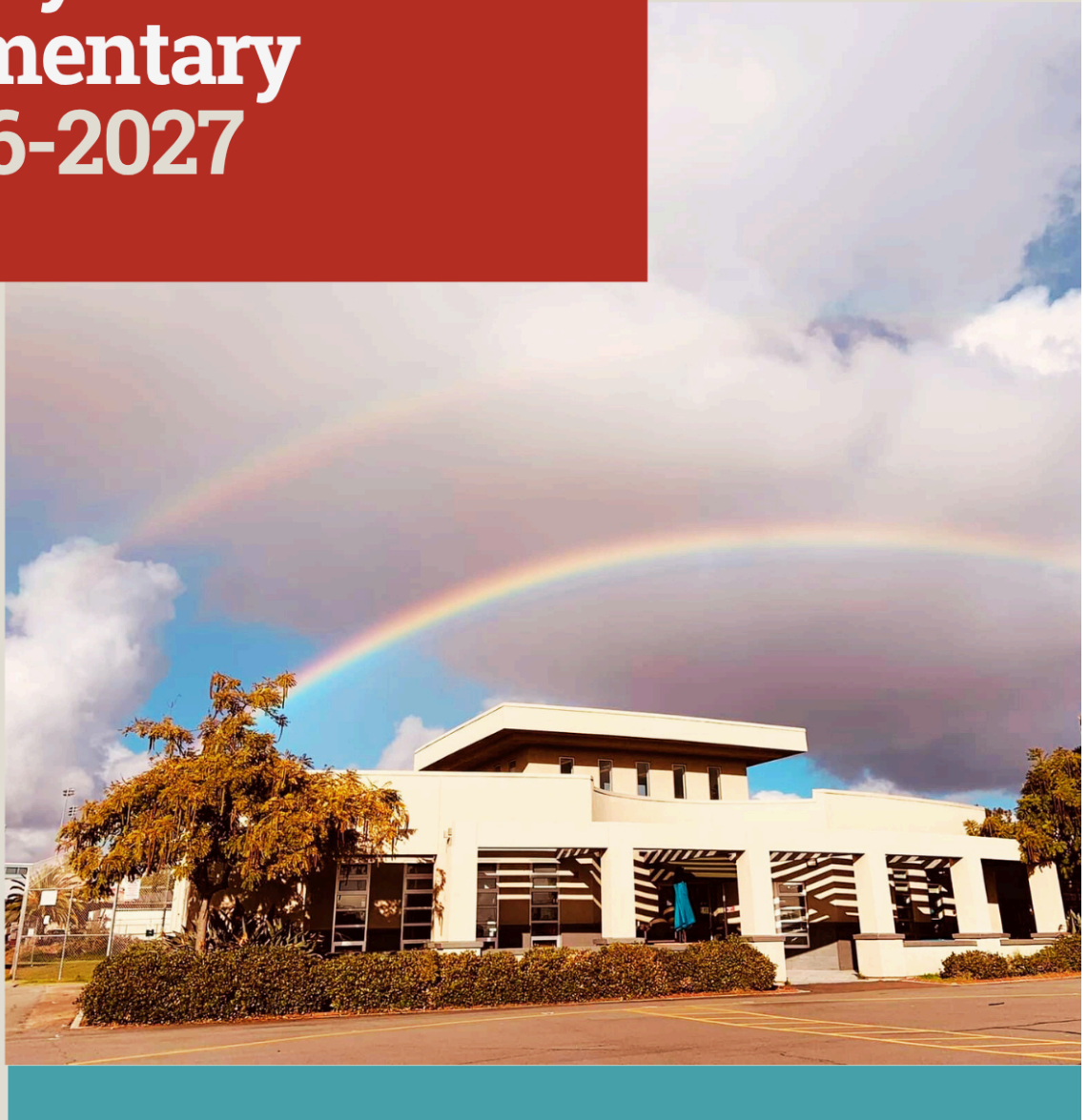




Hardy Elementary 2026-2027

GUIDEBOOK



Address:

**5420 Montezuma Road
San Diego, CA 92115
P (619) 860-5700**

<https://hardy.sandiegounified.org>

Hardy Elementary School

Student & Family Guidebook

Please review this document carefully. We will keep you informed of any changes and/or any additional information as it becomes available. We appreciate your flexibility as all policies are subject to change. New/Updated information will be noted in yellow. Items marked in teal indicate information will be forthcoming as well as our “under construction” signs.

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GENERAL SCHOOL INFORMATION

SCHOOL CALENDAR AT A GLANCE

Click [here to access](#) our events and important dates for the 2026-27 school year. Please note the following:

- All dates are subject to change
- Whole Site Modernization (WSM) may impact certain events

OWL WEAR

Looking to buy a Hardy Shirt and show your Owl Pride? You can buy it from PTA booths set up on August 7, on the first day of school, August 10, and at Back to School Night on August 18. We encourage all families, staff, and students to wear Hardy colors on Fridays!

Every Friday is **Owl Friday** at Hardy! This is when we show our Hardy pride by wearing our Hardy T-shirts and gear!

