



WELCOME TO HARDING ELEMENTARY SCHOOL

A California Gold Ribbon School

Student/Family Handbook

2024-2025

7230 Fairmount Avenue

El Cerrito, CA 94530

510-231-1413 Office Telephone

PTA Website: <http://www.hardingpta.org>

PTA Facebook: <https://www.facebook.com/HardingPTA?fref=ts>

Ms. Bell, Principal

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Core Values: Kindness, Curiosity, Courage, Perseverance

Vision: Harding students will flourish in the global community.

Mission: Harding is a safe and supportive learning community where we empower each other to excel and shape the future.

Diversity: 32% white, 25% Asian 22% Hispanic, 17% Two or More Races, 4% Black, 18% English Learners, 31% socio-economically disadvantaged, and 13% students with disabilities in 3 special education and related services programs, all under the umbrella of our Instructional Support Program (ISP): Counseling Enriched Classroom (CEC), Full Inclusion (FI), Resource (RSP), and 504 Plans. We continually create and maintain a school-wide culture that values and supports understanding, accommodation, inclusion, and belonging. Grade levels include TK through 6th.



Academic and behavior systems are focused on student engagement with Workshop model instruction and specific and positive feedback that includes Restorative Justice. **Visual and Performing Arts, gardening, and music** are embedded in the instructional day along with hands-on science in the school garden, Twig Science. Harding is close to BART and other walking opportunities for **study trips** that receive PTA funding.

Harding School Rules

Be Safe * Be Respectful * Be Responsible * Be Kind

Harding School has adopted the Caring School Community and Responsive Classroom to provide research proven methods for creating a school community that includes systems for teaching, learning, communication, and consistency with the focus on a positive and collaborative approach. **Harding community developed expectations should be followed at**

all times when on school grounds. The [behavior matrix](#) is a quick snapshot of school expectations.

BELL SCHEDULE:

Pedestrian gates at Ashbury and Fairmount Avenues open for yard access FOR STUDENTS ONLY at 8:20 am.

Regular Instructional Day Schedule (Monday, Tuesday, Thursday, and Friday)

Transitional Kindergarten	8:35 am-2:00 pm
Kindergarten	8:35 am-2:00 pm
Grades 1-6	8:30 am-2:40 pm

Minimum Wednesdays and Other Modified Days

Transitional Kindergarten and Kindergarten Schedule remains the same

Grades 1-6	8:30 am-2:05 pm
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Daily Lunch Schedules

TK and Kindergarten	11:00 am
Grades 1 and 2	11:25 am
Grades 3 and 4	12:00 and 12:20 pm respectively
Grades 5 and 6	12:45 pm

[Site Plan for Student Achievement](#)

LEADERSHIP GROUPS:

School Site Council	Instructional Leadership Team	Parent Teacher Association											
<u>Teachers:</u> Matthew Jones Natalie Benadum Savannah Vasco <u>Parents:</u> Lisa Fox-Mullen Anne Park Matthew Murphy	<u>Teachers:</u> Tia Warren Jessie Simms Eva Schoenrock Natalie Benadum Elsa Morse Mark Harrington Margaret Breeding	<table border="1"> <thead> <tr> <th>Role</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>President</td> <td>Masha Murphy</td> </tr> <tr> <td>Vice President</td> <td>Kelda Gragg</td> </tr> <tr> <td>Treasurer</td> <td>Kathleen Mascarenhas</td> </tr> <tr> <td>VP of Hospitality & Assemblies</td> <td>Danielle Schell</td> </tr> </tbody> </table>	Role	Name	President	Masha Murphy	Vice President	Kelda Gragg	Treasurer	Kathleen Mascarenhas	VP of Hospitality & Assemblies	Danielle Schell	
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<p>Sukhdeep (Bobby) Dhadwar Gaia Sonatina</p> <p><u>Staff:</u> Indira Bell Nancy Razo</p>	<p><u>Administrator:</u> Indira Bell</p>	VP of Fundraising	Sandra Payne
		Financial Secretary	Lauren Friedman Russell
		Recording Secretary	Stu Sonatina
		Auditor	Andrea Wildenberg
		Comm Chair	Jen Grey
		Parliamentarian	Jason Mickela
		Programs Coordinator	Rachel Adams
		Room Parent Coordinator	Linda Hom and Jon Sung
		Library Chair	Magdalena Spight
		<u>Volunteer Chair</u>	<u>Emily Kam</u>
		<p><u>Teacher Representative:</u> Helen Kang</p>	

