Millionaire Celebration for those who read one million or more words, is a field trip on the last day of school! Last year, our "Millionaires" were transported via Rockstar Limo to the SB Trapeze where they flew like the true champions that they are!

## **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

720 Santa Barbara Street

Santa Barbara, CA 93101

805-963-4338

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

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Logo

Name