VISION STATEMENT

Hardy Elementary's Vision Statement

Hardy Elementary is a place where learning and curiosity can flourish. This is a campus where we honor the synergistic connection between our physical, social, and academic environments to benefit the way we teach and learn as a community. We consider the development of the whole child with an emphasis on deep content knowledge as well as the interpersonal skills that build a pathway to success. We honor and support all learners on our campus to strengthen our school community and the greater community around us.

HARDY OWLS SOAR

SOAR with Us!

S - Synergized

- **Working Together:** When everyone in a group helps each other so they can achieve more than if they worked alone.
- **Teamwork:** When people combine their ideas and efforts to make something better than any of them could do alone.
- **Cooperation:** When friends or classmates work together and use each other's strengths to do their best.



O - Optimistic

- **Positive Thinking:** Looking on the bright side and believing things will turn out okay.
- **Hopeful:** Feeling sure that good things will happen even when there are challenges.
- **Cheerful:** Being happy and seeing the good in people and situations.

A - Accountable

- **Responsibility:** Doing what you are supposed to do and being reliable.
- **Keeping Promises:** Doing what you say you will do and being honest about it.
- **Ownership:** Taking charge of your actions and their consequences, whether good or bad.

R - Respectful

- **Polite:** Treating others with kindness and using good manners.
- **Listening:** Paying attention when others speak and showing you care about their feelings.
- **Understanding:** Trying to see things from someone else's point of view and showing empathy.

Let's **SOAR** together and make our school a happy and successful place to learn and grow!

MEET THE STAFF

Click on this [link](#) to see the names and roles of our staff as well as their contact email address. Please note staffing assignments are fluid and subject to change.

CLASSROOM PLACEMENTS, CLASS SIZE, AND TEACHER REQUESTS

The staff at Hardy works hard to build equitable, balanced, and diverse classes across a number of factors including gender, race, academics, social-emotional needs, as well as other factors. We appreciate your patience and understanding as this is a delicate and ever-changing process as enrollment shifts right up until the start of the school year. Class rosters are shared by email the Friday before the start of school.

Classes are created based on district class size guidance:

Grade TK has a max of 24 students per class with 2 teachers (a TK teacher and preschool teacher)

Grades K-3 have an average of 24 students per class with 1 teacher

Grades 4-5 have no more than 35 students per class with 1 teacher

There are no teacher's aides provided in the classrooms

As a school policy, we DO NOT accept requests for specific teachers.

PREPARING FOR THE FIRST DAY OF SCHOOL

First days are always exciting! Come to school with a smile and prepare for a high volume of cars around our school. On the first day, you're welcome to walk your student(s) to their classroom!



Below are ways to prepare for the first day and what to bring:

- Plan for a good night's sleep and breakfast to start the day off right
- If returning with a school-issued laptop, please bring the charged computer and charger
- Families may walk their student to class for the first day of school
- Prepare for the day with a positive attitude 😊

Ways to Connect Prior to the First Day:

- August 7 - TK/Kindergarten Signing Day and Orientation!
 - 10a-11a TK/K student orientation and signing day - auditorium
 - 11a-12p TK/K Students and Families may meet their teacher in their classroom
 - 12p Campus closes for guests
- August 9 - Bedtime Stories Via Microsoft Teams with Principal Aragon

WHAT TO BRING (and Wear) ON THE FIRST DAY

- Comfortable, closed-toe shoes
- Sunscreen
- Hat and/or sunglasses (optional for outdoor time)
- Backpack
- Snack
- Lunch (if not eating school lunch)
- Reusable water bottle (optional)
- Chromebook and charger (if a returning 2nd-5th grade student)

Teachers will provide a wishlist of items for classroom use and purchasing such items is optional. As a public school all instructional materials are provided by the school. There are no items required for purchase to start school.

FIRST WEEK FORMS TO COMPLETE & REVIEW (ACTION ITEMS)

Links will be updated when available

School & District Forms and Information	❑ LCFF Form (Please complete the form by logging into your Parent Portal) ❑ Universal Form for all Parents (Please complete & return to the office) ❑ Update your contact information using the Powerschool parent portal. Please read the FAQ and use this guide to get started. (Please complete) ❑ SDUSD Facts for Parents (last updated SY 2024) ❑ Yearly Testing Notification from SDUSD English, Spanish (information only)
PTA Forms and Information	Hardy Elementary PTA ❑ Membership



ARRIVAL AND DISMISSAL

ARRIVAL

- Gate will be open at 7:25a. Please do not drop off your student prior to 7:20a.
- **For security reasons, families will not be permitted on campus to walk their children to their classrooms or pick them up at their classrooms at the end of the day.** Parents are permitted to wait with their child outside the gate.
- Our school parking lot is for staff only
- Parking in the neighborhood has several streets that are permitted by SDSU, and will be impacted, please plan accordingly
- Be patient and kind - morning and afternoon pick-up will be busy- please allow time for this and drive safely.

