



BARNARD
ELEMENTARY MAGNET SCHOOL
ASIAN PACIFIC LANGUAGE ACADEMY

**NEW PARENT
HANDBOOK**

2445 Fogg Street
San Diego, CA 92109
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[http:// www.sandiegounified.org/schools/barnard](http://www.sandiegounified.org/schools/barnard)

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1. Welcome to Barnard

On behalf of Barnard Elementary School, the Barnard Parent Teacher Association (PTA) welcomes you and your student to our fun and growing family. Having been in your shoes as new parents – excited, anxious, and curious about who the teachers and staff are and what the Barnard program and general environment are like – we created this welcome booklet to help you navigate the upcoming school year. We wish you a wonderful journey at our school!

2. Parent Teacher Association (PTA)

The Barnard PTA promotes parent involvement and is the school's fundraising group. We are a non-profit organization that benefits Barnard students. The Barnard PTA supplements the school's academic program with additional instructional resources and enrichment activities not covered by the school's general funds. Driven by volunteer hours and generous donations, we have funded and, in some cases, continue to fund and support the following enrichments:

- Instructional support teachers, including classroom aides and Chinese interns to help classroom teachers, reduce class ratios, and provide additional in-class Mandarin assistance
- Resource staff and instructors
- Online learning resources for our students, including Mandarin reading tools and interactive reading tools, such as RAZ-Kids and Achieve 3000, which help students practice English reading fluency and comprehension
- Professional development for our teachers and classroom staff
- Instructional equipment and supplies, such as English and Mandarin books and art supplies
- Campus improvements and beautification projects, including our school gardens
- Field trips
- After-school academic and enrichment programs and activities
- Art and science programs
- Classroom supplies and educational resources for teachers
- Curriculum materials

The PTA typically holds four open association meetings per year and monthly coffee chats. We invite everyone to participate as school, classroom, and PTA volunteers in order to make our events and

programs successful on a year-round basis. Our board members are available and interested to meet and communicate with parents throughout the year. Contact the PTA at any time at BarnardPTA@gmail.com or get in touch with any of the board members directly. The 2017 - 18 executive board members are listed below. Elections for the following year will be held at the association meeting in April.

- Ed Franqui, President
- Janis Tan, Vice-President
- Scott Moore, Treasurer
- Lisa Chen, Secretary
- Barbara Wu, Auditor
- Roberto Alvarez, Historian
- Hillary McGonegle, Parliamentarian

3. Communication

The PTA aims to collect contact information from all parents and/or guardians so that we may communicate important messages, calendar updates, and more with you. The PTA will not share your contact information with any other organization or entity. Note, the school cannot share your contact data with us, so you must provide this information directly to the PTA if you want to be included in PTA communications.

Our PTA and school communicate with families in a variety of ways.

- **PTA eBlasts:** The PTA distributes a weekly e-newsletter that includes a calendar of upcoming events, important announcements, and other relevant information. You may sign up on the PTA web site at <http://barnardfriendsandfamily.org/>.
- **Social Media:** There is an active community of parents on Facebook. Conversations about school events and related topics are often discussed here. Please join our Barnard Friends and Family group at <https://www.facebook.com/groups/BarnardFF/>.
- **PeachJar:** This is our school's electronic flyer mailing system. Important school, district, PTA, and extra-curricular updates are sent via PeachJar. Parents may sign-up once the school year has begun. Sign up here: <http://barnardfriendsandfamily.org/peachjar>.
- **School-wide phone blasts:** Important topics and event reminders are often relayed via school-wide phone blasts. The listed contact number for each student will receive a phone call with a pre-recorded message from the principal or staff. If you do not answer the phone, the message will be left on your answering machine or voice mail. A follow-up e-mail with the transcript or audio file of the message will also be sent to parents with e-mail addresses on file.
- **Web sites:** The District, school, and PTA have web sites that will be useful to you.

- The San Diego Unified School District (SDUSD or “Sandi”) web site provides a district-wide calendar, news, cafeteria information, and more (<https://www.sandiegounified.org/>).
 - Information about the school, including a calendar with important dates can be found on the Barnard Elementary web site (www.sandiegounified.org/barnard).
 - Information from the PTA is posted on the Barnard Friends and Family site (<http://barnardfriendsandfamily.org/>).
- **Morning assembly:** Our principal and the school staff make important announcements during assembly on Monday mornings (from 7:45 AM – 8:00 AM).
 - **Written:** Your student will bring home on occasion in his or her backpack flyers for school events, after-school activities, classroom activities, district notices, and more. This method is used infrequently as 90% of flyers are sent via PeachJar.
 - **School marquee and bulletin boards:** Upcoming events are posted on the marquee in front of the school and on the bulletin boards on campus.