POLICIES:

<p><u>Community Behavior</u></p>	<p>Students have a right to attend a safe and orderly school. It is the responsibility of the school staff, students, and the parents to ensure this right by adhering to the Harding School and District’s rules including those regarding bullying and harassment, and state and federal policies as outlined in the WCCUSD Parent – Student Handbook and website.</p> <p>https://www.wccusd.net/domain/86</p>
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<p><u>Discipline</u></p> <p>(Also refer to the District Student-Family Handbook https://www.wccusd.net/domain/86)</p>	<p>Harding School continuously collaborates with all stakeholders to create a safe, respectful, kind, and responsible community. Discipline/behavior management is considered a teaching and learning opportunity in which a variety of curriculum and practices are employed including, Caring School Community, Responsive Classroom, and Restorative Practices. School staff will communicate and collaborate with students and families to teach students safe, respectful, kind, and responsible behavior.</p> <p>Families may receive a quick communication tool or behavior problem solving slips, from their child’s teacher. If one comes home with your child, please have a conversation with your child that supports taking responsibility and reviews appropriate replacement behavior.</p> <p>Students’ individual privacy rights will be honored when investigating incidents and assigning consequences.</p>
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	*Behavior that is not corrected, and/or more serious behavior issues will be referred to the principal and District policies will be followed: District Discipline Matrix .
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<u>Tardiness</u>	Children are encouraged to establish a habit of punctuality. Students are at a disadvantage when they enter the classroom late, as they frequently miss directions and instruction. Students who arrive between 8:30 and 8:59 a.m. are to go directly to class. The teacher will mark them Tardy. However, after 9:00 a.m., students MUST get a pass from the Office before entering their classroom. This is considered Late. After three tardies/lates, the student will be referred to the principal for further action. Meetings will be set up between the principal and the parent. Please model and help your child develop responsibility for being on time.
<u>Absences</u>	<p>Full-time school attendance is required by the state for children between the ages of 6 and 16. Help your child avoid attendance problems. Make sure your child arrives at school between 8:20 and 8:30 a.m. (8:30-8:45 am for TK) every school day. Send a note/email to the office within 5 school days whenever there is an absence, or call the school office (510 231-1413). Failure to do so will cause the child to be marked unexcused. Excessive absences and tardies of over 30 minutes might trigger the mailing of a truancy letter. Medical, Dental & legal visits are always excused with a proof of visit, however excused absences might still generate an excessive absence letter if over a certain amount of days.</p> <p>Average Daily Attendance (ADA) funding from the state is based on the number of students present each day. The school loses money each day a student is absent. A student must be absent at least 5, and up to 10 days in order for the teacher to approve and complete an Independent Study Contract. Independent study at upper grade levels can provide the student a way to keep up with his/her class work, and allows the district to recover much-needed funds that would otherwise be lost. Independent Study Contracts are generally not created for TK-3rd grade students as it is too difficult to recreate instruction. Teachers are not required to approve independent study contracts. If you know of a scheduled absence, notify the teacher at least 2 weeks in advance to allow for consideration and possible preparation of Independent Work Study material. Planned absence without an approved independent study contract is considered unexcused absences and will result in truancy notifications and possible drop from enrollment.</p>
<u>Early Release of Students</u>	If you need to remove your child from school during the normal school hours, send a message via ParentSquare to the teacher, giving the date, time and reason. <u>Report to the office</u> , giving plenty of time to have your student called out of class or off the yard. While waiting, you can sign your student out. No

	student will be allowed to leave directly from the classroom or yard without a note or phone call from the office. Remember that whoever might sign your student out needs to be on their emergency card. Students who leave earlier than 30 minutes before the end of the school day will need to provide a note from a medical or legal professional. If notes are not provided and/or early pick-ups become excessive, a truancy letter might be generated.
<u>End of the School Day</u>	All students must connect with an adult family or after-care member at the end of the school day. The yard is not available for play after school as it is reserved for aftercare and enhancement programs.

