

---

TRANSITIONAL KINDERGARTEN  
PARENT  
HANDBOOK  
2023-24



HARKER®

---



# THE HARKER SCHOOL MISSION STATEMENT

Our mission is to educate students for success at college and beyond, and to foster kindness, respect, and integrity within a safe and nurturing environment.

We achieve academic excellence through the development of intellectual curiosity, personal accountability, and love of learning.

Our comprehensive program and exceptional faculty and staff help students discover, develop, and enjoy their unique talents.

We honor individuality, embrace diversity, and promote leadership and service, preparing students to take their place as global citizens.

The school tries to maintain consistency when referring to our various schoolwide goals. The mission statement explains our values as they relate to the tenets in the crest.

Please note the way these words are used:

## Tenet

This word describes the four words on the crest: Praestantia (excellence), Scientia (knowledge), Constantia (character), Beneficium (service)

## Pillars

This word is reserved exclusively for upper school honor code/code of conduct.

## Values

Our values are the words in the mission that are considered the most important for our community to live by, shown in italics:

“Our mission is to educate students for success at college and beyond, and to foster ***kindness, respect,*** and ***integrity*** within a safe and nurturing environment. We achieve academic excellence through the development of intellectual curiosity, ***personal accountability,*** and love of learning.”

# TABLE OF CONTENTS

Mission Statement .....	3
Welcome from the Head of School .....	6
The Harker School History.....	7
Statement of Good Practices.....	7
Principles of Good Practice for Parents and Independent Schools.....	7
Parents and the Board of Trustees .....	8
Parents and the Faculty and Administration .....	8
Administration, Directors, Managers, Staff .....	9
Family / School Communication.....	10
What To Do When You Have a Concern.....	10
Contact Information.....	10
Emergency Note.....	10
Schoolwide Communication and Media Relations: Office of Communication.....	10
Transitional Kindergarten Programs .....	12
Policies and Procedures .....	12
Attendance and Late Arrivals.....	12
a. Absence Policy	
b. Parent in Absentia	
c. Extended Absences	
d. Tardy Policy	
Closed Campus/Visiting Campus.....	13
Managing Behavior .....	13
Re-Enrollment Criteria .....	13
Clothing and Sunscreen .....	14
Communication .....	14
Photo/Video Policy .....	15
Tradition of Philanthropy .....	15
Toys and Personal Objects.....	15

Rest Time .....	15
Lunch and Snacks .....	15
Birthdays and Other Celebrations .....	16
Parent Participation .....	16
Extended and Morning Care .....	16
Traffic & Student Drop-Off/Pickup Information .....	16
Emergency Preparation .....	16
Anti-Harassment Policy .....	18
Campus Security .....	18
Illness .....	19
Medication .....	19
First Aid .....	19
Medical Emergencies.....	19
Severe Allergies .....	20
Nut Policy .....	20
Recycling and Sustainability Program .....	20
Pets on Campus .....	20

**RIGHT TO AMEND HANDBOOK**

*The Harker School may amend this handbook from time to time within the sole discretion of the school.*

The Harker Office of Communication follows the guidelines of the Associated Press Stylebook for all informational publications.

# WELCOME!

Dear Parents,

On behalf of the Board of Trustees and the administration, I would like to welcome you to the 2023-24 academic year at The Harker School. This handbook has important information about all aspects of the school, so we hope you'll keep it handy and refer to it often.

The Harker School remains committed to its tradition of academic excellence, well-rounded programs, character education and global citizenship. These values, expressed in the mission and philosophy statements, have guided the school over the past century and will continue to guide us throughout the next century.

Harker allows students to learn deeply across all domains, and we encourage them to apply that learning toward making a difference in the world. We also believe in being the best educational institution we can be. At the center of this commitment to excellence is the recognition that the students are the heart of the school. Harker students are a joy to work with because they reflect all of the values expressed in our mission and philosophy statements such as love of learning, well-roundedness, kindness and global citizenship. That Harker students bring these values and attitudes to school makes the Harker classrooms and playgrounds exciting and vibrant places to be.

Each of you is an important member of this community, and together we can make this year an experience on which we will look back with pride. If you have any questions at all, please do not hesitate to contact any member of the faculty, staff or administration. We are here to help you. I wish you the very best this year.

Sincerely,

A handwritten signature in black ink that reads "Brian Yager". The signature is written in a cursive style with a large initial "B" and a long, sweeping underline.

Brian Yager, Head of School

## **THE HARKER SCHOOL HISTORY**

The union of two schools, the Palo Alto Military Academy and the Harker Day School, formed what is today The Harker School. Although these schools began independently, the first president of Stanford University inspired both.

In 1893 Stanford's president, concerned for the University's need for superior incoming students, encouraged Frank Cramer, a pioneer educator and civic leader, to begin Manzanita Hall, a college preparatory school for boys.

The program was dedicated to the premise that the successful future citizen and student of higher education is one who has a broad foundation not only in his classroom pursuits, but also in nonacademic areas. The development of high moral character and leadership qualities was emphasized.