In addition, each class may have its own web site or Shutterfly site. A teacher and/or room parent will often use Shutterfly to organize events, discussions, and programs for the class. Besides giving your contact information to the school and the PTA, be sure to give your e-mail address to your teacher at the start of the school year so you will immediately begin receiving your class announcements.

4. Programs and Teachers

Here is a brief snapshot of Barnard’s academic programs.

Pre-school For All

Pre-school For All is a district sponsored pre-school program for children three to four years of age. This is a full-day program. Hours are from 8:00 AM – 2:00 PM.

Transitional Kindergarten

In Fall 2018, transitional kindergarten will have its own classroom. Students will be taught 90% of their day in English and 10% of their day will be cultural Chinese instruction.

Kindergarten

Kindergarten follows the 80/20 Chinese/English immersion model, and each kindergarten student will have three teachers that provide instruction in Mandarin immersion, instruction in English, and Physical

Education (PE). Some children may be pulled out for additional instruction in small group reading, English language development, or in support of an individual educational plan. Once a week, for approximately 60 minutes, they will have PE. In addition to these teachers, the classes may have English- and Mandarin-speaking teacher aides.

Homework consists of English Language Arts and Math. It is typically assigned at the beginning of the week and due on Friday. Chinese homework is not assigned. Since the kindergarten students are taught in Chinese during the majority of the school day, the program encourages parents to supplement with English-based assignments at home, such as reading.

First through Fifth Grades

Students in first through fifth grades follow a 50/50 Chinese/English immersion model. Students are assigned to a class that will have one English teacher for half of their day and one Mandarin immersion teacher for the other half of their day. Midway through the year, the order of their day will switch so that the students who began their day with Mandarin during the beginning of the year will begin their day with English, and vice versa. They will also have one hour of PE every week.

Homework consists of English language arts, math, and Mandarin. In some classes, there is a spelling test in English and a character test in Mandarin every Friday. Mandarin teachers typically provide online support and additional resources to aid the students with their homework. (Parents are not expected to provide Mandarin homework assistance.)

All students are expected to read about 20 minutes (on their own or with a parent, as appropriate) every weeknight.

5. **Transportation**

Drop-off/Pick-up

The student drop-off/pick-up area is in front of the school, along the curb on Fogg Street. This is a drop-off/pick-up zone only; parents must stay with their vehicles and may only remain at the curb while actively dropping off or picking up their students. **NO PARKING IS ALLOWED** at the curb during morning and afternoon drop-off and pick-up hours.

Parent/Visitor Parking

Parents who wish to walk their student onto the campus may park in the neighborhood or at the Mission Bay High School parking lot on Grand Avenue. Please be respectful to the neighborhood residents, and do not block their driveways or garbage bins on trash collection day (Friday). Parking is not allowed at any time in the ActivCare Living parking lot on Culver Street.

Parents are not allowed to park in the staff lot before, during, or immediately after school hours. All spots in the staff lot are reserved throughout the day.

Bike Racks

For those students who ride their bikes to/from school, there is a bike rack within the gates next to the school library.

School Bus

If you are not able to drive your child to/from school and home, the San Diego Unified School District provides school busing opportunities. Additional information is available from this web site: <http://www.sandi.net/page/2176>. Alternatively, Barnard students have carpooled with other students who live in the same neighborhood.

6. **Bell Schedule, Drop-off, and Pick-up**

Bell Schedule

The bell schedule for the 2017-18 year is as follows:

Regular Days (TK – 5th Grade): Monday, Tuesday, Thursday, Friday

- **Start: 7:45 AM.**
- **End: 2:10 PM.**

Minimum Days (TK – 5th Grade): Wednesday

- **Start: 7:45 AM.**
- **End: 12:10 PM.**

Pre-school: Monday through Friday

- **Start: 8:00 AM.**
- **End: 2:00 PM. (After care programs are being considered.)**

All days during parent-teacher conference weeks in the fall and spring will be minimum days with students being dismissed at 12:10 PM. In addition, the last day of school is typically a minimum day. This does not apply to pre-school.

If your student is late to school or if you need to pick him/her up early, you must check him/her in or sign him/her out at the front office.

Drop-off

While teachers and school staff are onsite before school starts, students and their families may enter the grounds beginning at 7:25 AM. Students are not permitted onsite before this time whether or not they are accompanied by a guardian. Exceptions to this include:

- **PrimeTime:** The rear library door is open to PrimeTime students beginning at 6 AM. Morning Primetime is held in the library.
- **Running club:** Students and their families may enter the side gate (behind the library) at 7:15 AM on days when running club is offered (Wednesdays, Thursdays, and Fridays as announced).

All gates will be closed and locked once class begins. Late entries must check in at the front office.

