Introduction/Overview 2

Arrival & Departure/Extended Day Programs/Attendance 3

Health & Safety 4-5

Visiting the School/Release of Students 5

Meal Programs/Homework/Grading Policy 6

Dress Code/Personal Belongings/Cell Phones 7

Lost & Found/Care of School Materials/School Site Council/Governance Team/PTA 8

Birthdays/Extra-Curricular Opportunities/Student Recognition 9

School Procedures 9-10

Problem Solving Process 10

Behavioral Interventions/Consequences/ Zero Tolerance 11

Positive Behavior Interventions and Supports (PBIS) 12

Facts for Parents is an annual publication containing updated information relevant to the families of San Diego Unified including rights and responsibilities as well as district, local, state, and federal policies that impact all students.

- Important Dates for the Upcoming School Year
- Key Contacts
- Welcome letter from Superintendent Lamont Jackson
- Parent/Guardians Rights and Responsibilities
- Discrimination, Intimidation and Bullying Policies, Uniform Complaint Procedure
- Sexual Harassment of Students and Complaint Procedure
- At School
- Student Rights and Records
- Health Requirements and Wellness
- Restorative Discipline Policy
- Student Records and Rights
- Attendance
- Technology
- Language and Language Acquisitions Programs
- Forms
- Universal Form (required)
- Pesticide Use & Notification Form (optional)

Parents are legally entitled to and should receive an updated booklet at the beginning of each school year. A signed Universal Form shows that parents have received this information, and a copy of the completed form should be maintained at sites during the school year.

Download/view the 2022-23 Facts for Parents booklet at https://www.sandiegounified.org/academics/facts_for_parents

English  Spanish  Tagalog  Vietnamese  Somali
Hello, Amazing Hardy Families!

Welcome to a new school year! I hope that everyone had a wonderful summer of memorable adventures. On behalf of our entire staff, we hope our students are all enthusiastic and ready for a year of high-quality teaching and learning.

I want you to know that the entire Hardy staff is committed to fulfilling our school mission: in partnership with staff, parents, students, and the community, to develop the whole child by providing an outstanding program in a safe and positive environment:
- With high academic and behavioral expectations
- With an introduction to the arts and sciences
- Fostering a positive work ethic
- Creating an environment that embraces respect for each other, and each other’s differences
- Developing each child’s inquiry and enthusiasm for learning

Thereby empowering productive, responsible, respectful, and contributing members of society.

Hardy is a great school, and we could not ask for a better community to serve! Together with you, we will continue to form positive and respectful relationships that serve the best interests of our children. With the best interest of your child at heart, I encourage all parents to partner with your child’s teacher to form the most positive relationship possible.

Thank you,

Laura Alluin
Principal

HISTORY OF EDWARD L. HARDY

Edward L. Hardy Elementary School was opened on April 22, 1957 and dedicated on November 16 of the same year. It was named for a man who was an outstanding educational figure in San Diego County for over a quarter-century.

Dr. Hardy’s career in education began as a high school teacher in Wisconsin in 1893. During the next 13 years he served as headmaster of a Los Angeles military school and as principal of a high school in Illinois. In 1906 he came to San Diego as principal of San Diego High School. In 1910 he was appointed as president of San Diego Normal College. Dr. Hardy’s long fight to raise the status of the institution resulted in the re-designation of the Normal School in 1921 as San Diego State Teachers College, and authorization in 1923 to grant the bachelor’s degree.

After World War I, the college had outgrown its campus in University Heights. A bond issue was passed in 1928 and construction began on the current site on the southern edge of Alvarado Canyon. In 1931 the college moved to the new campus. In 1935, the year that Dr. Hardy retired, the school was re-designated San Diego State College. He served as a member of the Board of Education of the San Diego Unified School District from 1937 until 1945. His pioneering spirit lives on in the dedicated staff of his namesake school - Edward L. Hardy Elementary.
EXTENDED DAY PROGRAMS

PRIME TIME/BASED IN THE AUDITORIUM: The City of San Diego's "Prime Time" Extended School Day Program is offered; free of charge, at Hardy through a contract with Harmonium, a nonprofit agency. It is open in the morning from 6:15-7:30 a.m. and after school until 6:00 p.m. The program is designed for families with custodial parent(s) who work full time. Registration applications are available in the school office.

KLASSIC KIDS/BASED IN ROOM 19 & 18: This private, fee-based program, also operated by Harmonium, serves children of families who do not require full time care. For more information about either program, contact Harmonium at 858-225-8315.

