

HARDY ELEMENTARY SCHOOL



GUIDEBOOK

2019-2020

A Resource for Families

Welcome to the Hardy Guidebook

This Guidebook is intended as a resource for families of the Hardy Elementary School.

Also please see for reference the Arlington Public School's
Elementary School Handbook:

http://www.arlington.k12.ma.us/efrms/parent_forms/Elementary_Handbook.pdf

This Guidebook was created by The Hardy School Council

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Who's Who & What They Do

Hardy operates each day because of the many committed staff members and volunteers who work hard to create and maintain a vibrant and healthy learning community.

Administrative Team

Kate Peretz, Principal	kperetz@arlington.k12.ma.us
Peggy Tsatsoulis, Assistant Principal	ptsatsoulis@arlington.k12.ma.us

Support & Office Staff

Carolyn Rabito, Administrative Assistant	crabito@arlington.k12.ma.us
Nicole McCabe, Nurse	nmccabe@arlington.k12.ma.us
Allison Cox, Social Worker	acox@arlington.k12.ma.us
Noelle Oliveira, School Psychologist	noliveira@arlington.k12.ma.us

The full staff directory is available at: <http://www.arlington.k12.ma.us/hardy/staff.asp>

- Parent Teacher Organization (PTO)

The Hardy Parent Teacher Organization is a 501c3 nonprofit group of dedicated parents, teachers, and staff organized to promote cooperation, celebrate community, and support the educational, physical, intellectual, and social interests of children in our homes, school, and town, as well as foster positive relations in our diverse East Arlington community. Activities include hosting social, cultural, and fundraising events; supporting educational enrichment programming; leading volunteer initiatives by interest, such as recycling and environmental outreach, diversity and inclusion, teacher appreciation, and much more. PTO meetings occur every first Wednesday of every month (beginning in October) in the Hardy Library beginning at 6:30 pm, unless otherwise indicated.

Room Parents - Each classroom has one or two parents who volunteer in this role for the school year. They provide critical communication between the PTO and families, and support the teachers in classroom activities and other events.

- School Council

The Hardy School Council includes parent representatives, teacher representatives, and the school principal. Its mission is to assist the principal in identifying educational goals for the school, create a School Improvement Plan that addresses these goals, and represent and discuss teachers' and parents' school-related interests and concerns to the principal in an advisory capacity. All are welcome to attend. Please email any questions to SchoolCouncil@hardyschool.com

- Special Education Parent Advisory Council (SEPAC)

Arlington SEPAC is a parent group that acts as a resource for parents and advises the district regarding meeting the needs of students with special needs. It provides support and networking opportunities for parents and guardians of children with special educational needs, offers workshops and guest speakers to help parents become better informed about special education issues, and meets regularly with school officials to participate in the planning, development, and evaluation of special education programs in town. Please check the SEPAC website for more information:

<http://www.arlington.k12.ma.us/sepac/aboutus.html>

All Arlington parents/guardians of children on an IEP/504 Accommodation Plan and other interested parties are welcome to join SEPAC and become involved. Its Board meetings are open and all are welcome to attend.

General Meetings are held on the second Tuesday of the month throughout the school year, typically on Tuesday mornings, 8:30 am at the Jefferson Cutter House in Arlington Center. Selected meetings during the school year will be offered on Tuesday evenings. Please check the district calendar for more information:

<http://www.arlington.k12.ma.us/home/>

Calendars & Schedules

- Hardy School Calendar: <http://www.arlington.k12.ma.us/hardy/calendar.asp>
- APS calendar: <http://www.arlington.k12.ma.us/calendar/>

2019-2020 Recess and Lunch Schedule

Grade	Recess	Lunch
K	11:20-12:00	11:00-11:20
1	11:00-11:20	11:20-11:40
2	12:00-12:20	12:20-12:40
3	11:20-11:40	11:40-12:00
4	11:40-12:00	12:00-12:20
5	12:20-12:40	12:40-1:00

Note: Classes take a second recess break during the school day. The schedule is determined by the teacher.

Weather Cancellations and Delays

Inclement Weather Policy

Parents and faculty are alerted via email and text message about school closings and delays. School closings and delays are also posted on the Arlington Public Schools District Website Homepage: <http://www.arlington.k12.ma.us/>

On a no-school day, supervisory staff will not be available. On a delayed-opening day, supervisory staff will be available one or two hours later, depending on the delay.