It is customary for TK and kindergarten students to be walked to the blacktop by their parent or guardian each morning, although sign-in is not needed. TK and kindergarten students who ride the bus will be escorted into the school by a bus monitor or other staff member.

Pre-school students must be signed in and out by a parent or guardian. They may attend running club if supervised by their parent or guardian.

Parents are not allowed to pull into or park in the staff lot before school.

Pick-up

Pre-school, TK, and kindergarten students must be signed out of their classroom by a parent, legal guardian, after school program representative, or someone on their approved pick-up list every day. Older siblings are not allowed to sign students out. Please be timely in picking up your child. If s/he is not picked up within 10 minutes of the dismissal bell, s/he will be taken to the front office.

Students in first and second grades will wait outside their classrooms with their teachers to be picked up. If they are not picked up within 10 minutes of the dismissal bell, they will be taken to the front office. These students are expected to go to after school programs on their own as appropriate.

Third, fourth, and fifth grade students may leave the classroom at the dismissal bell in order to be picked up as appropriate. These students are expected to go to after school programs on their own as appropriate.

***If you are going to be more than 10 mins. late to pick up your child, please notify the school office at 858-800-5700.**

Students who ride the bus will be dismissed 10 minutes prior to the dismissal bell in order to meet their bus. TK and kindergarten students will be escorted to the bus by the bus monitor.

Parents of 1st – 5th grade students who wish to remain in their cars for pick-up can wait along the Fogg Street curb at dismissal. Students are monitored by school staff in front of the school until 10 minutes after the dismissal bell. After that, the parents must park and come into the school to pick up their students. Parents may not park and/or leave their cars if they are waiting in the pick-up zone. Please be courteous and move along quickly to make room for other parents.

Parents are not allowed to pull into or park in the staff lot after school.

7. Dress Code

Students should come to school in clothing that is tasteful, neat and clean, and in good repair. Shoes must be appropriate for PE and playground. Students cannot wear open-toed sandals or flip-flops to school. Pants must be worn with a waistband at waist level. Shorts and skirts must not be too short.

Our school colors are red and black. Clothes with embroidered Barnard logos may be purchased at a number of locations, including Educational Outfitters in La Mesa. Please contact them directly for ordering information: 8160 La Mesa Boulevard, La Mesa, CA; 619.466.5437; <http://sandiego.educationaloutfitters.com/barnard>. The PTA also sells T-shirts with the Barnard logo that can be worn at school.

8. Meals

Breakfast is available for purchase by TK – 5th grade students between 7:25 AM and 7:40 AM, and between 8:00 AM and 8:30 AM for pre-school students. The lunch period takes place at the following times:

- Pre-School: lunch is served between 12:00 PM and 12:30 PM.
- TK: lunch is served between 12:00 PM and 12:20PM with playtime until 12:40 PM.
- Kindergarten: Depending on the partnership, 2 classes are served between 11:00 and 11:20 A.

- The other Kindergarten partnership is served from 11:20 AM and 11:40 AM with playtime until 12:00 PM.
- First through second grades: lunch is served between 11:20 AM and 11:40 AM with playtime until 12:00 PM.
- Third through fifth grades: lunch is served between 11:40 AM and 12:00 PM with playtime until 12:20 PM.

Students have the option to bring their lunch from home or buy a hot lunch from the cafeteria. Some students may qualify for free or reduced-price lunch and breakfast; application information can be found here: www.sandiegounified.org/meal-application-and-payment-options. Students are also allowed to have a snack during recess.

Barnard has a warming kitchen. Most school lunches are prepared offsite at a District-operated kitchen and brought to the campus. In general, elementary school students may purchase breakfast for \$1 and lunch for \$2.25. Extra milk may be purchased for 50 cents.

For students who do not qualify for free or reduced-price lunch, a pre-paid meal plan may be purchased. Students will be given a personal identification number (PIN) that will need to be punched into a keypad; the PINs are stored with the cafeteria attendant should the student forget it. Money needs to be deposited to the student's account via cash, personal check, and PayPAMS (similar to PayPal) via the Food Services Department website. Cash and personal checks can also be given directly to the cafeteria. If you don't deposit money by the first day of school, don't worry: the cafeteria typically has a grace period the first few days of the new school year. PayPAMS will also send an alert to the designated parent when account funds are running low. Additional information concerning the District's food services program is available at this link: www.sandiegounified.org/food-nutrition-services.

9. After-School Daycare and Enrichment Programs

A number of programs are available for TK – 5th grade students after school, throughout the school year. Representatives from all of these programs will pick up transitional kindergarten and kindergarten students from their classrooms. Older students are expected to report to the appropriate classrooms on their own.