Under California law (Ed. Code 48200), all Hardy students are required to be enrolled and in regular attendance at school unless exempt by other provisions of the Education Code.
STUDENTS

Student safety is very important at Hardy. We enlist the active support of all parents in this commitment and urge you to take the following actions:

1. Establish the safest route to and from school with your child.
2. Monitor your child's route from time to time.
3. Instruct your child to cross streets at the intersections and/or crosswalks – never between parked cars.
4. Instruct your child to look both ways on a green light before entering the crosswalk.
5. Instruct your child to walk when crossing streets.
6. If your child is picked up at the school, instruct him/her to stay seated to wait in the STUDENT WAITING AREA for the driver to pick them up.

No student will be allowed to cross traffic in the parking lot. Pedestrians, both adults and children, must use the yellow crosswalks painted on the blacktop when walking to/from parked cars. We ask all drivers to follow directions of the 4th & 5th grade student "Safeties", staff members, and volunteers who monitor the arrival & departure of students in the Traffic Circle.

PARKING

If your child is transported to and from school by car, PARENTS ARE ASKED TO OBSERVE THE "NO PARKING" AREAS designated by red-painted curbs and/or signs posted in those areas. Parking in RED ZONES IS PROHIBITED by law for safety reasons, as well as to allow the free flow of traffic. Do not turn off your engine or leave your car unattended in the red zone.

The west playground gates will be open for parent parking twenty minutes prior to the close of school. Please follow the traffic pattern as indicated and yield to pedestrians. PLEASE DO NOT ARRIVE PRIOR TO 2:00 PM (11:10 AM)—our parents are responsible for causing severe traffic conditions on Montezuma Rd. Children will not be released prior to the dismissal bell, so there is no need to contribute to the congestion.

HEALTH & ACCIDENT PROCEDURES
1. The “NO SHOTS, NO SCHOOL” District Policy is in effect. Children enrolling for the first time in a San Diego City School must provide an official document of MMR, Polio, DPT, Varicella and Hepatitis B immunization.

2. Children may not be given any kind of non-prescription medicine at school unless he/she has written authorization from a licensed physician. **Children may not bring or keep with them medication of any kind. Parents must bring all medication to the Health Office, with printed doctor’s orders for health staff to follow.**

3. Parents of any pupil who must take medicine prescribed by a physician during the school day must submit a "Physician’s Recommendation for Medication." The medicine container must include: 1) name of pupil; 2) name of the prescribing physician; 3) an identification number of the prescription container; 4) name of the pharmacy; and 5) the amount of the medication to be taken and time(s). No injections may be given at school except by a registered school nurse.

4. While statistics indicate that more accidents occur away from school than at school, children nevertheless do injure themselves from time to time at school. Staff members will usually take care of minor injuries at school. In the event of a more serious injury, parents are always notified and requested to come to the school for their child. **EMERGENCY NAMES AND PHONE NUMBERS MUST BE ON FILE FOR EACH CHILD OF THOSE PERSONS WHO ARE LEGALLY EMPOWERED TO TAKE CHARGE OF AN INJURED CHILD IN THE EVENT A PARENT CANNOT BE REACHED.**

**IMPORTANT SAFETY INFORMATION**
**PLEASE READ CAREFULLY**

---

**THERE IS A \( $100 \) FINE FOR TAKING MEDICATIONS INTO THE SCHOOL WITHOUT AUTHORIZATION.**
inconvenience, it is designed to maintain the security and safety of all children while at school, as well as minimize interruptions to the academic setting. With your cooperation, we will make the compliance with the law as uncomplicated as possible.

**RELEAS E OF STUDENTS**

Parents are reminded that students are expected to remain on the school grounds during school hours and at lunchtime. If you wish to have your child released from school during school hours, please come to the office and obtain a release slip. For their protection, children are only RELEASED TO PARENTS, GUARDIANS OR OTHER AUTHORIZED PERSONS WHOSE NAMES ARE LISTED ON THE STUDENT’S REGISTRATION CARD. Identification is necessary and, in the case of a person acting for the parent, THERE MUST BE A WRITTEN REQUEST FROM THE PARENT. **SCHOOL PROCEDURES** require that the parent will wait at the office while we contact the classroom teacher. The student will come to the office to meet you and be dismissed from the office. Parents are not permitted to pick up a child directly from the classroom.

**SCHOOL MEALS**

Breakfast is served on campus daily, 7:25-7:40 am. Breakfast and Lunch are free of charge for every student every day. Students may pass through the line one time, and choose their hot entrée, milk, and a variety of fresh foods from the salad bar. Second helpings are not available.