<u>Returning After Absence</u>	<p>If your child has had a communicable condition such as COVID, measles, chicken pox, or head lice, please check with the school secretary to see if your child has passed the required recovery period and may return to school. If the student has had a communicable disease requiring clearance by a medical provider before returning to school, a note of explanation from a medical professional is required on the day a student returns. The note should be given to the classroom teacher and contain:</p> <ul style="list-style-type: none"> ● The student's name and grade level. ● Days and dates of absence. ● Reason for absence. ● Date the note is written. ● Parent signature and phone number. ● Relationship to child (mother, father, guardian, etc.) ●
<u>Leaving School Early</u>	<p>Parents picking up children for an appointment must come into the office and sign their child out in the office notebook. No child will be allowed to leave early without a parent or individual designated as an emergency contact signing him/her out in the book. Both the teacher and the school secretary must know if someone is leaving early. We urge you to try to make medical appointments outside the school day whenever possible to minimize instructional time interruptions for all.</p>

TRANSPORTATION, PARKING, DROP-OFF/PICK-UP:

<u>Student Pick-up/Drop-off</u>	<ol style="list-style-type: none"> 1. All vehicle drive up/drop offs should use the white zone on Ashbury Avenue...and keep moving. Students of all grades getting a quick drop off by car can enter school through the Ashbury Street gate. 2. Students and families walking to school can enter school through either the Ashbury or Fairmount Avenue gates. No car drop offs at the Fairmount gate please. 3. Yard access is limited to students and staff only. Parents should remain outside gates during drop-off and pick-up.
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	<p>4. When gates open, 1st-6th grade students should gather on their class line while they wait for the teacher to pick them up at 8:30 am. Kinder students will meet their teacher as directed at the K patio (room 110 & 115) or just inside the Ashbury pedestrian gate (room 117). TK students will meet their teacher just inside the Ashbury gate. Access to the office, which opens at 8:00 am, is through the front door on Fairmount Avenue.</p> <p>5. TK-3rd grade dismissal will be on Ashbury Ave. 4th-6th dismissal will be at the Fairmount gate.</p>
<p><u>Traffic Safety - Cars</u></p>	<p>Please observe the following rules when driving:</p> <ol style="list-style-type: none"> 1. Student drop-off and pick-up is in the white drop-off zone only on Ashbury. 2. There is no parking in the drop-off or bus zones (red, white, and blue). 3. Please pull your vehicle all the way forward in the white zone to help with the flow of traffic. 4. Do not double park, block bike lanes, or stop in the red emergency zone. 5. <u>Have your child exit the car on the curb side of the vehicle.</u> 6. El Cerrito Police assist with traffic flow so please remember to follow all driving rules for the safety of everyone. <i>YOU WILL TAKE RESPONSIBILITY FOR YOUR ACTIONS AND NOT BLAME THE OFFICE IF YOU GET A TICKET.</i> 7. Remind your child to walk to and from the vehicle. 8. Please drive slowly and be courteous to other drivers. 9. Remember, if you want to watch or walk with your child directly to the classroom (TK to classroom only 8/15/23-8/25/23 until 8:45 am), yard gate, or office, you must park at a green or unpainted curb space near the school. <u>Give yourself a few extra minutes in the morning to avoid rushing and assure safety for all.</u>
<p><u>Bikes and Scooters</u></p>	<p>Parents and the City of El Cerrito helped install additional bike racks outside the school and in the yard. We encourage riders and ask that you observe the following rules:</p> <ol style="list-style-type: none"> 1. Wear a helmet and bring a lock. 2. Walk your bike or scooter onto the yard by stopping outside the gate, dismounting, and walking carefully to the racks. 3. All types of wheeled machines must be locked outside to any of the racks - there is no storage space inside the parking lot or building.