The YMCA operates two daycare programs at Barnard. These programs start on the first day of school. The enrollment period typically opens in the spring; please contact the organization directly for program and enrollment details.

- PrimeTime Extended Day Program (www.sandiegounified.org/primetime) is free for qualifying students enrolled in the District. There is usually a waitlist for students. PrimeTime also has morning daycare services.
- Character Builders (www.peninsula.ymca.org/youth-and-teens/child-care.html) at Barnard is managed by the Peninsula Valley YMCA and is fee-based.
- Three Treasures Youth Mentorship Program (www.ttcaskf.org/) also provides an afternoon program of homework and Mandarin help, athletic activities, and arts and crafts. Like the two daycare programs, Three Treasures' Complete Package Enrichment Program will start the first day of school. The Three Treasures instructors stay until 5:30 PM every day.

Additionally, the PTA manages fee-based, after-school enrichment programs and classes for TK – 5th grade students, which are provided in three-month sessions. Most programs and classes are offered once a week for one hour. Classes may not be available until after the first week of school and are not offered during the week of parent-teacher conferences, on school holidays, or during school breaks. Depending on the interest and number of enrollees, classes and programs may change each session. Certain classes have grade restrictions; for example, robotics is typically offered to students in second grade and up. Pre-school students are not eligible for after-school enrichment.

Programs and classes that have been offered in the past include:

- | | | |
|------------------------|--------------------|----------------------|
| ■ Mandarin Tutor | ■ Robotics | ■ Theater |
| ■ Homework Tutor | ■ Mad Science | ■ Basketball |
| ■ Additional languages | ■ Music/Keyboard | ■ Taiko Drums |
| ■ Chess | ■ Clay/Sculpting | ■ Dance/Hip Hop/Hula |
| ■ Abacus | ■ Art/Drawing | ■ Lion Dancing |
| ■ Girl Scouts* | ■ Yoga | ■ Track |
| ■ Choir | ■ Magic | ■ Golf |
| ■ Coding | ■ Lego Exploration | |

*To create a Girl Scout troop or Boy Scout troop, it is up to the parents of current students to start and run the program. If enough students are interested each year, several parents will need to volunteer for their age group and make the arrangements with the school administration. The Daisies program is for students in kindergarten and first grade; Brownies begins in second grade; Juniors begins in fourth grade. Currently, there are no Boy Scout troops at our school.

The inclusion of any after school program relies on the PTA for coordination, parent interest for support, facility space availability, and administration and district approval.

Additional guidelines for after-school enrichment programs includes:

- *Registration.* Provide complete registration details, including contact information of who will pick up your student and a back-up/emergency pick-up person if they are going to be late or unable to pick up.
- *Reporting to the program.* TK and kindergarten students should stay in their classrooms until they are picked up by the program at dismissal; 1st - 5th grade students need to report directly to the program (without wandering through the school grounds). Unattended students are not allowed on campus.
- *Pick-up.* If you will be more than 5-10 minutes late, you need to contact the program and arrange for a backup person. Vendors cannot wait more than 10 minutes after their class ends, and our school does not allow students to be sent to the front office after 3:00 PM. Failure to comply with this policy may result in your student's removal from the program.
- *Aftercare.* TK and kindergarten students going to PrimeTime, Character Builders, or Three Treasures following their after school programs should remain with the teacher until they are escorted by the program; 1st - 5th grade students need to report directly to their aftercare program once dismissed (without wandering through the school grounds). Unattended students are not allowed on campus.
- *Conduct.* Students are expected to follow the same code of conduct in the after school classes as they do during regular school hours. These programs have the right to cancel a child's enrollment and offer a prorated refund if behavior issues cannot be resolved.
- *Rain and excessive heat.* Barnard does not have an alternate location for outdoor classes in cases of inclement weather. If outdoor classes are cancelled due to rain, forecast of rain, or heat, please be prepared to find alternate arrangements. The school does not allow students to remain in the office or to be left unattended.

10. School and PTA Events and Programs

Below is a list of Barnard- and PTA-sponsored events that have occurred over the last few years. A general timeline is provided for each event. The exact date will be confirmed a few months before the event. Dates are subject to change, based on school holidays and the availability of staff and volunteers. Events are open to all students and/or parents, unless otherwise noted in their communications.

Back to School Night: Scheduled in September, this is an opportunity to meet your student's teachers and learn about the expectations and curriculum for the upcoming year. The event is for parents only.

Barnard Performance Troupe: This program is made up of 1st – 5th grade students who volunteer to perform Mandarin songs, dances, poems, and other Chinese arts at community events, such as the Downtown Chinese New Year Fair, board of education meetings, cultural fairs, etc. Parents are responsible for their child’s transportation to and from each event.