Hardy has hot food service that is prepared at a near-by school and brought to Hardy in a “hot” food cart. Sample menus are at the district website for your reference, though cafeteria services sometimes must give an alternative item due to available items. View menu items at the district website: [https://www.sandiegounified.org/departments/food](https://www.sandiegounified.org/departments/food)

In line with the SDUSD and Hardy Wellness Plans, and to address the childhood obesity crisis, **only healthy snacks** (e.g., fruit, veggies, string cheese, whole grain crackers, etc.) and healthy drinks (e.g., water, milk, 100% juice drinks) are to be consumed by Hardy Elementary students
during recess time. Families are encouraged to send their child to school with a healthy snack. Together, we can address the obesity crisis and develop healthy eating habits.

**HOMEWORK**

Regularly assigned homework is an official policy of the San Diego Unified School District and is a very important part of our children's education at Hardy. Each classroom teacher will schedule homework daily, ranging from 20 to 40 minutes. Teachers will keep a record of completed and returned homework.

Homework assignments will be made in the areas of reading, mathematics, language arts, science, social studies, handwriting, book reports and computer assignments. Research, completion of unfinished assignments, and memorization will be included.

Each teacher will send a letter informing parents of their homework plan. Further discussion will be shared at our Back-to-School Night presentations.

Please feel free to communicate with your child's teacher so that homework can be most effectively utilized in your child's education at Hardy.

**GRADING POLICY**

All elementary schools in the San Diego Unified School District use a standards-based report card to provide families with concrete information about each child's individual progress toward mastering California grade-level standards (4=Exceeds, 3=Meets, 2=Nearly Meets, 1=Has Not Met). On the report card, you will learn whether or not your child “Meets”—meaning that your child has achieved grade-level standards, “Nearly Meets”—meaning that your child is approaching the standards, “Has Not Met”—meaning that your child has not yet met the standards, or “Exceeds”—meaning that your child has significantly exceeded grade level standards. The report card also gives information on students' citizenship and work habits. Report cards are shared with parents three times each school year, at the end of each trimester: November, March, and June.

**DRESS CODE**

- No tank tops with spaghetti straps or bare midriff for safety reasons
- Classrooms are hood-free & hat-free zones!
- Students are required to wear closed-toe shoes for safety reasons.
Students are expected to wear clothing appropriate for normal school activities. A student’s clothing should not present a safety concern as he/she participates in school activities including an active physical education program. Clothing should not be of such extreme that it draws undue attention to the student, nor should it distract or interfere with the teaching and learning in the classroom. Clothing with symbols and/or writing must be appropriate for elementary age children.

Often, as children move toward the upper grades, they experiment with fashions more appropriate for adolescents. For this reason, we caution all families to exercise good judgment in sending students to school in clothing that is not too revealing and/or sophisticated to be appropriate for an elementary school setting.

Students who come to school attired in clothing and/or accessories which violate the Hardy Dress Code will be asked to change.

**PERSONAL BELONGINGS**

Students should not bring large sums of money, electronic equipment, toys, trading cards, video games, medication of any kind, or other personal articles of value to school. These items can be lost, broken or damaged, stolen, cause the child not to pay attention in class, or cause arguments if other children want to share the items. The school is not responsible for lost or stolen items, nor do we assist in locating or repairing items from the above list.

**CELL PHONES**

Students are **STRONGLY DISCOURAGED** from bringing cell phones to school. In the event that families opt to equip students with cell phones, the following rule applies:

| Per district procedure for elementary students, cell phones must remain powered off (not silent) and in backpacks while students are on school grounds. |

All students may use cell phones on campus, **only if needed to communicate with parents/guardians before** school begins at 7:40 am and **after** school ends at 2:20 pm (11:30 am on Wednesday). Students may **not** use devices to play games, make web searches, take pictures or for any other purpose.

These devices must be **kept out of sight and turned off during the instructional program**. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of device by school officials, including classroom teachers. Repeated unauthorized use of such devices may lead to disciplinary action.

San Diego Unified School District and Hardy Elementary School assume NO LIABILITY for cell phones, or any other electronic equipment brought to school.
LOST AND FOUND

Articles found on the school site are placed in the "Lost and Found" near the custodian's office. It is the student's responsibility to check for lost articles. Please mark all items of clothing with the student's name. All unclaimed clothing is periodically donated to a charitable organization.

CARE OF TEXTBOOKS AND OTHER SCHOOL MATERIALS

Students are issued books, laptop devices, and instructional materials needed for their studies. Students will be responsible for all books, computers, and supplies entrusted to them. All books and materials are the property of Hardy Elementary and are to be returned in good condition when requested by the student's teacher. Families may be required to pay for books and supplies that are damaged or lost.