DISMISSAL

- Students will be dismissed at 2:10p (11:55a on Wednesdays) from the gate.
- The teacher will hear the student's name over the radio and walk the child to the car.
- Please go to the front office if your student needs to leave before dismissal times. We appreciate at least a 30-minute heads up if leaving prior to dismissal.
- Siblings CAN drop off and pick up siblings. We ask that the older sibling drop off their younger sibling first and then proceed to their class through the campus. After school, they will wait with the younger sibling.
- Only students in grades 4 and 5 may walk or bike off campus at dismissal. Please review our walk and bike safety policy and complete the Bike Rider Contract before your child rides to or from school, see the policy and contract [here](#). Bikes must be locked at the racks, Hardy is not liable for lost, stolen, or damaged bicycles.

SCHOOL MAP

WHAT TO EXPECT DURING THE DAY

DAILY SCHEDULE

- Please see our daily [bell schedule](#)
- Please note lunch and recess times are subject to change

ATTENDANCE POLICY

Guidelines for Keeping Ill Students at Home:

Please do not send a student to school with the following symptoms to school:

- Cold / Flu If difficulty breathing, looks/acts very ill or cannot participate.
- Cold Sores If they drool or place toys in their mouths when they have cold sores.
- Cough / Shortness of Breath /



- **Difficulty Breathing**
 - If there is labored breathing (heaving of chest muscles with each breath), fast breathing at rest, blue color to skin, or wheezing (if never previously evaluated and treated). Student may come to school if symptoms are part of a diagnosed, underlying non-infectious condition.
- **Diarrhea** If stool cannot be contained in diaper or child cannot make it to toilet in time, or if stool is black, or has blood or mucus. May return to school once diarrhea can be contained, even if not completely resolved. If blood or mucus in stool or on antibiotic, get doctor clearance first.
- **Earache** If there is behavior change or cannot participate.
- **Eye Infection** If infection is associated with significant eye drainage or watering.
- **Fever / Chills** If temperatures is at, or above, 100.4°F (38°C). Student may return to school when they have been fever-free (<100.4°F) without fever-reducing medications overnight. If you do not have a thermometer, please do not send your student if they have chills.
- **Headache** If severe headache with vomiting or stiff neck. Please contact your child's primary care physician for further evaluation.
- **Rash that is Undiagnosed**
- **Stay at home** if there's fever or recently exposed to measles or chicken pox. If so, student must have rash diagnosed by a health professional. If diagnosed with impetigo, scabies, or ringworm, then return to school when skin sores are either all dried up or can be covered by clothing or bandage OR if antibiotic treatment was started the previous day.
- **Sore Throat** If they cannot swallow, have excessive drooling, difficulty breathing, fever or behavior change.
- **Stomachache** If severe pain causing doubling over, crying, screaming, abdominal injury, diarrhea, vomiting, looks and acts ill.
- **Vomiting / Nausea** If they have vomited two or more times within the past 24 hours. Return when vomiting ended overnight and child can hold down food. Inform the school if student vomited before school.
- **Antibiotics:**
 - Students who take antibiotics for impetigo, strep throat, and several other bacterial infections should be on them for a 12 hours (5 days for Pertussis/Whooping Cough) before going back to school. If you are not sure, ask your school nurse or your child's primary care provider.

To report an absence, you can do one of the following:

- Call the office and press 1 for attendance, OR
- Submit the "[Report an Absence](#)" form which can also be found on the Hardy website, and in the Hardy Happenings.

If you report your child sick

- The attendance clerk will forward your child's name and information to our Health Office
- The Health Office staff may contact you to discuss symptoms and next steps



Absences and Tardies

- A student will be considered tardy if they arrive after 7:45a. If you arrive after this time, please check in at the office. Please see [this document](#) for more information on excused and unexcused absences.

WHAT TO BRING TO SCHOOL EACH DAY

- We recommend a backpack that can hold Chromebook and all other items altogether. If this is not possible, a laptop bag and backpack is allowable.
- Chromebook
- Chromebook charger
- Headphones
- Water bottle (labeled)
- Snack
- Lunch, if they don't plan on eating the provided hot lunch
- Hand sanitizer, optional
- Instructional materials that have been provided by teacher
- Apply sunscreen and bring a hat for outdoor eating and activities

EATING ON CAMPUS (Breakfast, Lunch and Snack)

School meals (lunch) will be available for ALL students at no cost for the entire school year. **Due to a number of dietary restrictions and food allergies. THERE IS NO SHARING OF FOOD ON CAMPUS. Please ensure students bring food only for themselves.**

- Breakfast is served until 7:40 AM. Students may bring a labeled lunch from home.

[Review our Sandi Coast Cafe Menu Here](#)

Free and Reduced Lunch application - (please complete) This application is a yearly document we ask all families to complete. This year the process is even easier...it is all online. Although the application is generally only known to most families as the document to see if your family may qualify for Free or Reduced Lunch, this application does so much more for your school community. If all families complete the application we may be able to qualify for thousands of dollars in Title 1 funding to support our students. Please take the next 3-5 minutes to complete [this online application](#).

Breakfast

- [Breakfast menu](#)
- Breakfast will start at 725a
- Last meal is served at 740a

Snack

- Snacks are NOT provided by the school
- Each student has a morning recess when they have time to eat a snack brought from home

Lunch



- [Lunch menu](#)
- Ready-to-eat, hot lunch will be available for all students free of charge. Only one meal per student.
- Students will come through the cafeteria to pick up their meals and then walk back to their outdoor eating space.

Will there be salad bars in the school cafés?