COMMUNICATION

<p><u>ParentSquare</u></p>	<p>Teachers will connect directly with all families via ParentSquare. This is an app for your smartphone or can connect to your email. Please be sure to tell your teacher which you prefer. Teachers will communicate weekly regarding classroom activities.</p>
<p><u>E-News, Websites, Calendars,</u></p>	<p>Every week throughout the school year the Harding PTA sends a short and factual newsletter to Harding families and teachers. Go to this website page for information about signing up for the Harding Enews.</p> <p>Look to the District website or the District Parent-Student Handbook for the annual school district calendar. The PTA website can be found here. Click here for the District annual calendar.</p>
<p><u>Parent – Teacher Conferences</u></p>	<p>A parent – teacher conference will be scheduled for your child in November. The purpose of the conference is to review how your child is progressing in school. You may also request a meeting with your child’s teacher at any other time you feel is needed. If you request a meeting it must be at least 24 hours in advance and arranged with the teacher.</p>
<p><u>Staff Email</u></p>	<p>Email can be one of the easiest ways to contact faculty and staff. The following is a list of staff you may need to contact.</p> <p>Teachers</p> <p>Suzi Roberts, TK susan.roberts@wccusd.net Ally Crump, K allison.crump@wccusd.net Marlowe Kim, K marlowe.kim@wccusd.net Tia Warren, K hestia.warren@wccusd.net Margaret Breeding, 1 mbreeding@wccusd.net Cara Brown, 1 cbrown@wccusd.net Savannah Vasco, 1 savannah.vasco@wccusd.net _____, 2 Jessie Simms, 2 jessie.simms@wccusd.net Yesenia Cañada, 2 yesenia.canada@wccusd.net Natalie Benadum, 3 natalie.benadum@wccusd.net Edjayta Jones-Carter, 3 edjayta.jones-carter@wccusd.net Eva Schoenrock, 3 eva.shcoenrock@wccusd.net Megan Rooney-Etheridge, 3 megan.etheridge@wccusd.net Aaron Darden, 4 aaron.darden@wccusd.net _____, 4 Mardys Minkler, 4 matthew.jones@wccusd.net Matthew Jones, 5 schang@wccusd.net Sarah Chang, 5 helen.kang@wccusd.net Helen Kang, 6 emorse@wccusd.net Elsa Morse, 6 kathryn.roehl@wccusd.net Kathy Roehl, RSP mharrington@wccusd.net Mark Harrington, FI amccormick@wccusd.net Adam McCormick, CEC</p>

	<p>Susan Gonzalez, Prep sgonzalez@wccusd.net</p> <p><u>Administration</u> Indira Bell, Principal indira.bell@wccusd.net Nancy Razo, Secretary nancy.razo@wccusd.net Linda Hom, Clerk linda.hom@wccusd.net Gladys Ruiz, Head Custodian gladys.ruiz@wccusd.net</p>
<u>Communication with Teachers if issues/concerns arise</u>	<p>Please be aware that the expected communication protocol is for parents to always contact their child's teacher with any concerns first. The teacher's contract actually requires that they have the first chance to solve an issue before it comes to administration. If the teacher is unable to address your concern, at that point you should reach out to the administration. Administration will not be able to address your concern unless you have communicated with the teacher about it first.</p>