Parental discretion is always advised as to attendance in inclement weather.

For each school cancellation day, an additional school day is added to the year in June to meet the required 180 school days per academic year.

Arrival, Dismissal, and Caregiver Access

If your child will be absent or late to school, please call or email the school by 8:30 am.

Safe Arrival: (781) 316-3780

Safe Arrival Email: hardysafearrival@arlington.k12.ma.us

Students line up or gather in designated locations by grade level outside until the school bell rings at 8:10 am. They are then escorted into the building by a teacher and led to their classroom. On days with inclement weather, students are invited into the building at 8:00 am. They are to wait in areas assigned by grade level until 8:10 am when they can head into their classroom. Indoor arrival signs will be posted on the school's doors so that students know they can enter the building after 8:00 am.

Students who arrive at school after 8:10 am must check in at the front office.

At the end of the school day, students who are not going directly to an after-school program will leave the building with their teacher and meet caregivers in the same location where they assembled at arrival.

If your child needs to be dismissed before regular dismissal, please notify the classroom teacher and Carolyn Rabito about the time at which they will be picked up. Students will meet you in the office at the appointed time.

All adults visiting the school must sign in at the front office and wear a visitor sticker while they are on the school property.

Report Cards and Parent-Teacher Conferences

Arlington Public Schools uses a standards-based report card, detailing how children are progressing toward learning standards. It measures performance, rather than comparing students to one another as more traditional report cards do. An academic key of B, P, M, and E, based on rubrics that outline specific characteristics of performance, demonstrates this progress:

- **B Beginning** to meet grade level standards with varying levels of accuracy and quality; requiring significant support.
- **P Progressing** to the grade level standards with varying levels of accuracy and quality; requiring some support.
- **M Meeting** the grade level standard with consistency accuracy and quality with little or no teacher support.
- **E Exceeding** the grade level standard with consistency, accuracy, and a high level of quality independently.

- **N Standard** not addressed this term. While some standards will be addressed throughout the entire year, others will be phased in as the school year progresses.

Kindergarten parent-teacher conferences are held twice per year, in December and March. First through fifth grade conferences are held in December. A few weeks before the conferences are held, teachers email all parents with a method for selecting a conference time. The conferences are 20 minutes long.

Teachers are always willing to meet with parents at other times during the course of the school year for any reason. Contact the classroom teacher directly to set up a meeting time.

Special Education Programs and Resources

The Arlington Public Schools provides a comprehensive array of programs and services from preschool through grade 12 designed to address the needs of identified students who have a disability and require specialized instruction. All students who are serviced with an Individual Education Program (IEP) are assigned a Special Education Liaison. This liaison serves as a case manager and contact person for staff and parents involved in the support and implementation of the student's IEP. The liaison also collaborates with the general education teachers to ensure accommodations and modifications are implemented as outlined on the student's IEP, as well as possibly provide direct instruction as specified on the IEP. Please see the APS website for more information: http://www.arlington.k12.ma.us/departments/special_education/

Contact Peggy Tsatsoulis for additional information about the program and how to request services.

Hardy After-School Program

The Hardy School on-site after-school program is run by the Arlington After-School Program, and it is in high demand. Entrance for students is by lottery, which is conducted each spring for the following year. Contact the program director at aasphardy@arlington.k12.ma.us for further information. Please see the ASP website for more information:

<http://www.arlingtonasp.com/hardy.html>

Additional after-school programs that Hardy students use include the following:

Arlington Boys and Girls Club

The Kids Care Club program at the Arlington Boys and Girls Club is offered to children ages 4.9 to 11 years. The program aims to assist in the development of self-awareness and independent thought, instill a sense of positive self-image, provide an environment of social adjustment in a peer-group setting, and promote development of physical skills through activities requiring

coordination and motivation.

Arlington Children's Center

ACC's school-age programs aim to provide a safe, consistent, and fun environment for children in grades 1 through 5. Children are offered a wide range of activities to choose from, and are encouraged to organize games, play cooperatively, and resolve conflicts as they might in their own neighborhoods.

Arlington Kid Care Program

Arlington Recreation Dept. offers this extended-day program for children in grades K through 5, licensed by the Department of Early Education and Care. The program follows the Arlington Public School calendar with the following exceptions: it is not open when school closes at mid-day for a vacation period or closes early because of bad weather. Early-release days are included if you are registered for the respective day. Located at the Gibbs Gym.