Yes, the school will host a salad bar.

RECESS INFORMATION

Recess will be as follows:

- Each student will have two 15 minute recess periods- a morning recess and lunch recess
- Feel free to send a snack with your child for morning recess. Snack is not provided

BEFORE AND AFTER SCHOOL PROGRAMS

Before and after school options are provided by programs and vendors that partner with our school to offer options to families. [Click here](#) for a list with contact information.

COMMUNICATION

Most staff will share their preferred method of communication with you. Please note that response time to calls and emails is 24-48 hours for all staff members.

If you would like to make an appointment to speak with the Principal, you can do so by contacting our Elementary School Assistant (ESA), Susan Daly at sdaly@sandi.net.

PARENT PORTAL

Parent portal allows families to access student attendance records, testing results, and grades.

- Login to the PowerSchool [Parent Portal](#).
- Visit the [SDUSD Parent Portal](#) webpage for more information about setting up your Parent Portal account if you do not already have on
- [How to create a PowerSchool Parent Portal Account: English | Spanish](#)
- [How to create a PowerSchool Parent Portal Account \(video\): English | Spanish](#)

RETURNING FAMILIES - UPDATE YOUR CONTACT INFO IN THE PARENT PORTAL

Update your phone numbers, email addresses, and home address in the Parent Portal so we can contact you with important information, in the event of an emergency, and so that you receive important information from the District. You are also welcome to contact our school clerk with updated contact information.

NEW FAMILIES - Please reach out to our school clerk, Ashley Aguayo at aaguayo@sandi.net, or our site tech, Marlene Curtin at mcurtin@sandi.net, for your student's Access ID, Access Password and any Parent Portal questions.

COMMUNICATION STRUCTURES



Aside from teacher/parent communication, the following is in place at Hardy:

- *Hardy Happenings*, sent weekly on Mondays, with calendar updates and general school information
 - If you are not receiving *Hardy Happenings*, please contact our School Clerk, Ashley Aguayo, at aaguayo@sandi.net.
- Family Fridays
- Parent Meetings
- Fall and Spring Family-Teacher Conferences

HEALTH AND SAFETY

ADMINISTERING MEDICATION AT SCHOOL

- Any pupil who is required to take medication during the regular school day, must bring it to the school office. Medication prescribed by a licensed physician, and requested by the parent, will be assisted by the school nurse or other designated personnel at school. Parents desiring medication at school for their child must submit a [Physician's Recommendation for Medication](#) to the school, and must provide the medication clearly marked as follows: (1) name of pupil; (2) name of 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 or times of the specific situation in which it must be taken. No injection may be given at school except by a registered school nurse.
- Children may not be given any kind of nonprescription medicine at school unless a physician's statement so indicates on a written form to the school or the parent has indicated such on the "Health Information Consent" form (orange card that will be sent home).
- While every effort is made to ensure students' safety, injuries and accidents may occur. Minor injuries will be treated at school. In the event of a more serious injury, parents will be notified and requested to come to the school to pick up the child. Emergency names and contact information of those who are legally empowered to take charge of an injured child in the event the parent cannot be reached must be on file for each child.
- Student Insurance is available at a minimal cost. You are strongly encouraged to avail yourselves of the economical student insurance, which is authorized by the Board of Education. Hardy School does not provide accident insurance to students and is not responsible to its agents. Information about Student Insurance is included in the packet sent home the first day of school or can be requested from the school office.

Hot Weather Protocols

[Hot Weather Operations](#)
[Administrative Procedure](#)

MISCELLANEOUS

OFFICE HOURS & STAFF

Front Office Hours



- You can contact our front office at (619) 860-5700
- Our front office is open daily Monday through Friday from 7:15am to 3:00pm
- If you call our office and it goes to voicemail, that means we are assisting parents and students. Please leave a message and your call will be returned.

Office Contacts

- Ashley Aguayo, aaquayo@sandi.net School Clerk: enrollment, attendance
- Joanne Benjamin, jbenjamin@sandi.net Guidance Assistant: attendance, student support
- Susan Daly, sdaly@sandi.net ESA: school secretary, scheduling meetings

VOLUNTEERS and VISITORS

We welcome visitors on our campus and in our classrooms. The site administrator maintains the approval of and responsibility for visitors and volunteers as outlined in [Administrative Procedure 4595](#) and volunteers must follow the District [volunteer procedures](#) as well as our [Hardy Volunteer Procedures](#).

- All volunteers MUST complete the Volunteer application ([ENG](#) / [SPAN](#)) and receive approval from the site administration and volunteer coordinator prior to participating as a regular volunteer.
- All volunteers MUST complete the [Code of Conduct](#)
- **NEW 26-27:** All volunteers MUST complete a background check if you intend to volunteer in an off-campus setting or during an unsupervised solitary time. (i.e. field trips or Everyone A Reader)
 - [Request to Conduct Volunteer Screening](#)
- Do not plan to conference with the teacher during the visit.
- Please submit completed applications to the front office for processing.
- All volunteers MUST arrange visits beforehand, and the time in the classroom is used to support Hardy students and staff.
- All volunteers MUST check in and out with the front office
- All volunteers MUST wear the Visitor/ Volunteer badge at all times while on campus.