STUDENT LIFE – GENERAL GUIDELINES AND INFORMATION

<u>Text and Library Book Care</u>	<p>Students are responsible for the care of all technology and books issued to them. If a book, workbook, tablet (\$330), headphones (\$25), chargers (\$15), etc. are damaged, lost, or stolen, families must pay for the replacement book or equipment.</p>
<u>Homework</u> <p>*Current research has found limited to no benefit for elementary level students, especially primary level. Follow your teacher's expectations for academic work at home.*</p>	<p>General Guidelines*</p> <ul style="list-style-type: none"> ● Homework will have a real purpose and will reinforce and be related to the classroom program. ● Teachers will make every effort to ensure that students understand the assignment. ● The length of assignments will vary according to grade level and the ability of the individual student. <p>How to Help Your Child</p> <ul style="list-style-type: none"> ● Provide a quiet place and regular time for your children to do homework, and supervise them to see that this time is used wisely. ● Help your child understand: <ol style="list-style-type: none"> a. Completion of homework is an important aspect of a student's education both now and for the rest of his or her academic career. b. Homework is assigned to teach the student responsibility and self-discipline as well as to reinforce subject matter. ● All students should be able to talk about what the homework is about and complete it with independence. If your child can't do this or needs regular instruction at home, please notify the teacher.

<u>Testing</u>	<p>Regular testing or assessment, tells us what students know and what we need to teach. Students are expected to give their best effort and show what they know. Teachers and students will work together to set learning goals and monitor progress. The District requires various assessments and surveys. Teachers will communicate the assessment type and schedule throughout the year.</p>
<u>Report Cards</u>	<p>WCCUSD uses standards-based report cards. Teachers will explain grading at November conferences. However, parents are asked to contact their child's teacher at any time if there is a question or concern about student performance. Report cards are sent home three times a year. If your child is not performing satisfactorily or is in danger of not meeting standards, a progress report will be sent home 15 days before the end of each trimester.</p>
<u>Dress Code</u> (Also refer to the District Parent Student Handbook)	<p>All elementary school students must still follow the Board adopted dress code even if the students have received a waiver* under the uniform policy.</p> <p>The dress code is as follows: <u>Students must dress appropriately at all times during all school events and activities.</u> Inappropriate dress is defined as any attire that causes a disruption, or a safety concern on campus. Clothing must be clean, neat and appropriate to an educational setting. Shoes must be worn for safety. <u>At Harding</u> students are generally dressed appropriately in clothing that allows them to sit in various spaces and positions, move safely in active PE or recess games, and focus on learning. The following specifics may be helpful to keep in mind:</p> <ul style="list-style-type: none"> ● Clothing with words or pictures must be school appropriate. ● All clothing must be worn in a manner that covers students' underwear. ● Shoes must be closed toe and heel for safety at play and PE. (Sandals and stacked or high heels are never appropriate and crocs are not recommended.) ● Make-up of any kind is never appropriate except for theater performances.