SCHOOL SITE COUNCIL (SSC) & GOVERNANCE TEAM

Every public school in California is required to have a School Site Council, comprised of five parents and five staff members, to advise the principal on budget priorities and programs reflective of student needs. This group supervises the annual development of the Single Plan for Student Achievement (SPSA) and monitors progress toward goals (in literacy, mathematics, parent involvement, and attendance) each trimester. They also review the School Safety Plan annually. Expenditures of restricted funds are supervised by the School Site Council. Members are elected by the groups they represent; parents vote for parent reps and staff votes for staff reps. SSC representatives serve two-year terms.

Like the SSC, the Governance Team meets monthly to make decisions on school programs, policies and procedures. This elected group represents school staff (nine members) and community members (three). Elections are held each year. If you are interested in serving on the SSC and Governance Team or would like further information, please contact Elementary School Assistant Susan Daly at 582-0136 or by email, ssevier@sandi.net.

HARDY PTA

Hardy Elementary School has an active PTA which all parents are encouraged to join. Meetings are held regularly on Zoom. The PTA president for this year is Rebecca Freeman. Please feel free to leave a message for her with the office staff. Some of the activities sponsored by the PTA include:

- Cultural Arts/Assemblies
- Fall Carnival
- Classroom Volunteers
School Beautification          Holiday Food Drive          Library Fundraising 
Jogathon                      Field Day                           
Tune Your Engine              Parent Education events        Hardy Garden 
Mileage Club                  Dads Club                           

For more information, follow this link to the Hardy PTA Facebook Group: 
https://www.facebook.com/HardyElementaryPTA/

IMPORTANT HEALTH INFORMATION 
PLeASE READ CAREFULLY

Teachers or staff have the authority not to allow celebrations that are not pre-arranged or do not meet these requirements.

EXTRA-CURRICULAR OPPORTUNITIES

The Hardy staff encourages student participation in school activities as a necessary ingredient for over-all development and success. Many extra-curricular activities are available for Hardy students:

- Student Council
- Monthly counseling lessons
- Cross-Age Buddy Readers
- Traffic Circle Safeties
- Mileage Club
- Field trips (when safely permitted)
- 4th & 5th Gr. Instrumental Music
- Community service projects
- Ruff Readers

STUDENT RECOGNITION

All students at Edward L. Hardy Elementary School have multiple opportunities to earn recognition in the following areas:

ACADEMIC ACHIEVEMENT        ATTENDANCE          CITIZENSHIP

Awards ceremonies are held with each classroom at Hardy. Unfortunately, parents and family members are not able to be on campus for them due to COVID restrictions at this time.

PROCEDURES: Assemblies and Fieldtrips

- Listen to and follow directions
- Walk in a safe, orderly manner to assigned assembly areas.
- Show appreciation by applauding at the proper times
- Be courteous to performers and others
- Always sit safely

Assemblies and fieldtrips are privileges to be earned with excellent citizenship. Students who fail to demonstrate satisfactory citizenship, with ample support and clear, consistent warnings, may be excluded from participating in assemblies, fieldtrips, and special classroom events.

**PROCEDURES: General**

- Students may not bring gum, candy, toys, games, or electronic equipment to school.
- Students are to stand behind the yellow safety lines while waiting for a water-filling station.
- Students are not to be in classrooms unless a teacher is present.
- Students must not do anything that will endanger themselves or others.
- Students may not leave the school grounds during school hours.
- Students remain silent and orderly during emergency drills --- FAST WALKING, NO TALKING keeps us safe!
- Students are to always walk. Running is permitted only when supervised by adults.

**HARDY ELEMENTARY SCHOOL COMMUNITY PLAN**

Every dynamic community with involved members is likely to experience problems involving multiple perspectives and opinions worthy of respectful consideration. At Hardy, we employ a consistent process for resolving differences in a collaborative manner, keeping the best interests of children at the heart of all decisions.

**GO TO THE SOURCE!** Teachers are the original point of contact for any concern involving a student at Hardy. Parents are encouraged to phone, email, or schedule a Zoom appointment with their child’s teacher to discuss any issue involving their child’s school experience. Each party typically shares his/her own unique perspective of problems and we encourage all participants to consider multiple points of view when discussing concerns. In the event that the issue does not involve the teacher, parents may go directly to the principal.