To ensure the safety of all our students and to best monitor visitors on campus, we ask that you exit campus as soon as you have dropped off your child or sign in at the office if remaining on campus. Families may not use the field or playgrounds during school hours.

WAYS TO GET INVOLVED AT HARDY

We strongly encourage parents to come to school and help in the education of all of our students. Below are some of the ways that you and your family can participate at Hardy Elementary School.

- **Classroom Volunteer** (NOTED ABOVE)
- Serve as a PTA **room parent/room contact parent**.
- **Volunteer in the library, or with lunch or playground supervision**
- **Volunteer as an Everyone A Reader** reading support provider.
- **Parent Teacher Association (PTA)** - The PTA is a non-profit parent, teacher and community organization that works to bring families together to support the success of all our children. The PTA organizes room contact/room parents, plans special events, and sponsors programs. In addition, the PTA raises funds to supplement our children's school experience.



Membership dues help to cover the operation costs of the PTA, joining is optional. Join the PTA by filling out the PTA [Membership](#) form.

- **School Site Council (SSC)**- This council is composed of staff and parents. The primary function is to oversee the school budget and plan for student achievement. Nominations for this team are sent in early September and membership is solidified through an election process.
- **Site Governance Team (SGT)**- This team is composed of staff and parents. The primary function is to oversee a number of operational items in our school. Nominations for this team are sent in early September and membership is solidified through an election process.
- **English Learner Advisory Council (ELAC)**- This team is composed of parents of students who are learning English. The primary function of this council is to advise on school matters related to supporting this student population.

STUDENT DRESS CODE

Children who attend Hardy are expected to wear comfortable, appropriate and safe attire. Shorts may be worn but they may not be cut up the side jogging style, cut-offs or extremely short. We recommend shoes with rubber soles, buckles, ties or velcro. Dress shoes are not recommended because they are not comfortable for school play or physical education lessons. For students' safety, clothing must be appropriately sized.

For your child's safety the following items are prohibited:

- Flip-flops, high-heeled shoes
- Any type of clothing with suggestive words or pictures, advertisements for alcohol or tobacco
- Large wire, hoop or dangling earrings (Students with pierced ears should wear small post type earrings only.)
- Strapless or spaghetti strap tops or dresses
- Crop tops/bare midriff (belly showing)
- Very short shorts
- Shoes with wheels

Parents of students not following the dress code described above may be contacted and asked to provide other clothing for the day. Your support of the Hardy Student Dress Policy is appreciated.

BULLYING and INTIMIDATION PROHIBITION POLICY

https://sandiegounified.org/about/anti-bullying/bullying_and_intimidation_prohibition_policy

POSITIVE BEHAVIOR & SUPPORT

Our primary goal is for students to be safe at school as they move around the campus. Students are expected to be responsible and respectful. The following rules and expectations help make Hardy safe for all students:

Expected Student Behaviors To and From School

Students are expected to act responsibly and respectfully at all times. Students will:

- Use the safest, most direct route without playing or stopping along the way to and from school.
- Cross streets only at crosswalks.
- Walk only on the sidewalks and respect community property along the way.



- Leave the grounds immediately after school and go directly home, unless participating in the Primetime program or other school activities. Meet sibling(s), parents, childcare providers or friends at a designated place. If a student is not picked up at the end of the day, the student must come to the school office to wait or have the office staff contact the parent or guardian. For their safety, students should not wait along the street if being picked up late.
- Do not play on the school grounds before school. This includes any of the playground equipment.

Expected Student Behavior On the School Bus for Field Trips

- Follow the rules of the driver.
- Use quiet voices.
- Keep all body parts inside the bus.
- Stay seated, facing forward.
- Do not throw anything out of the window.

For an Overview of Expected Behavior, please refer to OWLS SOAR! Below:

Independent Hardy Owls...	S- Synergized <i>Work as part of a team, combining their efforts and using each other's strengths to be their best.</i>	O-Optimistic <i>Have a positive attitude towards themselves, others, and the school</i>	A-Accountable <i>Ready to learn as part of a community of learners, take care of themselves and their belongings</i>	R- Respectful <i>To self, peers, and staff</i>
C <i>Consistently</i> Follows the SOAR Standard at all times	1. Consistently focused on learning connected to the work in class 2. Class work is consistently complete and on time 3. Consistently stays on task without monitoring (physical) 4. Consistently keeps personal and community areas clean and tidy	1. Consistently prepared for class with required materials 2. Consistently maintains a positive attitude 3. Consistently interacts with others using kind manners (eye contact, nice tone)	1. Consistently shares ideas with others through active participation in class activities willingly 2. Consistently gives assistance to others without being asked as appropriate 3. Consistently comes to school, on time, daily (non-evaluative)	1. Consistently follows directions the first time 2. Consistently speaks with kindness and respect to and about others 3. Consistently follows Hardy rules 4. Consistently uses appropriate voice and walking levels.
S <i>Sometimes</i> Follows the SOAR Standard often	1. Sometimes focused on getting work done in class 2. Sometimes class work is complete and on time 3. Sometimes stays on task 4. Sometimes keeps personal and community areas clean and tidy	1. Sometimes prepared for class with required materials 2. Sometimes maintains a positive attitude 3. Sometimes interacts with others using kind manners (eye contact, nice tone)	1. Sometimes participates in classroom activities independently 2. Gives assistance to others when asked 3. Sometimes comes to school, on time, daily	1. Sometimes follows directions the first time 2. Sometimes speaks with kindness and respect to and about others 3. Sometimes follows Hardy rules 4. Sometimes uses appropriate voice and walking levels.
R <i>Rarely</i> Follows the SOAR Standard sometimes	1. Rarely focused on getting work done in class 2. Rarely turns in classroom on time or complete 3. Rarely on task	1. Rarely prepared for class, lacking required materials 2. Maintains a negative attitude 3. Rarely interacts with others using kind manners (eye contact, nice tone)	1. Rarely participates in classroom activities 2. Rarely gives assistance to others 3. Rarely comes to school and on time	1. Rarely follows directions the first time, usually requires multiple prompts 2. Frequently puts down others or speaks to them disrespectfully 3. Rarely follows Hardy rules