Book Fair: This fundraiser typically occurs in the spring time and is held before, during, and after school hours. Parent volunteers are needed to help set up, run the cash registers, and tear down. All classes are brought into the book fair during school hours to tour the selection of books and accessories available for purchase. They may come back with a parent after school to purchase their items.

Chinese New Year: There are two Chinese New Year events: one during school hours near the actual date of the Chinese New Year and a separate community event, sponsored by the PTA, on a weekend. Chinese New Year is typically (but not always) celebrated in February. Each class performs a short presentation during the in-school celebration, and family and friends are invited to watch; the event usually starts in the morning. Students are encouraged to wear traditional Chinese outfits or school uniform unless their performances require a specific costume. There is a limited number of stores in San Diego where traditional Chinese outfits are available for purchase. Some families also find good deals in LA’s Chinatown.

The PTA-sponsored community Chinese New Year celebration is one of the school’s largest community-invited events. Numerous parent volunteers from each classroom are needed to help set up, clean up, staff booths, etc. Each class also creates and staffs a carnival game or activity booth, such as a cake walk, ring toss, or fishing game. This event also features performances from student and community groups.

Coffee with the PTA: Join the PTA for a friendly chat about upcoming events and programs. These typically take place on the third Tuesday of the month after drop-off.

Dr. Seuss’ Birthday: Barnard celebrates Dr. Seuss’ birthday by inviting students, parents, and staff to dress up as their favorite Dr. Seuss character. Dr. Seuss’ birthday is March 2, but the event may coincide with a Welcome Wednesday event so that parents may read a Dr. Seuss book with their children in the classroom.

Family Dance: The school dance is usually a themed dance, where the entire family can boogie down!

Family Dine Out Night / Shopping Fundraisers: These fundraisers are scheduled throughout the school year. A store or restaurant usually donates a portion of the designated time period’s purchases back to the PTA. Family dine out events are a fun way to socialize with other families while earning money for our school!

Family Science Night, Art Night (Barnard Elementary Art Night, or “BEAN”), and Literacy Night: These on-campus, evening events give parents and students the opportunity to participate in fun, hands-on activities related to that night’s subject area, whether it is science, art, or literature. These are meant to be community-building events and are offered at no charge (although food may be available for purchase).

Field Day: This event is organized by the PE teacher and typically takes place the second to last Wednesday of the school year. Students go from station to station, trying out different sports, games, and activities. Parent volunteers are needed to set up, clean up, distribute snacks/refreshments, staff stations, etc.

Field Trips: Budget permitting, each teacher can facilitate at least one field trip per year for his or her class. In the past, the kindergarten class has one field trip to the San Diego Zoo. The TK class may visit another venue separately. The field trips typically coincide with the teacher's curriculum. Parent chaperones must have cleared the volunteer application process, including the TB test. Chaperones often pay their own way. If room permits, they are welcome to ride the bus to/from the event. Younger siblings are not allowed on the bus and in general are not allowed to attend. Upper grade classes (third through fifth) may arrange an overnight field trip. Parent volunteers who wish to chaperone an overnight field trip must complete a separate, more rigorous volunteer application process.

Jog-a-thon: This fundraiser is usually held the Wednesday before the Thanksgiving break (which is also typically the week of parent-teacher conferences). Students are asked to fundraise on behalf of their school, and they are awarded prizes based on their fundraising efforts. Fundraising is optional. All students are encouraged to participate in the running event. Parent volunteers are needed to help with this event and/or are invited to stay if they want to take pictures of their child(ren).

Jump Rope for Heart: This is a fundraising event for the American Heart Association, organized by the school's PE teacher. The event is typically held in March, the week before Spring Break. Parent volunteers are needed to help set up, clean up, distribute snacks and refreshments, turn jump ropes, etc.

Kindergarten Completion: At the end of the school year, Barnard has a small kindergarten completion ceremony for matriculating students from all kindergarten classes. The PTA has ordered enough graduation caps and tassels for each kindergartner to wear during the ceremony (they must be returned afterward). The caps will be distributed to each kindergarten classroom the morning of the ceremony, and volunteers will help the kids put them on. Students are encouraged to wear their traditional Chinese outfits.

Open House: Families are invited into the classroom to see what their students have been working on all year long. This event is typically held in the evening in May.

Parent Mandarin Lessons: These are typically held every Wednesday morning. The interns offer one-hour Mandarin lessons to interested parents. Lessons begin the third or fourth week of school.

Parent-Teacher Conferences: Two parent-teacher conferences are held during the school year: these generally happen the week before Thanksgiving and the week before Spring Break. The school is on a minimum day schedule throughout the entire conference week. Parents meet with their student's Mandarin immersion teacher *and* their English language arts (ELA) teacher. The conferences may be held separately or together based on teacher preference. The conference schedules are arranged by each teacher.