**NEED MORE HELP?** Invite the principal to meet with the teacher and parent. A new set of eyes is often helpful in exploring solutions. Like Step 1, Step 2 involves a collaborative effort to design a problem solving plan. Other staff members may be called in at this point to assist as needed, such as the school counselor. All involved parties will create or review a plan which is then implemented and monitored by the group members as needed.
STILL NOT SATISFIED? Schedule a meeting with the principal to outline on-going concerns, the steps that have been taken to resolve them, and an assessment of outcomes to date. The principal will investigate, modify the plan generated in Step 2 as needed, and prepare a written response for the parent and teacher. The principal will then closely monitor the plan’s implementation and report progress to the parent at a mutually agreed upon date.

SEEK OUTSIDE ASSISTANCE. In rare instances, the Hardy staff and parents may be unable to reach consensus on the resolution of problems after attempting to do so in Steps 1, 2, and 3. The parent may contact the San Diego Unified School District Office of Quality Assurance, to notify their staff of the problem and the steps taken to resolve the problem to date. Additional details regarding the complaint process and parents’ rights are detailed in Facts for Parents, a district publication distributed to all families each year.

---

**Community Code of Conduct**

ALL Citizens of Hardy Elementary School . . .

1. Speak respectfully to everyone and make sure others do the same.
2. Keep hands, feet, and objects to themselves.
3. Help keep our school clean and safe.
4. Include everyone in games played fairly.
5. Practice peace in the classroom and out/NO BULLYING!

---

**Behavioral Interventions**

Supporting the Development of Citizenship

The “STEP” sequence is designed to allow the students opportunities for learning to make better choices with the support of the teacher, counselor, parent, guidance assistant, and principal.

- **Step 1** – Reminders and coaching/teacher documentation/parent contact to gain insights
- **Step 2** – Coaching and reinforcing/teacher documentation/parent contact to enlist support
- **Step 3** – Reinforcing and monitoring improvement/teacher documentation/parent contact to share progress
- **Step 4** – Refer to counselor or guidance assistant or principal to develop written plan containing goals, daily monitoring/reporting to parents, incentives/counselor documents plan implementation and outcomes
- **Step 5** – Refer to Student Study Team to refine/revise plan and enlist additional support for child. Student Study Team may include the student’s parent(s), teacher, the education specialist, school psychologist, school counselor, principal, and, if needed, and Language/Speech Specialist. Written Student Study Team records (documenting Steps 1 – 5) are shared with all team members and a copy is filed in student cumulative records.
CONSEQUENCES FOR STRUGGLING TO FOLLOW THE CODE OF CONDUCT

The principal collaborates with the appropriate staff members in identifying consequences that match the child’s developmental stage, history, and intention. Consequences may include:

- Verbal warning from adult
- Verbal warning + phone call to parent
- Time out or work in a buddy room
- Modified recess* spent writing personal reflection to be signed by teacher and parent
- Multiple missed recesses* and parent conference
- *Student does not have free play at recess. They have snack, drink, and a bathroom break & directed exercise area.
- Verbal and/or written apology
- Parent visit to class (pending COVID safety guidelines on campus)
- Temporary move to another classroom
- Loss of privileges
- In-school suspension
- Suspension from school (severe property damage or physical assault only)

INSTANCES IN WHICH THE PROCESS MAY NOT BE FOLLOWED STEP-BY-STEP

Zero Tolerance acts (weapons/knives/toys that resemble weapon, drugs, cigarettes, matches, lighters)
- Fighting
- Bullying
- Defiance of school personnel
- Racial slurs/profanity/put-downs/threats
- Stealing/extortion
- Damage to school or private property (caused or attempted to cause)
- Sexual harassment (grade 4 and up)
Hardy has established a successful program for developing a sense of student agency through personal responsibility. As part of a district-wide initiative, Hardy continues to implement Positive Behavioral Interventions and Supports model. PBIS was established to address the behavioral and discipline systems needed for successful learning and social development of students. The school-wide system includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. A system of acknowledgements will help motivate students to try their best and to encourage others as well. One important piece of PBIS is to create a set of expectations that are well-known to all members of our school community. At Hardy we teach students the acronym, WISE, to help practice those expectations. Our motto reads...

W – Winning Attitude
I – Integrity
S – Show Respect & Responsibility
E – Encourage Others

Students who demonstrate the HARDY WISE WAY at our school will earn “Wise Way” recognition in the classroom. The acknowledgement system recognizes positive behavior in the lunch court and cafeteria, hallways, restrooms, at morning drop-off and afternoon dismissal, and during recess. Teachers, monitors, and school staff will keep track of students who exhibit positive behaviors and good character this year.