	4. Rarely keeps personal and community areas clean and tidy			4. Rarely uses appropriate voice and walking levels
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Expected Student Behaviors On School Grounds

- Walk quietly (level 2) on the school grounds; do not run.
- Avoid conflicts with students. Ask for assistance from teachers, assistants or administrators whenever a problem arises to help solve problems peacefully.
- Play in the playground area assigned or approved by the teacher during recesses and PE times.
- Use restroom facilities with respect for property and other students and do not play in the restrooms.
- Do not chew gum unless authorized by staff personnel.
- Be respectful and polite; do not use profanity, name-calling, racial slurs, and/or verbal put-downs. Do not make inappropriate remarks about someone's body, sexual innuendos, or demonstrate touching or suggestive postures; these are all considered harassment. If you have a discrimination or sexual harassment complaint, contact a teacher or the administrator. Sexual harassment will not be tolerated.
- Gambling is not allowed at school. Students may not gamble with dice, playing cards, etc.
- Vandalism is considered a serious offense. Parents/guardians will be required to pay for damages resulting from vandalism.
- Animals are not allowed at school.
- Toys, cameras, iPads, electronic games, trading cards, etc., are not allowed at school.
- Valuable items are to be left at home.
- Cell phones and smart watches may be used before and after school and are to remain off during the school day. Hardy is not responsible for lost or damaged cell phones.

Expected Student Behaviors On the Playground

- Students are expected to walk to the playground.
- Follow directions the first time given.
- Play only on the playground or field. Students are not to play in the hallways or restrooms.
- Use equipment safely and properly including not going up slides, refraining from running, playing tag or chase around equipment.
- Demonstrate good sportsmanship and abide by the decisions of the group or adult supervisor.
- Use school determined rules when playing games.
- Never throw or bounce balls against a building as it destroys the stucco and paint.
- At no time are students to be in a classroom without supervision.
- Refrain from throwing rocks, sand, or any other object not intended for throwing.
- Use proper language (no profanity or name-calling).
- Leave personal toys, games, video games, cameras, radios, and sports equipment at home; no toys are to be at school or in backpacks.
- Healthy snacks may be eaten for snack (no gum or candy)
- Stop playing at the sound of the bell.
- Playground equipment is not to be taken home.

Expected Student Behaviors in the Restrooms

Students are expected to act responsibly and respectfully at all times. Students will:



- Keep restrooms neat and clean.
- Not write on the doors or other areas..
- Respect the privacy of others.
- Use quiet voices (level 2).
- Not play or eat in or around restrooms.
- Use the restroom and get a drink of water before school and during recess

Expected Student Behaviors in the Cafeteria and Lunch Arbor

To help make lunch a safe and enjoyable time for students, please observe the following:

- Follow the adults' directions as you enter the lunch arbor and cafeteria.
- Be respectful of other students in the lunch line and at the salad bar.
- Sit at tables until you are dismissed by an adult. Stay in your seat at all times.
- You are responsible for cleaning up your table area and ground under your table before you are dismissed.
- Do not take other people's food.
- Use a quiet conversational voice to visit with those sitting at your table. Do not call out to adults or students at other tables.
- Remember your table manners.
- Students must wait to be dismissed by tables when students have finished eating and trash has been picked up.
- Students must walk to the playground and not run after being dismissed from the lunch arbor.
- Students must use the restroom and get a drink of water before the bell rings at the end of lunch.
- Snacks and lunch items brought from home should be within reason. Please send snack-sized items (no large size bags of chips, snacks, or candy).
- Students are to eat their own food items and not share due to dietary restrictions and food allergies.

Resolving Behavioral Challenges: A Framework

The Parent/Guardian's Role

Parents are expected to cooperate with school authorities in maintaining and encouraging proper standards of behavior for their children. The following points for parents may prove helpful:

- Instill in your child a sense of responsibility for what he/she says or does.
- Help your child understand the necessity of personal safety.
- Make sure you communicate with school personnel to learn necessary facts and expected behavior.
- Show love and respect for learning as a model for your children.
- If a parent is in disagreement with a process or action in the classroom, we ask that you first speak with the teacher or staff member directly before bringing forth the concern to administration.