Spring Auction: This PTA fundraiser occurs in the spring and involves parents participating in a silent auction for trips, services, and products donated from businesses to the PTA. This event relies on parents to solicit the community for donations, such as restaurant or shopping gift cards, student or adult classes, summer camps, beauty treatments, legal services, etc. The teachers also contribute to this event by providing their time and resources for “teacher features;” parents are invited to bid on behalf of their student for a special date with their favorite teacher. In addition, each classroom is expected to create a piece of art that will be auctioned off. There is an online auction for many of the goods during the week leading up to the event. The larger ticket items, artwork, and teacher features are finalized in a silent and live auction at the actual event.

PTA Meetings: The PTA general meetings are held once a quarter. The day and time changes as the PTA continues to determine a time that will garner the highest attendance. PTA coffee mornings are also held once a month. This is a chance to hear the latest news from the PTA, ask questions, suggest your own ideas, and/or provide feedback to the PTA.

Running Club: The running club meets from 7:15 to 7:30 AM on Wednesdays, Thursdays, and Fridays throughout the school year. Students, parents, and siblings are invited to run on a course around the school field under supervision of the school PE coach. Distances will be recorded for each child, and students are recognized during morning assembly when they reach certain milestones (typically every five miles). Parent volunteers are needed to help mark runners’ cards. Participants should enter Barnard through the side gate on the front side of the school. Running club typically begins the third week of school.

Spirit Week/Days: The student council organizes spirit days that have different themes. The themes may include, but are not limited to, “Pajama Day,” “Sports Day,” “Silly Socks Day,” and “Crazy Hair Day.”

Storybook Parade: Barnard holds a “Storybook Parade” on (or around) October 31. The parade is held during morning assembly. All students, staff, and parents are invited to dress up as their favorite storybook character. Everyone who participates can carry a book that portrays his/her character. Students should not wear masks or bring toy weapons (such as guns, knives, or swords) to school as the school’s Zero Tolerance Policy does not permit them. In addition, parents are asked to not allow their children to wear costumes that glorify violence or gore.

Student Ambassador Program: Barnard’s Student Ambassador program provides a leadership opportunity to students who would like to represent our school in the community. These students will serve as Barnard’s knowledgeable spokespeople at events throughout the year, such as campus tours, Chinese New Year celebrations, and recruiting events. Participating students will have the chance to improve their public speaking skills in both Mandarin and English, while sharing what they love about our school with the larger community.

Talent Show: Students, staff, and teachers are invited to perform during an on-campus evening event. Performances range from dances, musical recitals, short plays, and student and parent bands. Parent volunteers are needed to help set up, clean up, and possibly sell refreshments.

Welcome Wednesdays and Coffee with the Principal: These events are generally held the first Wednesday of every month. Parents are invited into the classroom to read with their student(s). Afterward, the principal typically holds a coffee talk in the auditorium. This usually lasts about an hour in total. Parents do *not* need to be cleared volunteers in order to participate in Welcome Wednesdays. (See *Parent Involvement* section below.)

11. Fundraising

Like all California public schools, Barnard is underfunded. Without support from supplementary fundraising activities, the school cannot provide the types of quality programs that give our students the well-rounded education they deserve. The PTA has three major fundraisers that support our school directly.

1. **BAG** (Barnard Annual Giving) campaign: Our annual giving campaign starts the first month of school. Parents are encouraged to make a one-time donation or set a recurring donation via PayPal to run throughout the school year. Company matches are always welcome, and so are additional donations throughout the year!
2. **Jog-a-thon:** The fundraising period for the jog-a-thon begins in late October or early November and ends at the time of the jog-a-thon event, which is typically the Wednesday before Thanksgiving break. Students are asked to fundraise on behalf of the school and are encouraged to ask grandparents, aunts and uncles, other extended family, friends, neighbors, their parents' coworkers, and anyone else to contribute to their fundraising efforts. Prizes are given to students who raise certain amounts of money for the school.
3. **Spring Auction:** This event takes place in April or May. The PTA will hold a gala where donated trips, services, and products are auctioned via online, silent, and live auction formats. This is a fun adult-only event! Be sure to book your sitter early!

Monthly dine-outs, food sales at events, spirit wear sales, and promotional sales provide additional revenue for our school on a smaller scale. Our PTA opts out of candy and gift wrap sales so that we can focus on the students and their education throughout the rest of the year.