Catherine Harker, a Vassar graduate and professor of Greek and Latin at Mills College, recognized the need for a girls' preparatory school near Stanford and founded Miss Harker's School in 1902, which also emphasized superior scholarship, character and leadership.

In 1919 Cramer's original school, Manzanita Hall, became Palo Alto Military Academy, a school for boys of elementary age under the direction of Richard P. Kelly. Donald L. Nichols assumed leadership of the Academy in 1950 and the Harker Day School in 1956, merged the two schools under the name Harker Academy and moved to the present location in 1972.

Howard E. Nichols assumed leadership of the school in 1973, dropping the military program and expanding academics and other program offerings. In 1992, the name was changed to The Harker School to more clearly reflect the character and diversity of the school. In the spring of 2002 Harker graduated the first class of seniors in their newly added upper school. Christopher Nikoloff assumed leadership of the school in 2005 following Nichols' retirement, and served through the 2016-17 year. Brian Yager, the current head of school, began in fall 2017.

Harker Preschool began in fall 2013 on the Union Ave. campus. The Blackford Ave. campus welcomed the TK program in fall 2020, when the Union Ave. campus began its transformation into our middle school campus.

## **STATEMENT OF GOOD PRACTICES**

*"I acknowledge and agree that my child's opportunity to attend The Harker School is conditioned at all times upon both the student and all other members of my family honoring the standards for civility, courtesy and mutual respect toward other students, faculty and staff set forth in the school's student handbook."*

## **PRINCIPLES OF GOOD PRACTICE FOR PARENTS AND INDEPENDENT SCHOOLS**

Source: California Association of Independent Schools (CAIS), Deborah Dowling, Executive Director

To be successful, every independent school needs and expects the cooperation of parents, who must understand and embrace the school's mission, share its core values and fully support its curriculum, faculty and staff. When joined by a common set of beliefs and purposes, the independent school and its parents form a powerful team with far-reaching positive effects on children and the entire school community.

Working together, parents and school professionals exert a strong influence on children to become better educated; they also help them to mature by modeling adult working relationships based upon civility, honesty and respect.

In practice, the greatest impediment to effective teamwork between independent schools and parents grows out of misunderstandings about school decision-making processes: Who makes decisions in independent schools? How are those decisions made? Independent schools must communicate their procedures to parents who, in turn, share the important responsibility to become informed members of the school community.

## **PARENTS AND THE BOARD OF TRUSTEES**

In most independent schools, decision-making authority at the highest level resides in a volunteer board of trustees. The board of trustees does not intervene in the daily affairs of the school, such as curriculum development and hiring, evaluating or firing of faculty and staff. Instead, the board focuses on three areas critical to the success of any independent school: it selects, evaluates and supports the head of school, to whom it delegates authority to manage the school; it develops broad institutional policies that guide the head in running the school; and it is accountable for the financial well-being of the school.

In the conduct of its official business, the board acts only as a whole; individual trustees, including the board chair, have no authority to act unless specifically authorized to do so by the board acting as a whole.

Parents with concerns about the school or with decisions made by the administration or faculty are encouraged to inquire about and follow the school's review process, but they should not expect the board of trustees to act as an appeals board. In a day school, trustees often interact with others within the school community and hear concerns about the daily operation of the school. As a matter of good practice, the trustee reports those concerns to the head of school.

## **PARENTS AND THE FACULTY AND ADMINISTRATION**

Parents play an essential and positive role in the life of an independent school. Not only are parents advocates for their children, they also support the faculty and administration through extensive volunteer activities and events.

The relationship between parents, faculty and administration is formally governed by the schools written enrollment contract and handbook, in which its procedures are spelled out. When parents choose to enroll their child in an independent school, they agree to subscribe to its mission, follow its rules and abide by its decisions. However, most teachers and administrators would agree that trust and mutual respect are the most essential underpinnings of effective working relationships with parents.

CAIS encourages parents to work productively with teachers and administrators by staying informed about their child and important events in the life of the school. Thoughtful questions and suggestions should be welcomed by the school. It is incumbent upon the school to provide parents with timely and pertinent information.

Parents best support a school climate of trust and respect by communicating concerns openly and constructively to the teacher or administrator closest to the problem. Efforts by parents to lobby other parents will be viewed by the school as counterproductive.

While parents may not agree with every decision made by the school, the parent and school will find, in most cases, enough common ground to continue a mutually respectful relationship. In the extreme case, however, an impasse may be so severe that the parent cannot remain a constructive member of the community. In such cases, both the parent and the school should consider whether another school would be a better match for the family.