<u>School Breakfast and Lunch</u>	<p>Again this year, school meals are provided free to all who want them through a state grant. Breakfast is not served until morning recesses starting at 9:30 am so be sure to have your child eat something before coming to school in the morning. Important things to note to promote healthy eating and avoid food waste:</p> <ul style="list-style-type: none"> ● Preview the menus with your child to <ul style="list-style-type: none"> ○ Know what your child is eating ○ Have your child choose only meals they like to eat ○ Make a plan for bringing or not bringing a home lunch or snack each day
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	<p>When packing a home snack/lunch, please make sure your child can open/manage all the packaging on their own. Please do not include or minimize high sugar food and drink. Do not use glass containers of any kind.</p>
<p><u>Water, Snacks, and Healthy Habits</u></p>	<p>Students are encouraged to bring a bottle of water to school for use throughout the day according to classroom procedures. Students are encouraged to bring a snack to school to eat during recess at the tables in front of the Multipurpose Room. It should be a nutritious snack without high sugar or fat content. Gum, sunflower seeds, candy, sport and soft drinks are not allowed at school at any time. Individual student lunches should not include chip/snack/treat packages larger than single serving. If brought to school, these items will be confiscated and placed in the office for parent pick-up afterschool. Food items will be discarded if not picked up within 48 hours.</p> <p><i>Sharing snack and lunch food is discouraged. We want to honor parent expectations for what their child is eating at school and will inform families if a student is regularly sharing food or asking other students for their food. This will also help keep students away from potential allergens.</i></p>
<p><u>Classroom Celebrations</u></p>	<p>Healthy and safe <u>food alternatives for celebrating</u> will be used at Harding. Classroom teachers do NOT host student birthday celebrations to honor appropriate use of instructional time, in addition to student/family religious observance needs, student allergies and district policies for health and wellness. Additionally, we have a number of students at Harding with severe food allergies, diabetes, and celiac disease. Never send food to share without direction from the classroom teacher. Please do not have food, flowers, balloon bouquets, etc. delivered to classrooms or the school office for any reason. Such deliveries for students are disruptive and office staff do not have the time to accept and manage these items. Home party invitations may not be passed out at school.</p>
<p><u>Toys, personal technology, and Balls</u></p>	<p>Students should not bring toys, personal technology of any kind (handheld game systems, tablets - iPads, phones, electronic readers, smart watches, earbuds/phones etc.), or sports/recreation equipment to school. The school has a supply of sports equipment to use during recess and donated items can be accepted in the office or by your child's teacher. Toys are not allowed at school and the school cannot be responsible for lost, damaged, or stolen personal items, including technology. All personal items will be confiscated and kept in the classroom or office until a parent picks them up. Personal technology, including but not limited to phones, earbuds, and smartwatches, if brought, should be powered off and away in a backpack for the day. The school is not responsible for lost, damaged, or stolen items.</p>

<p><u>Cell Phones and Smartwatches</u></p>	<p><u>Students may only use cell phones and smart watches (smartwatches that are connected to wifi or with their own data plans) before 8:20am and after school is out and they are off school grounds. Cell phone use and smart watch (smartwatch with their own data plan) use is prohibited during school hours. They must be turned off and either placed in their backpack or given to the teacher to hold for the day.</u> This is to protect the privacy, safety, and security of all students. Students not adhering to the policy will have their phones and/or smartwatch confiscated. After the first offense, students may pick up the phone/smartwatch on that day from their teacher; on the second the device(s) must be picked up by the parent in the office; on the third offense, the device(s) is kept until parent/guardians can conference with the principal to establish an appropriate use plan. We are not responsible for lost, damaged, or stolen phones, earbuds, or smartwatches.</p> <p>We understand that some families have purchased electronic devices for their children as part of their emergency preparedness efforts. However, it has become apparent that students are using their phones and smartwatches during school hours to make calls, text, take pictures, and/or record videos. It is vital that your child understands that not everything that is important is an emergency! Students who are sick, injured, and/or need to speak with a family member should go to the office-with their teacher's permission-and use the office phone.</p> <p>Thank you for your help in maintaining a safe and productive learning environment at Harding!</p>
<p><u>Assemblies</u></p>	<p>Assemblies provide an excellent forum for developing dramatic talent, promoting speaking and performance ability, conveying information, and building school community. In addition, the PTA provides a number of cultural and educational assemblies throughout the year for all students (music, storytelling, dance, theater, science, etc.). Courtesy and good conduct are essential at every assembly so that everyone can enjoy the programs.</p>
<p><u>Study Trips</u></p>	<p>All study trips are organized by teachers with the approval of the principal to support and enhance classroom instruction. Parents wishing to accompany a class on a study trip must have the permission of the teacher, have a current volunteer badge, <u>and</u> clearance by the District to attend any trip. Please talk with your child's teacher early in the school year if you are interested in chaperoning study trips.</p>
<p><u>Visual and Performing Arts</u></p>	<p>Students will have a variety of opportunities throughout the school year to receive art, theater, and music instruction from a PTA funded teacher, Seele Stars, and other community organizations in addition to their classroom and District teachers. Performances are TBD.</p>