Our school also benefits from the sponsorship by external companies that give back to us when you participate in their programs, including:

- **Amazon Smile** donates 0.5% on all qualifying purchases back to Barnard. Please visit www.smile.amazon.com and choose Barnard and bookmark it for future browsing and purchases.
- **Box Tops for Education.** Yes, it really is worth it to clip those box tops! The Box Tops for Education program helps schools earn money by donating 10¢ for each submitted box top label. To

participate, just clip pink box top labels from hundreds of participating products—including cereal, snacks, office products and many others (www.btf.com/products)—then drop them into the collection box in the school office.

- **eScrip** allows shoppers to register all of their grocery and retail reward, credit, and debit cards and enroll in a number of scrip programs all at once. eScrip contributes a percentage of purchases made at Macy's (2-6%), Vons (4%), Eddie Bauer (5%) and others to the shopper's designated school. To learn more, visit the website (<http://www.escrip.com>) or call 1-800-700-5655. (Barnard Elementary Group ID #: 6472567).
- **www.donornation.org** will give back to Barnard. You can purchase play tickets, sell your gently used items, buy gifts, and more! Please designate Barnard as your charity of choice.

12. Parent Involvement and District Committees

Parent involvement is important for your student's development. Below are the various ways to get involved in grades TK – 5th at Barnard. Please note, all visitors and volunteers accessing the campus during school hours must sign in at the front office and wear a volunteer badge.

- Classroom volunteer
- Classroom craft days
- Room parent
- Parent Teacher Association (PTA)
- School Site Council (SSC)
- Site Governance Team (SGT)
- English Learner Advisory Committee (ELAC)

Classroom Volunteer

Some teachers enjoy having parents volunteer in the classroom, and others may not. Typical classroom volunteer activities include making copies, laminating, cutting out things for future art projects, assisting students in completing class assignments, preparing and collecting homework folders, wiping down desks with antibacterial wipes, and generally aiding in classroom management. There have also been parents who have volunteered their time with art projects for the students; most of the prep work is typically completed at home.

All classroom volunteers, including field trip chaperones, are required to submit a volunteer application on a yearly basis and the results of the volunteer's TB test (valid for four years). The TB test itself can be completed in a provider's office or medical clinic, or qualifying individuals can submit a TB Risk Assessment Questionnaire (signed by his/her provider). The front office can provide more information on this. The school conducts background checks on all prospective volunteers and must approve the volunteer application before the volunteer may help in the classroom. TB tests are administered at a

doctor's office or clinic. Typically volunteering in the classroom does not begin until the third week of school.

Field trip drivers and overnight field trip chaperones are subject to a more extensive application process.

Classroom Craft Days

School-approved parent volunteers are invited into the classrooms to conduct craft activities in accordance with teacher schedules. At least two to three volunteers are needed for each event. Volunteers will need to create and prepare the craft each month and provide their own supplies (unless already available in the classroom). Coordination between partner teachers is encouraged so both classes conduct the same activities.

Room Parents

Every classroom at Barnard needs at least one dedicated room parent whose job it is to coordinate class events; facilitate communication among the PTA, the teacher, and the parents in the class; and to provide assistance to the teacher as needed. Volunteers for this role are solicited at the start of each year. Co-room parenting is encouraged to help spread the workload.

Selection of the room parent varies. Some volunteer, and others are selected by the teacher. The primary function of the room parent is to facilitate communication to the other parents in the class, whether it is from the teacher, the school administration, or the PTA. E-mail is by far the most convenient mode of communication, although not all parents regularly check e-mail. Flyers may be distributed into the students' cubbies or backpacks. Most room parents find it beneficial to create a class Shutterfly page. The teacher is responsible for providing names and e-mail addresses to all room parents.

Room parents are required to attend a monthly meeting to learn about the upcoming events of the month, new school policies, and other ways that parents can get involved to help the school. The room parent is expected to relay this information to his or her class's parents, typically in the form of an e-mail to the class. Room parents may be asked to help the teachers coordinate the schedules of the classroom volunteers to ensure that the teacher has adequate coverage or assist with the activities listed above ("Classroom Volunteer" section).

It is up to the room parent to solicit volunteers for appropriate school events, such as the jog-a-thon, Chinese New Year celebrations, class parties, and more. They must also work with their parent contingent to create the artwork project for the spring auction.

If you are interested in being a room parent, get in touch with your teacher at the start of the year.

PTA Volunteers

The PTA is always looking for support at school and PTA events. Any amount of time you wish to donate is welcome, whether it is a couple of hours per week or just an hour at an event. Below are PTA events

and committees that you may consider. Send an e-mail to barnardpta@gmail.com, or stop by the PTA office located near the entrance of the school parking lot.