# ADMINISTRATION, DIRECTORS, MANAGERS, STAFF

## ADMINISTRATION

---

<b>Assistant Head of School, Academic Affairs</b>	<i>Jennifer Gargano</i>
<b>Assistant Head of School, Student Affairs</b>	<i>Ken Allen</i>
<b>Chief Financial Officer</b>	<i>Martin Bradford</i>
<b>Director of Admission</b>	<i>Danielle Holquin</i>
<b>Director of Advancement</b>	<i>Kimberly Lobe</i>
<b>Elementary School Division Head</b>	<i>Kristin Giammona</i>
<b>Executive Director of Strategic Initiatives</b>	<i>Joe Rosenthal</i>
<b>Facilities Director</b>	<i>Shayne Hayle</i>
<b>Head of School</b>	<i>Brian Yager</i>
<b>Middle School Division Head</b>	<i>Evan Barth</i>
<b>Office of Communication Director</b>	<i>Pam Dickinson</i>
<b>Primary (TK-2) Division Head</b>	<i>Debra Cope</i>
<b>Upper School Division Head</b>	<i>Paul Barsky</i>

## DIRECTORS & MANAGERS - TK-12

---

<b>Director of Diversity, Equity and Inclusion</b>	<i>Brian Davis</i>
<b>Director of Global Education</b>	<i>Jennifer D. Walrod</i>
<b>Director of Health Services</b>	<i>Debra Nott</i>
<b>Director of Information Technology</b>	<i>Jesse Lara</i>
<b>Director of Security</b>	<i>Tor Warmdahl</i>
<b>Executive Chef &amp; Food Service Manager</b>	<i>Stephen Martin</i>
<b>Learning, Innovation &amp; Design Director</b>	<i>Elizabeth Brumbaugh</i>
<b>Library Director</b>	<i>Lauri Vaughan</i>
<b>Summer School Director</b>	<i>Cindi Gonsalves</i>
<b>Transportation Manager</b>	<i>Heather Armada</i>

## FAMILY / SCHOOL COMMUNICATION

Our goal is to make your child's experience in transitional kindergarten the best it can be. We believe building trust and respect through open communication is the key to achieving that goal. Should you have questions or concerns throughout the year, we encourage you to contact the appropriate person so that we can resolve any questions as quickly as possible.

### What To Do When You Have a Concern

Ongoing communication between parents, faculty and administration is critical in order for all of us to work together for the success of our children. When you have a particular concern regarding your child, we encourage you to follow the procedures below:

1. Contact your child's teacher directly if the problem involves a classroom or program issue.
2. If the matter remains unresolved, please contact Jennifer Gargano, assistant head of school for academic affairs.
3. If the concern is still unresolved, you are welcome to speak to Brian Yager, the head of school.

### Contact Information

TK Address: 888 Boynton Ave., San Jose, CA

Phone number: 408.553.5703

For general TK information, contact the TK administrative assistant at [warren.volk@harker.org](mailto:warren.volk@harker.org)

### Emergency Note

In the event of a power and phone outage, our main analog fax line will be employed as an emergency phone. That number is: 408.248.2502.

## SCHOOLWIDE COMMUNICATION AND MEDIA RELATIONS: OFFICE OF COMMUNICATION

Harker's Office of Communication oversees the public website, Parent Portal, internal and external publications, including the Harker Magazine, photo and video coverage, social media, media relations and the Harker News, Harker's daily digital news source. Email [communications@harker.org](mailto:communications@harker.org) with any questions or suggestions.

**Parent Portal:** Harker's Parent Portal is your dashboard for information and resources. In this password-protected space, accessed from [www.harker.org](http://www.harker.org), you can (depending on your student's division): update your family's information; view report cards, announcements, the staff directory, lunch menus and homework; find tuition and re-enrollment information; customize calendars; purchase tickets for events; access the photo database and video channels; sign up for after-school activities; and more. The Parent Portal is also where you will access your individual class and specialist websites.

**eWeekly:** The eWeekly is sent each Thursday to all Harker families with calendar and event reminders for the coming week, including links to RSVP or purchase tickets to events and access to our photo database for downloading. (Additionally, parents may receive unofficial reminders and updates regarding grade level social activities by Grade Level Coordinators or other parent volunteers from our advancement office.)

**Online News, News Express, Harker Magazine:** We publish news and updates about the Harker community in Harker News on an almost-daily basis here: <http://news.harker.org/>. You can subscribe to a daily digest, which we highly recommend so you don't miss interesting and exciting news of the community. The Harker News Express is emailed in the first week of each month to all families and to alumni. It recaps the top stories from the previous

month, and includes event reminders for the coming month. The biannual Harker Magazine includes in-depth features, alumni news and more. It is mailed to homes and also linked in the Parent Portal. To submit story ideas and suggestions for any of these publications, email [news.harker.org](mailto:news.harker.org).

**Photos & Video:** We photograph events and activities at all four campuses regularly, and those photos can be found in our robust photo archive, linked from the Parent Portal, where families can download photos for free; they are also accessible from the eWeekly. We record major student performances and provide them for free on the Performing Arts tile. Photos and videos are available in the Parent Portal on the Photos tile and the Video on Demand tile, respectively.

Parents are expected to show consideration for students, teachers and coaches if video recording or photographing extracurricular events, such as performances and sporting events. No recording (audio or video) of in-class or athletic practice activity is permitted without the explicit consent of the instructor or coach.