Fidelity House

Fidelity House is a nonprofit community center that offers after-school care to children in Kindergarten through 5th grade. The School Age Child Care Program provides an environment that aims to encourage the development of greater self-esteem and improve the skills of cooperation, sharing, and independence.

Other General School Guidelines

Food

To respond to the needs to all Hardy students and follow policies set by the Arlington School Committee, activities during the school day will not involve food that is brought in to share with classrooms or the community. Exceptions may be made by the principal on an individual basis.

APS policies on nutrition, wellness and allergies can be found here:

<https://www.arlington.k12.ma.us/asc/policies/jlccb-e.pdf>

Lunches

The Hardy cafeteria serves lunch each day to students. The menu and information about payment can be found here: <http://www.arlington.k12.ma.us/foodservices/>

Student Attendance During Illness

There are times when a student should remain at home for his/her own welfare and the protection of other students.

Your student should remain at home if he/she has any of the following:

- Uncontrollable and/or productive (wet) or croupy cough
- Fever over 100 degrees within past 24 hours

- Chill and/or night sweats
- General malaise or fatigue, weakness, or muscle aches
- Vomiting and/or diarrhea within past 24 hours
- Sore throat and/or swollen glands
- Undiagnosed, suspicious rash or skin eruptions
- Earache, severe headache, or drainage from eyes
- Continuous nasal drainage and/or congestion with frequent blowing of the nose

Your student may return to school:

- When he/she is symptom-free and fever-free for a full 24 hours without medication (pain/fever reducers, cough suppressants/expectorants)
- 24 hours after an acute illness or after starting antibiotics prescribed by a provider for a diagnosed infection

Students with Flu:

- If your child is diagnosed with Flu please report this to the Hardy Health Office.
- If your child is diagnosed with Flu and prescribed Tamiflu (Oseltamivir), please be aware that Tamiflu DOES NOT prevent the spread of the Flu, the student is still highly contagious and should remain at home per your doctor's instructions.

Dismissal Due to Illness:

When a child becomes ill at school, the school nurse will notify a parent or guardian. The parent or guardian should come to the school for the child immediately. The ill child should not remain at school for more than one hour while waiting for a parent or guardian. If a parent is unable to pick up the ill child, the alternate emergency contact listed will be contacted to pick up the student for dismissal due to illness.

Please contact the Hardy Health Office with any questions at hardy.nurse@arlington.k12.ma.us or call (781) 316-3788.

Playground Restrictions

- Dogs are not allowed on the school property.
- Bikes and scooters should be walked on school property during school hours, including drop-off and pick-up.

Lost and Found

Items that are found are stored in the cafeteria for pick-up. Items left in the Lost and Found will be donated periodically throughout the year, usually at times when school is on break (Thanksgiving, Winter Recess, February and April Vacations, and at the end of the academic year).

Glossary of Terms You Might Hear at Hardy

- **Tools of the Mind**
Arlington Kindergarten classrooms are part of this research-based early childhood program that builds strong foundations for school success by promoting intentional and self-regulated learning. www.toolsofthemind.org
- **Responsive Classroom**
A research and evidence-based approach to education associated with greater teacher effectiveness, higher student achievement, and improved social climate. Hardy School has made a commitment to work toward being a Responsive School.
www.responsiveclassroom.org

Curriculum Resources

For the most recent information, please visit the Arlington Public Schools website.

MATH

<http://www.arlington.k12.ma.us/tl/curr/math/>

READING

<http://www.arlington.k12.ma.us/tl/curr/ela/k-5/reading/>

WRITING

<http://www.arlington.k12.ma.us/tl/curr/ela/k-5/writing/>

SCIENCE

<https://sites.google.com/arlington.k12.ma.us/apselementaryscience/home>

SOCIAL STUDIES

<https://arlingtonss.weebly.com>

FINE ARTS

<http://www.arlington.k12.ma.us/tl/curr/finearts/>

ENGLISH LANGUAGE LEARNERS (ELL)

<http://www.arlington.k12.ma.us/tl/curr/ell/>

HEALTH AND PHYSICAL EDUCATION

<http://www.arlington.k12.ma.us/tl/curr/health/k-5/>

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