The Classroom Teacher's Role

The classroom teacher is responsible for establishing and maintaining a suitable learning environment and community whereby all students can learn. Parents/guardians will receive an explanation of the system for their child's classroom at the beginning of the school year. Each teacher will send home information about their classroom rules and procedures. We encourage all families to review these expectations with your child. We know that learning can be enhanced



when students are engaged and when parents support their children in school. We strive at establishing and maintaining a close relationship between the home and school.

When an Issue Arises In the Classroom

- The teacher will employ the classroom community system which will include the use of various strategies and techniques to resolve the problem.
- If the problem continues, the teacher will contact the parent/guardian and collaborate on a plan to support the child. A parent conference may be requested.
- If the problem persists, they may involve the counselor or principal for support.
- Parent conference meetings will be scheduled as needed and include various team members as needed. The team offers a forum where school support personnel, i.e.; counselor, teacher, administrator and parent/guardian, have a conference and collaborate extensively to support any issue that may arise..
- If the problem persists, other alternative disciplinary action may be taken following established district guidelines.

The District Counselor's Role

The district counselor is an integral part of supporting students at our school. The counselor's role is to act as student advocates who listen to problems, counsel children, and assists in resolving conflicts or problem behavior using district approved guidance strategies. A counselor will be on campus five days per week.

The Administrator's Role

Our school administrator is a partner in supporting students. If a challenging situation or behavior persists, the administrator may be called upon to support. Also, in rare cases of serious issues, such as the list below, the administrator will be contacted immediately.

1. Harming or threatening to harm another student.
2. Possession of any firearms, knife, explosive or other dangerous objects.
3. Possession of drugs, drug paraphernalia, tobacco or alcohol.
4. Stealing, vandalism or damage to school property.

BICYCLE POLICY

The San Diego Police Department requests that only students in grades four and above ride bicycles to school. Although the school has designated the bike rack for students to park bicycles, the San Diego Unified School District is not responsible for theft, damage, or loss of use to any bicycle, equipment or article left in or around this area.

- All bicycles should have locks and licenses. Students are urged to secure their bicycles in an appropriate manner by using a quality lock and chain or other devices.
- We offer several bike racks available for bike storage.
- Helmets are required by California law. Students not wearing helmets may lose the privilege of parking a bike on school grounds. As defined in Vehicle Code Section 21212, any person under 18 years of age must wear a properly fitted and fastened helmet when riding a bicycle, scooter, skateboard, or when wearing in-line or roller skates. Helmets must also meet the standards of either the American Society for Testing and Materials (ASTM) or the United States Consumer Product Safety Commission (CPSC).



- Bikes, skateboards and scooters are to be walked on campus (we do not allow riding on campus due to safety concerns)

BIRTHDAY PARTIES/CAMPUS CELEBRATIONS

Arrangements to honor a child's birthday on campus **MUST** be made in advance with the teacher. We are a '[Healthy Celebrations](#)' school, which means we allow **non-food items** or [healthy food only](#) for celebrations. This disassociates junk food from celebrations. Please consider the following to celebrate birthdays on campus:

- Fruit kabobs
- Non-food items for the class: pencils, bookmarks, stickers, etc.
- Donating a book to the class and having the teacher read it
- Asking your child's teacher to give 5 extra recess minutes

Please also refrain from bringing balloons/flowers/etc., as they can be distracting for the learning environment.

LEADERSHIP AWARDS/ASSEMBLIES

Leadership Awards

Each quarter we honor a group of students who embody our 7 Leader In Me Habits. Parents of the students we are honoring are welcome to join for this assembly that starts at 8:00a.

CELL PHONES/SMART WATCHES & DEVICES

Students are permitted to use cell phones before and after school but not during the school day. Cell phones and other smart devices such as smart watches must be powered off and remain in the classroom cell phone box or backpack at all times on the Hardy campus. Hardy is not responsible for cell phones that are damaged, lost or stolen. If a student is found using a cell phone or smart device/watch from home during the instructional day, it will be taken and parent/guardian will be notified by the teacher to pick it up.

ELECTRONIC DEVICES

CD players, Gaming devices, MP3 Players, smartwatches, or any electronic device are not allowed at school. When children bring such items to school we are not responsible if they are lost, stolen or damaged.

LOST AND FOUND

Articles can usually be traced and returned if they are marked with the owner's full name. Sack lunches, lunch boxes and removable garments are most often lost and should be plainly labeled with first and last names. Please urge your child to report his/her loss to the teacher promptly. Children and parents are encouraged to check the "Lost and Found" cart by front office doors for lost articles. Unclaimed items are donated to community organizations.

FIELD TRIPS

Parents will be notified about field trips in advance and are asked to sign a permission slip. District policy will not allow the school to accept permission for field trips over the phone.



TECHNOLOGY

Every student, K-5, will be issued a chromebook and charger. Grades 1-5 will be able to take their computers to and from school. Each child will use the same device for 3 years before a refresh. Proper care is critical to the maintenance and longevity of this learning tool.