To enable parents to devote their full attention to their child's performance, all major performing arts shows and concerts are professionally recorded and photographed by the school and made available for free to parents in the Harker Video On Demand channel and photo galleries in the portal shortly after the performance. Therefore, we ask families not to videotape or photograph these events so that all families can enjoy their children's performance without distraction. A quick phone photo is acceptable, but no flash photography is allowed. Specific guidelines will be announced prior to each performance. The public release or posting of any portion of any of these recordings is strictly prohibited without the explicit consent of the administration of The Harker School.

**Social Media:** Follow Harker on Facebook (<https://www.facebook.com/harkerschool>), Instagram (<https://www.instagram.com/harkerschool/>), YouTube (<https://www.youtube.com/user/harkerschool>) and Twitter (<https://twitter.com/harkerschool>). Follow athletics on Instagram (<https://www.instagram.com/harkerathletics/>)

We're grateful to our families and alumni who share their Harker pride by following us on social media, sharing posts, and sharing your great experiences on review sites, such as Niche, Yelp and Great Schools for prospective families.

**Logo Use:** Harker logos are trademarked, and any use must be cleared by the Office of Communication.

**Media Relations:** Harker's Office of Communication (O of C) oversees the school's media relations. The goal of the school's media relations is to maintain a professional working relationship with the press; seek opportunities to share timely news of the school, its people and its programs; ensure the accuracy and appropriateness of any information being disseminated about the school; and protect the school's reputation.

Faculty, staff, students or parents who are contacted by the media for a Harker-related story should refer the reporter to [news@harker.org](mailto:news@harker.org) or call 408.345.9675. You can also contact the O of C with the information and they can approve or discuss any concerns and/or suggestions with you. Members of the media wishing to visit any of our campuses must contact the O of C who will clear and supervise the visit.

Note: Harker's student journalists are members of the community, as well as developing journalists, and we encourage the Harker community to participate in their learning process and to respond to their inquiries. Given that the stories covered by our students can be obtained by external media and could be considered in any legal matter, it is important that all staff exercise good judgement when discussing any matter. If a staff member has questions about a given topic or information requested, he or she should inquire with the head of school or Office of Communication.

While we do our best to monitor Harker media coverage, please be aware that media companies and individuals over whom we have no control may take photos of the school, students, faculty and parents, both on and off

campus. Also, social media has created a proliferation of information about the school, students and faculty over which we have little control, but that we monitor regularly.

If you have any questions, contact [communications@harker.org](mailto:communications@harker.org) or Pam Dickinson, Office of Communication director, at [pam.dickinson@harker.org](mailto:pam.dickinson@harker.org).

## TRANSITIONAL KINDERGARTEN PROGRAMS

The campus is open from 7 a.m.-6 p.m. The full-day TK program starts at 8:20 a.m. Students are considered tardy if they arrive after 8:30 a.m.

In addition, we offer morning extended care from 7-8:20 a.m. and afternoon extended care from 3:30-6 p.m.

## POLICIES AND PROCEDURES

### ATTENDANCE AND LATE ARRIVALS

When a student will be absent from school or late to school, parents should email [attendanceTK@harker.org](mailto:attendanceTK@harker.org) by 8 a.m. of each day they are absent. It is important that children attend class regularly and arrive on time. Please plan your mornings to allow for a stress-free transition from home to school for your child. Students may arrive as early as 7 a.m. for early morning care, and the classroom will be open at 8:15 a.m.

#### a. Absence Policy

Students are expected to be present on all days school is in session. Students are of course encouraged to stay home and rest in the event of an illness. To comply with truancy laws, after 10 absences in one school year, the school requires a doctor's note. A child's absence from school for more than 15 days during the entire year necessitates a retention warning. To complete TK, a student must be absent fewer than 20 days. After 20 days absence in one year, a review will take place to determine whether a child should be promoted to the next grade or allowed to continue at the school.

#### b. Parent in Absentia

Parent(s)/guardian(s) must notify the school when they plan to be away from home and leave their child. In such absences, the school must be able to contact the parent(s)/ guardian(s), be made aware of the dates and duration of the time away and provide the name(s) and contact information of the adult(s) who can be contacted in case of emergency. Families must provide written notification to the division head's office with all pertinent information.

#### c. Extended Absences

The school discourages extended trips during the time school is in session. While we recognize the value of extended travel, parents must be aware of the impact lengthy absences have on a child's academic progress and performance. Teacher-directed instruction, collaborative group work, hands-on activities and experiential learning cannot be recreated for the absent child. Participation is a vital component of a student's overall class performance and cannot be assessed if the child is not in school. Therefore, an extended absence (non-medical) must be approved by the appropriate division head in advance of the trip. This can be done by a phone call, email or personal contact. It is important to note that teachers are not expected to create or provide special assignments for students who miss school for unexcused reasons.