<u>Substitute Teachers</u>	<p>When a substitute teacher is conducting a class, students must be even more courteous than usual. Such efforts reflect active practice of school rules and good citizenship. Substitute teachers are our guests while they are at Harding School. All of our substitutes are qualified teachers whose job is to continue the educational program planned by the regular teacher.</p>
<u>After School Care and Enrichment Classes</u>	<p>The city of El Cerrito administers a before and after school day care program in addition to the Harding After School Enrichment Program (HASEP), a variety of classes for fun and academic enhancement.</p> <p>Please contact the City of El Cerrito at 510- 559-7000 for more information.</p> <p>We now have BACR (Bay Area Community Resources) partnering with Harding to provide an after school program for eligible students. Please reach out to the Program Coordinator, Anayancy Zuniga, for more information: azuniga@bacr.org.</p>

PARENT INVOLVEMENT

<u>Class Volunteering</u>	<p>Harding welcomes and needs family support. Please complete an application with the district as soon as possible. All regular classroom, school, and study trip volunteers must complete an application that includes principal approval and fingerprint verification. Adult family members who volunteer are not allowed to bring younger children on study trips or when volunteering at the school.</p>
<u>Parent Teacher Association -PTA</u>	<p>Harding School has a very active Parent Teacher Association (PTA). Each family's membership and fundraiser participation finances the student and school academic and enrichment activities. The PTA coordinates room parents whose purpose is to assist teachers in planning special events and trips for the students. <u>The PTA meets about six times a year on the first Tuesday of every month</u> with childcare provided. See the PTA website for dates and program topics.</p>
<u>School Site Council - SSC</u>	<p>The School Site Council (SSC) is a state-mandated organization made up of an equal number of community members (parents) and staff members elected to serve for a two-year term. The SSC studies achievement and enrollment data and suggests changes in the education program accordingly, directing the expenditure of state funds by forming an academic plan for the year ahead. Being familiar with academic needs, they also assemble a budget for the Local Control Accountability Program (LCAP) funds. To join the SSC, indicate your interest to the principal or return the nomination form sent out in May and your name will be put on the ballot. Elections are held in the Spring for two-year terms, beginning the next fall. <u>The School Site Council generally meets every third Thursday of the month at 3pm</u>, except December, January, June, July, and August. You</p>

	can participate in the SSC by attending meetings.
<u>Affinity Groups: ELAC, AAPAC</u>	<p>We are making every effort to offer English Learner and African American/Black, families the opportunity to have a voice. Family members can participate in their child's education by advising school and district staff on strategies that will improve academic outcomes for their students and feel supported while working on building personal and school staff capacity for equity work. It is a meeting space that families can use as a platform to express their concerns and ideas to the School Site Council and school administration regarding their children's access to quality and equitable education. Meeting notices will be posted on the school annual calendar, websites, and communicated by classroom teachers.</p> <p>English Learner Parent Advisory Council Parent Representative: Cristal Mejia: cristalmejia579@gmail.com</p> <p>African American Parent Advisory Council Parent Representative: Alex Kahn: alexandreakahn@gmail.com</p>
<u>Other Ways to Get Involved</u>	If you do not wish to be a planner of events, your volunteer interests are still welcome at Harding! In addition to helping with special events, parents are asked to assist in a number of ways: each room needs room parents; recess and lunch needs family helpers; the Library needs volunteers; and the office could use back up support. Contact the office or your child's teacher for more information about a volunteer role that will fit your schedule, interests, and skills.

<u>Student Study Team</u>	The Student Study Team (SST) is a school site team, composed of general and special education staff as appropriate, to review concerns regarding individual students. The SST is for early identification and intervention for students experiencing difficulties in school. Issues may involve behavior, academics, speech, attendance, and/or health. SST is a general education collaboration and problem-solving process to support teachers' efforts to provide quality classroom experiences for all students. The team recommends strategies and tools that will facilitate the student's progress, ideally in the general education program.
<u>Classroom Visitations</u>	Parents wishing to visit the classroom for any reason should call the school to obtain permission and set up an appointment with the teacher at least 24 hours in advance. Classroom observations generally last about 20-30 minutes and should not interrupt classroom or school procedures and instruction. You will sign an agreement to maintain confidentiality upon signing in.