- Any problems with the Chromebook will need to be handled by the Parent IT Department; please do not bring the Chromebook to the office to exchange. They will need to be exchanged through IT. More information found here: [Chromebook Technology Support](#). Phone number for IT: (619) 732-1400.
- Having chromebook issues? Check out these [Chromebook Troubleshooting Tips](#)

COMPUTER DISTRIBUTION

As a 1:1 district, every child, K-5, will have a laptop for use at school. Please note the following:

- All students returning to school from a SDUSD school will keep their laptop. Please have your child bring their laptop and charger on the first day of school.
- All 2nd grade students will get a laptop refresh. This will occur after the start of the year and during the school day. Parents will be notified of the date.
- All students new to the school district will receive a laptop after the start of the year and during the school day. Parents will be notified of the date.
- Please DO NOT send personal devices to school with your child.
- Each child will keep their device for multiple years. It is critical to support your child in proper care and maintenance of their laptop.

RELEASE OF INFORMATION

The school is not permitted to release information regarding students or family members, including telephone numbers and addresses, to unauthorized persons. Please refer to FACTS for Parents brochure, Parents' Rights and Responsibilities, for full particulars of the Family Educational Rights and Privacy Act.

Download/view the 2026-27 Facts for Parents booklet:

- [English](#)
- [Spanish](#)
- [Filipino](#)
- [Vietnamese](#)

WITHDRAWAL OF STUDENTS/TRANSFERS

If your student will be withdrawing from Hardy, including transferring to another San Diego Unified School, please notify the front office of your student's last day of attendance. We will prepare your student's transcripts and attendance records as needed. Please give us 48 hours of advance notice to prepare records.

- The new school of attendance should request your student's records by fax:

EMERGENCY PREPAREDNESS



Regular drills are held throughout the year to enable students and staff to react to any emergency situation which might occur. Drills held are:

- Fire Drill
- Earthquake Drill
- Lockdown Drill
- Shelter in Place Drill

In the event of an earthquake or other disaster, the safety of all students is our primary concern. All gates will be secured. Families will be directed to pick up children at the reunion area, which is the SDSU field to the east of Hardy. Identification will be required. This will provide us the opportunity to account for all our children and to ensure that they are released to authorized adults only. Please contact the office if you would like additional information regarding Hardy's' Emergency Preparedness procedures.

In the event of a school lock down procedure, for their safety, children may only be released from their classrooms at the direction of the San Diego Police Department.

Safety Plan

A site safety plan has been developed for Hardy School and all staff members receive continuous training in maintaining a safe and secure environment for students. Key components of this plan are as follows:

- Assessment of school crime and crime in the surrounding community
- Child abuse reporting procedure
- Disaster procedures (for both routine and emergency situations)
- Suspension and expulsion procedures
- Sexual harassment policy pursuant to the Ed. Code
- School wide dress policy
- Rules and procedures for school discipline to ensure a safe and orderly school environment
- Procedures to avoid or report any injuries or unsafe conditions to students or staff members

Safety Patrol

Safety Patrol is a group of 4th and 5th grade students who are trained and led by a Hardy staff member. Their goal is to ensure and support the safety of students and families walking and driving around our campus both before and after school. Safety Patrol members can be identified by their yellow safety vests. Please be mindful of our Patrol members and adhere to their directions.

WHOLE SITE MODERNIZATION/CONSTRUCTION

Each school in San Diego Unified is slated for modernization in the coming years. We are currently under construction, with a multi-year phasing plan that will ensure all building and campus spaces are updated.

INDEPENDENT STUDY CONTRACT

Short Term Contract for Independent Study (ISC) Policy:

The ISC allows students to complete academic requirements during a pre-approved short-term absence of **one** day and **no more** than 14 days from the school.



When a student misses school using ISC, those days are not counted as absent (it is important to know that when students are absent the District loses Average Daily Attendance funds) if the contract is completed. The ISC forms include two parts. The **Master Agreement** is the first part and incorporates language required by the California Department of Education (CDE) and the signatures required. The **Assignment Contract for Master Agreement** is the second part and contains additional language required by the CDE, space for the teacher's assignments, and the teacher's signature.

The following steps describe the standard operating procedure for handling ISC:

1. Contact the school office to receive an ISC, **at least one week prior to absence**
2. Parent will fill out and sign the contract
3. Teacher provides classroom work that will be missed
4. Student will turn in completed work to teacher upon their return.
5. Teacher will review the work and mark as complete giving the student attendance credit or they will mark incomplete/not returned and attendance credit will not be given

*We understand that sometimes there are special circumstances where accommodations to this procedure are needed, the school will handle special requests on a case by case basis.

SDUSD SEARCH AND SEIZURE & RESTORATIVE DISCIPLINE POLICY

- [Search and Seizure Policy \(AR 5145.12\)](#).
- The [Restorative Discipline Policy \(BP 5144\)](#)

STAYING CONNECTED/GETTING INVOLVED

HARDY ELEMENTARY PTA

- [PTA Website](#)
- [PTA Membership](#)

SOCIAL MEDIA

- Hardy [Instagram](#)
- Hardy [Facebook](#)
- Hardy [PTA Facebook](#)
- [SDUSD Twitter](#)
- [SDUSD Facebook](#)
- [SDUSD Instagram](#)
- [SDUSD YouTube](#)
- [Peachjar.com](#) Sign up to proactively receive before and after school activities.