#### **d. Tardy Policy**

A student who is not in class by 8:30 a.m. will be considered tardy. It is important for all students to arrive to school on time. It helps the students maintain continuity in their academics and to begin the day in a calm fashion. As such, chronic tardiness is a concern and may result in interventions from the school, including but not limited to meetings with the division head, letters sent home to the families, as well as variety of other further interventions should the tardies continue.

#### **Closed Campus/Visiting Campus**

Harker is a closed campus. Transitional kindergarten students may not leave campus, even with written permission from their parents, except with their regular daily transportation, or when accompanied by their parents or other authorized persons. Parents must sign their children out in the transitional kindergarten office and sign them back in upon return. Students may only leave campus with authorized adults who are wearing the lanyard with such authorization. Parents wishing to walk on campus beyond the office area during normal school hours are required to display their official Harker visitor's lanyard. Parents may be asked to return to the office to obtain a lanyard if they are observed on campus without one. TK parents or any other authorized person must always walk their child into the classroom on campus and must pick up their child from the classroom. This protocol has been established to enhance identification of approved adults on campus and contribute to greater campus security.

#### **Managing Behavior**

We are committed to providing a learning environment that supports the development of young children's social and behavioral competence.

- We treat all children with respect and dignity.
- Realistic expectations are set for children in all areas.
- Our environment is designed to enhance positive outcomes.
- Teachers provide guidance to help children develop the skills needed to control impulsive behavior and delay gratification.
- Natural and logical consequences are used to reinforce desired behaviors.
- Problem-solving skills and strategies are taught to help resolve conflicts.
- No methods that shame a child will be employed. No corporal punishment will ever be used.

In the rare case a child has continued or extreme difficulties interacting with others or following school routines, parents will be consulted and ideas for improvement will be strategized. Teachers and parents will continue to work together in these rare cases to support the child at school. If appropriate improvement does not occur, dismissal from the school may be necessary.

#### **Re-Enrollment Criteria**

For transitional kindergarten students to qualify for re-enrollment, they must exhibit continued growth in academic and behavioral patterns and meet all academic, behavioral and attendance standards in a satisfactory manner, as determined by academic administration.

## Clothing and Sunscreen

The children will be participating in a variety of hands-on, indoor/outdoor and sometimes messy experiences throughout the day and therefore should be dressed appropriately for active play.

- Please send your child in comfortable play clothes that can get dirty.
- Layers work best and allow for morning to afternoon weather changes.
- Children will be playing and learning outside so please provide appropriate outerwear and include rain gear as needed during winter months (boots and rain jacket with hood, no umbrellas for outdoor play).
- Sturdy, non-slip, closed-toed shoes and socks that fit well are best.
- Children should bring a complete change of clothes (or two) to keep in their cubbies at all times as it is easy to get wet or dirty at school.
- **All clothing items and backpacks should be marked with your child's full name.**
- We ask that parents apply sunscreen to their children in the morning before school. If parents would like sunscreen to be reapplied after nap, please make this request to your teacher in writing; email is sufficient. To make sunscreen application more efficient, all children will be given the school's sunscreen, Rocky Mountain Sunscreen for Kids, SFP 35, unless there is a medical reason to supply their own from home. We suggest all students, especially those requesting the after-nap sunscreen application, wear a sun hat while outdoors.

## Communication

There are multiple ways for you to communicate with the TK program, and for us to communicate with you. We believe a strong communication between home and school is essential to your young child's growth and development.

**Phone:** Teachers have direct phone lines into the classrooms but are often with the children and unable to answer. While you are welcome to call and leave a message with your child's teacher, please only do so if the communication is non-urgent. If urgent, please call TK's administrative assistant at 408.553.5703.

**Email:** Similar to phone conversations, teachers are with the children most of the day and do not have many opportunities to check their email between 8:15 a.m.-3:30 p.m. Teachers will respond to email within a 24-hour period, but email should not be used to communicate any information that is urgent.

**Drop-Off and Pickup Communication:** When dropping off and picking up, please feel invited to check in with a teacher, but keep in mind that communication must be kept succinct as teachers are also responsible for supervising and greeting other children and families at this time. Quick communication regarding sleep or illness changes at home, questions about the day, etc., are all appropriate – anything longer or anything that is sensitive to communicate should be saved for a more private phone conversation or parent-requested conference.

**Classroom Communications:** Teachers will send weekly communications to the TK families. This is where you will find information about what has been happening in the classroom during the week, and what to look forward to. Reminders and important dates will be included. This provides an opportunity for teachers to share information with you about a class project and delve deeper into the learning that takes place through the experience.

**Written Assessments:** Parents will receive written assessments from teachers in December and April. Assessments will provide information on the child's progress based on classroom learning goals and objectives.

**Conferences:** Parent-teacher conferences will be scheduled two times a year: one in August and one in November. Parents are welcome to request conferences on specific topics throughout the year. Teachers may also request parent conferences as needed.

## **Photo/Video Policy**

TK parents and caregivers are welcome to take photos at school. We do ask that you understand that not every moment is a good moment to photograph, and teachers may occasionally direct you to hold any picture taking. Please follow their directions in such instances. We recommend seeking permission beforehand whenever possible (either in the moment just before, or further ahead of time).