<u>Translation</u>	Oral and sign language translation can and should be provided for all school meetings. Depending on the type of translation, we may need two weeks' notice to make the necessary arrangements. Please request translation services when needed.
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HEALTH AND SAFETY

<u>Emergencies</u>	In the event of an evacuation due to fire or a major earthquake, children will remain with their teachers until signed out by a designated adult with a valid ID at a designated emergency command center. A major disaster triggers a strict child release policy; all parents will be asked to report to a command center in the adjacent Harding Park, with a photo ID, to sign out their child and any others for whom they are designated as emergency contacts. In the event of an emergency, the area of safe refuge for students and staff will be on the school playground in the center of the track. The command post will also be on the yard roughly near the Ashbury pedestrian entrance. Parents should gather on the Harding Park baseball field to line up for student release. On-site evacuation and fire drills will be held periodically to ensure that all children understand what to do in the event of an emergency.
<u>Custody</u>	In most cases, divorced parents continue to have equal rights, such as access to information. Please inform your child's teacher if you need two parent communications. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the school office. Unless your court order is on file with us, we must provide equal rights and access to both parents.
<u>Illness</u>	<ol style="list-style-type: none"> 1. Keep ill children at home. If your child has a fever 100.4 degree F or higher, vomits, or has diarrhea they must remain out of school for 24 hours after their symptoms stop. This is a county health code and not a school specific policy. We do not have flexibility to make exceptions. 2. Make sure your emergency information is up-to-date in *PowerSchool, this is what we use to help your child. 3. Have a family plan for illness - There is NO childcare available on site. 4. No medication can be given at school without a Medication Form (available in the office) filled out and signed by the child's doctor. 5. If you believe your child might be using illness to avoid school, please talk to your child's teacher or the principal. 6. Any ongoing special health problems should be discussed with the teacher, principal, and school secretary.

<p><u>Health Care Policies</u></p> <p>(Also refer to the District Parent Student Handbook for additional information https://www.wcusd.net/domain/86)</p>	<p><i>Immunizations</i></p> <p>Most children complete the required immunizations for kindergarten entry. If you have any questions regarding immunizations, please see the school secretary.</p> <p><i>Medication</i></p> <p>If a student regularly requires medication, please see the school secretary. The medication will be kept in the office and dispensed to the student there. <u>Students may not be in possession of medication at school. A district medication form must be completed and signed by the doctor.</u> This form will be kept in the school office. Medication must be in a prescription bottle with student name, type of medication, and dosage on the label. Required forms for inhalers can be picked up in the office. The school must receive written permission from the student’s personal physician to dispense medication.</p> <p><i>Accidents</i></p> <p>Students must report all accidents and injuries to their teacher, yard duty supervisor, or another school employee. The school office and/or teacher will give emergency first aid. Parents will be notified if the injury is serious or requires medical attention. If parents cannot be reached, the physician named on the Emergency Card will be called for instructions. An ambulance will be called by the principal or a staff member if a student cannot or should not be moved, or if the situation is an emergency.</p> <p><i>School Nurse Testing</i></p> <p>Each student shall be given a vision and hearing-screening test in kindergarten, second, and fifth grades. The school shall provide the parents or guardians of children who fail either screening with written notification of the test results and recommend that a medical and audiological evaluation be obtained.</p>
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<p><u>Lost and Found</u></p>	<p>Lost items can be found on the rack or in the bins just to the left inside the front door. All clothing not claimed by the last day of any trimester will be brought to a local consignment store with proceeds from clothing sale going to the PTA. Food and drink containers will be discarded.</p>
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<p><u>Emergency Contact Information</u></p>	<p>The school must be able to contact you or your designee if special circumstances arise. Fill out your child’s emergency information in Power School and keep it updated as things change.</p> <p>*Please keep your contact information up-to-date throughout the year.</p>
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