## **Tradition of Philanthropy**

As a private independent school, Harker's main sources of funding are tuition and donations. Charitable donations help to provide an exceptional education for our students and excellent facilities that match their abilities. Annual giving provides funds for ongoing student programs, and we ask every family to do the same thing: make a gift annually to the best of their ability to do so. Capital giving funds the construction and maintenance of our facilities on our campuses; we periodically ask families to support these important projects as well.

### **Soliciting Harker Families and Employees**

We have a generous and active community that is involved in hundreds of fundraising efforts each year for various causes, and we applaud those efforts. Due to the variety and volume of these efforts schoolwide, and to protect families from excessive solicitation, the school has the following policies.

All fundraising efforts must be pre-approved (see specifics below). Emails to families or employees from students, parents, faculty or staff soliciting funds or donations are not permitted unless they are doing so on behalf of Harker's advancement office. Approved fundraising would include the school's annual giving, capital giving, annual picnic, Harker Day, etc. Additionally, the use of student, parent and faculty directory information for personal, commercial or political solicitation or notifications is forbidden.

### **Parent Fundraisers**

All parent-organized fundraisers at Harker must go through the advancement office for prior approval. Parent-run fundraisers should not go through official school channels, such as school email lists, grade-level coordinators, or room parents; parents may use their personal contacts and social media to publicize fundraisers.

## **Toys and Personal Objects**

We prefer that children do not bring toys or personal objects to school. The school environment is a communal one and learning to share and regard all things as truly belonging to the group is an important learning experience for young children. If your child has an object that they will have difficulty leaving at home, please speak directly to your teacher, who will help guide you and your child through the process of separating from the object during school time.

## **Rest Time**

Full-day children will have a rest time daily. Resting is very important and helps children rejuvenate and prepare for afternoon activities.

## **Lunch and Snacks**

Lunch is provided to all children. Harker's lunch program will offer healthy meals for children as part of the total learning environment. Food will be prepared by Harker kitchen staff and delivered to the classroom. Not only are meals and meal times designed to nourish, but to also practice important social and developmental skills.

Harker's transitional kindergarten is a peanut-free and tree nut-free environment, so no peanuts or tree nut products will be served to the children. Parents are asked to refrain from sending items containing peanuts or tree nuts to school, in any form. There are no accommodations for heating or cooling home lunches, so all items sent from home should be packed in ready-to-eat form. See the Nut Policy section for more details.

Children with food allergies will be accommodated during snacks and meals to the best of our ability. Unfortunately we cannot guarantee we can always provide appropriate alternatives, so parents may be asked to supplement.

Weekly menus are available to parents on the website, posted in classrooms and are available at the front desk. Our meals meet the daily recommended values of whole grain.

Fruit juices are 100 percent real fruit juice (no sugar added).

Milk is 1 percent and organic.

## **Birthdays and Other Celebrations**

Birthdays are often very special for children and we are excited to celebrate with your child at school. The school will provide a special snack and “moment in the spotlight” for the children on their special days.

Children with birthdays that do not coincide with school days may choose to celebrate on a “half birthday” date or another date agreed upon by parent and teacher. These individual celebrations need not be tied to birthdays. For any reason that a birthday may not be the right time or way to celebrate a child, we encourage each family to find a day during the year that their child can be celebrated as an individual and a special member of our community. Please do not bring individual invitations or gifts for children to distribute at school. Please talk to your classroom teacher well in advance to plan the celebration for your child. Due to the various food allergies and sensitivities in any given TK class, please speak to the TK teachers at least 48 hours in advance if you intend to bring any snacks or other items to the TK classroom for any event. Safety is our first priority, so thank you for working with our TK teachers to keep the classroom as safe as possible and enjoyable for all.

## **Parent Participation**

Parents are welcome and encouraged to participate in our classrooms and in a variety of school activities and events. Parents may volunteer in classrooms, help with special events, participate in larger school fundraisers, share family celebration or traditions, etc. The advancement office will choose a Room Parent Coordinator (RPC) who will be responsible for assisting teachers in recruiting volunteers for classroom projects and activities. There are multiple ways for parents to get involved in the classroom and the school as a whole. Volunteer information sessions are planned at the start of each school year to inform parents of the opportunities and provide training.

## **Extended & Morning Care**

Extended Care is an optional extension of your child’s school day from 3:30-6 p.m. During Extended Care your child will continue to learn, grow, discover and flourish in a safe and nurturing environment. Striking a balance of child-directed experiences with teacher-guided learning, we place an emphasis on outdoor play and open-ended materials, aiming for at least 45 minutes to an hour of outdoor exploration every afternoon. Each day will feature a different structured activity, including art, music, yoga and cooking. The open-ended nature of our activities allows for us to engage in projects inspired by the interests of your child.

Morning Care, offered from 7-8:15 a.m., is a relaxed, nurturing way for your child to start the day. The children have an opportunity to explore their favorite materials and socialize in a small group environment.

## **Traffic & Student Drop-Off/Pickup Information**

Please cooperate with instructions given by loading zone personnel at all times. They are on duty to ensure safety in the loading zones and to facilitate a smooth and effective traffic flow. Park only in designated parking spaces. It is essential that we keep the driveway lanes clear and open for bus access and emergency vehicles. This includes spaces that are marked and reserved for staff.

## **Emergency Preparation**

Harker’s emergency procedures for each campus conform to the Standardized Emergency Management System

(SEMS) tailored for the specific needs of that site and coordinated to the Civil Service system. The faculty and staff are presented with the details of the system and procedures at the start of each year and given updates during the year that are related to performance of drills and new procedures. The students are addressed in a similar fashion.

- Each classroom and general work space has a copy of the school's Emergency Preparedness Guide posted for reference of faculty and staff in the event of an emergency. These are updated regularly. Evacuation maps are also posted in each classroom and office space.
- Each division has regularly scheduled emergency drills that cover fire evacuation, earthquake response, lockdown management, central shelter and shelter-in-place. The middle and upper schools have a minimum of four drills annually in compliance with California law.
- Each campus has at least one designated off-campus assembly area should campus evacuation be necessary.
- We highly encourage parents to register their cell phones with the school so they can receive emergency notifications from the school as text messages (if they have text messaging enabled for their phones). The school also will post emergency information on the website in the event of any emergency. Even in the case of a power outage at the campus, the website will still be operational as it is hosted out of the area and we can access by satellite if necessary.

**WE APPRECIATE YOUR COOPERATION AND SUPPORT OF THE FOLLOWING IN THE EVENT OF AN EMERGENCY.**

- In the event of a major disaster, such as an earthquake, students will be held at school until picked up by their parent, guardian or persons authorized to secure their release. We will not want to release students into unknown situations or to homes where parents might not be present.
- Parents who wish to send another adult to pick up their student (e.g., a relative or co-worker) must send written permission authorizing the individual to pick up the student. These authorizations are best established in advance; cell phone grids may be overtaxed in the event of a natural disaster and we may not be able to make contact to verify your request for a non-parental authorization.

Parents and other individuals arriving on campus to pick up their children will check out their children curbside in the parking area. In every case students will be brought to their parents or authorized individuals from the staging area. Anyone coming to campus to pick up their student should follow directions as provided by staff on campus, and remain in their cars unless advised otherwise. As you can imagine, in a real emergency the staff will be working hard to maintain a safe and organized environment; protocols have been designed to move students to waiting vehicles and obtain release signatures from the adults picking them up. Adults who come on foot directly to the student staging area in search of their students may actually disrupt and slow down the process.

Information regarding the school's situation will be released for broadcast on selected radio and television stations. The selected stations are:

KLIV – 1590 AM, San Jose

KARA – 105.7 FM, Santa Clara KGO – 810 AM, San Jose

NBC 11, San Jose ABC7 – KGO TV

KRON 4 News

Copies of the complete emergency plan for each campus are available for viewing at the main office at the middle school or with the office of student affairs on the Saratoga campus.

Please contact the office at 408.553.5703 if you have questions.

## Anti-Harassment Policy

Discriminatory harassment is a particular form of personal disrespect that The Harker School does not tolerate among students, among employees, or between employees and students. The Harker School is committed to providing an educational environment free of discriminatory harassment. This policy defines discriminatory harassment.

Discriminatory harassment of a student includes harassment based on actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age or sexual orientation. Discriminatory harassment violates this policy and will not be tolerated. It is also improper to retaliate against any individual for making a complaint of discriminatory harassment or for participating in a harassment investigation. Retaliation constitutes a violation of this policy.

Students who violate this policy may be subject to disciplinary action, up to and including expulsion.

Harassment can consist of virtually any form or combination of verbal, physical, visual or environmental conduct. It need not be explicit or even specifically directed at the victim.

Sexually harassing conduct can occur between students of the same or different gender.

No student shall create a hostile or offensive work environment for any other person by engaging in any discriminatory harassment or by tolerating it on the part of any student.

No student shall assist any individual in doing any act that constitutes discriminatory harassment against any student.

All students shall report any conduct which fits the definition of discriminatory harassment to the division head or dean of students or other appropriate authority figure.

All complaints or allegations of discrimination or sexual harassment will be kept confidential during any informal and/or formal complaint procedures except when disclosure is necessary during the course of an investigation, in order to take subsequent remedial action and to conduct ongoing monitoring.

All students shall cooperate with any investigation authorized or conducted by The Harker School into any alleged act of discriminatory harassment.

**If you believe your student is being harassed in any way, please contact the TK teachers or the assistant head of school for academic affairs.**

## CAMPUS SECURITY

The Harker School takes all reasonable steps to establish and maintain a safe environment for the children, faculty and staff. It is the responsibility of each and every member of our community to know and follow our health and safety guidelines.

The safety and security of the children is at the center of all we do. A Harker security guard is on campus during operating hours and procedures are consistently monitored and updated to provide a safe and secure campus. Parents are encouraged to understand and follow all school rules pertaining to campus safety.

- All visitors must enter through the front lobby during program hours.
- Visitors and parents must always check in at the office and wear appropriate badges during program times.
- Newly designated pickup adults must show ID at sign-out.
- All members of our community should follow the instructions of security personnel at all times.
- Please report any unusual situations or concerns to the school faculty or staff immediately.

## **Illness**

Parents are responsible for assessing the health of their child before bringing him/her to school. Teachers and staff will visually screen children for wellness upon arrival. If a child exhibits signs of illness upon arrival, it will be determined if the symptoms indicate the need to be taken home. If that is the case, we will ask that they depart for home immediately. If a child becomes ill at school, parents will be called and the child will be separated from the others until pickup. Parents should be available for pickup within 60 minutes of the request.

A child exhibiting the following symptoms should be kept home and may not return to school until symptom-free (without the aid of medication) for 24 hours.

- fever of 100 or higher
- diarrhea (three or more watery stools within 24 hours)
- vomiting
- rash without an explanation from a doctor
- eye discharge or pinkeye
- lice or nits (Children may return to school when they have been treated and are nit-free based upon inspection by the school nurse or presentation of a document from a head lice service.)
- too tired or ill to participate fully
- sore throat
- headache

We have the right to send a child home and/or require a note to return to school if the teacher or nurse sees anything they believe to be of concern or contagious.

Parents should report any communicable illness (strep, hand, foot and mouth, pink eye, etc.) to the school on the first day of illness, so other families can be notified of the exposure. Exposure notices will be emailed to all TK families.

## **Medication**

If your child is taking a prescription medication daily that needs to be administered at school, add the information to the Magnus record. We will only administer prescription medication that is delivered in the original pharmacy container with the doctor's directions clearly printed. If the dose of the medication changes, written documentation from the physician or a new pharmacy bottle is required. If your child begins a medication after the school year has begun, such as an antibiotic, bring it to school in the original pharmacy container. The teacher will administer the medication according to the doctor's order printed on the label.

The teacher will administer non-prescription (over-the-counter) medication as indicated on the Permit to Take Medication form in Magnus.

## **First Aid**

All teachers, aides and administrative staff are certified in CPR and First Aid and are trained and supported by Harker's health supervisor. Teachers will handle minor first aid issues in the classroom and will contact the school nurse if necessary.

## **Medical Emergencies**

In the event of a medical emergency we will first call 911, and parents will be contacted as soon as possible. If parents or emergency contacts cannot be reached the child will be appropriately transported at the instructions of the emergency medical personnel. The authorization for this action is contained in the enrollment contract on file.

## **Severe Allergies**

Transitional Kindergarten has policies in place for children with severe allergies. Families will be contacted by the health supervisor and individual policies will be set in place for each child based on the allergy and severity.

## **Nut Policy**

The food service staff will not serve peanut or peanut products of any type in any prepared or pre-packaged foods.

We will do our best to not allow foods containing peanuts, tree nuts or their by-products to be served at school events including classroom parties, parent meetings, fundraisers, school gatherings, etc. The teacher or staff member supervising the event will be asked to make sure that this guideline is followed.

Children are not allowed to share food brought from home while at school. We are always mindful of students with allergies; as such, parents should always consult with the teacher before sending food to school to share. Parents may not bring food for sharing that contains any kind of nut.

## **Recycling and Sustainability Program**

The Harker School maintains a wet/dry recycling program to reduce the percentage of our waste stream that goes to the landfill, following guidelines set forth by the city of San Jose and Republic Services (the waste management company for commercial users in San Jose). In fact, the city of San Jose presented an official commendation to the school for its outstanding efforts. All campus trash bins are labeled either “Compost” (food that will break down, dirty paper/cardboard – or, as our youngest students say, “things that worms will eat”) or “Other” (clean paper/cardboard, plastics, metals, glass). Harker also discourages the use of single-use plastics in the school setting. Please be aware of this, especially if organizing field trips or events where students’ refillable water bottles can offset the need for disposable ones. This may be expanded when sandwiches are ordered through the catering system, to replace small condiment packages with larger, refillable and recyclable units that can be shared. These are just two examples of best practices we hope to exemplify whenever possible. Please set a great example for the students by following the guidelines and demonstrating your commitment to this waste-reducing measure to our community.

## **PETS ON CAMPUS**

Pets are not permitted on the school campus. Even the most mild-tempered pet can become agitated and overwhelmed by groups of excited students, resulting in a scratch or bite.









**HARKER.**  
*K through Life.*

TRANSITIONAL KINDERGARTEN  
888 Boynton Ave.  
San Jose, CA 95117  
408.553.5703

LOWER SCHOOL  
4300 Bucknall Rd.  
San Jose, CA 95130  
408.871.4600

MIDDLE SCHOOL  
4525 Union Ave.  
San Jose, CA 95124  
408.248.2510

UPPER SCHOOL  
500 Saratoga Ave.  
San Jose, CA 95129  
408.249.2510