Committees

- After-school Enrichment Programs
- Barnard Annual Giving (BAG)
- eBlasts/PTA Website
- Garden
- Grant Writing
- Welcome Committee
- Membership
- Sponsorships
- Student Planner
- Teacher Appreciation
- Volunteer Coordination
- Yearbook

Events

- Spring Auction
- Book Fair
- Talent Show
- Family Dance
- Science Night
- Jog-a-thon
- Art Night
- Writers' Night
- PB Holiday Parade
- Chinese New Year Celebration
- Dine-Out/Shop Night(s)
- Missoula Children's Theater
- Kindergarten/5th Grade Promotions

School Site Council (SSC)

The School Site Council is composed of parents/community members and school staff members. The SSC makes important decisions about Barnard's Title 1 Program (if applicable). It decides how Title 1 program funds are allocated to improve student achievement. Student testing data (SBAC) is made available to SSC in order to see where the academic improvements should be focused.

Please contact the school office if you are interested in joining the SSC. Elections are held in October. Terms are two year commitments.

Site Governance Team (SGT)

The Site Governance Team makes important decisions about our educational programs, oversees school-wide student progress, and monitors the instructional program throughout the school year. The committee collaborates with the principal in developing direction for school policies, scheduling, adding staff and recommending use of budgets, all with the goal of improving student achievement.

Please contact the school office if you are interested in joining the SGT. Elections are held in October. Terms are two year commitments.

English Learner Advisory Committee (ELAC)

The English Learner Advisory Committee gives input and makes recommendations regarding the program Barnard provides for English Learner students. The committee members monitor student progress through test data and attendance data, make recommendations about the use of EL funds, and the

selection of instructional materials. The English Learner Advisory Committee (ELAC) is under the school's SSC.

Please contact the school office if you are interested in participating in ELAC.

GATE District Advisory Committee (GATE DAC)

The GATE DAC is comprised of parent representatives from schools through out the district, and is designed to represent all geographical areas of the district as well as the GATE programs and the grade levels in which they are offered. GATE DAC representatives work with schools and GATE Team Leaders to coordinate efforts on parent development, to promote communication on GATE issues, and to enhance the school's GATE program.

Please contact the school office if you are interested in joining the GATE DAC.

13. **Mentor Program for New Parents**

Our PTA offers a New Parent Mentor Program for grades TK – 5th that will match your family with a seasoned Barnard family to help guide you through your first few months at our school. Registration for this program needs to be completed by June 1st of the prior year. Contact PTA Welcome Committee Chairperson Love Zubiller (lovelyz@gmail.com) for more details.

14. **Frequently Asked Questions**

Q: Are parents expected to help their children with Mandarin?

A: Parents are not expected to have any knowledge of Mandarin or to help their children with Mandarin. Much of the Mandarin homework (for first grade and up) consists of writing characters, learning vocabulary words, and reading out loud. Our teachers provide online resources to help with these tasks. However, it is imperative that parents support their child's English language skills development by reading at home daily.

Q: What resources are available if my child is struggling in his/her class?

A: If your child is struggling and/or you have concerns, the first step is to contact your child's teacher. If the issue remains unresolved, make an appointment with the school office to speak to an administrator.

Q: **Are students allowed to take a nap?**

A: There is no nap time at our school. Some teachers may allow tired students to rest during recess. Parents are encouraged to make sure their children go to bed at a reasonable hour each evening during the school week.

Q: **Are students expected to bring their own school supplies? What else should they bring to school every day?**

A: The Barnard PTA suggests that you send your child with a backpack, lunch (or cafeteria code if purchasing from the school), snack, and water bottle. TK and kindergarten students should also bring a change of clothes in case of accidents. Pencils and erasers are also good to have in the backpack.

Currently the school provides all other supplies, such as pens and pencils, scissors, markers, crayons, glue, etc., for every student, but donations are always welcome. A list of suggested student supplies and classroom needs may be sent out prior to the start of the school year so that parents can contribute supplies to the classroom.

In addition, our teachers typically have a wish list of classroom supplies that you may sponsor at any time. This list typically includes: Kleenex tissue boxes, hand sanitizer, disinfecting wipes, copy paper, art supplies, and more.

Q: **What happens if my child has a bathroom accident at school?**

A: Kindergarten and TK students are encouraged to keep one extra pair of underwear, pants, and socks in their backpack throughout the year. Many students have accidents in their first year, and the teachers are very supportive and helpful during their transition.

Q: **Can we hold small in-class celebrations, including birthday parties?**

A: Student birthday parties are not held at school, and parents are not allowed to bring food into the classroom at any time. However, teachers may recognize the child's birthday within the classroom at their discretion if the date is made known in advance.

You can also wish your student a Happy Birthday on the school's marquee! Make a \$25 donation on the Barnard Friends and Family web site via PayPal. Include your student's name and birthday in the "notes" section of your payment. Be sure to give us at least one week's notice. Your birthday wishes will remain on the marquee for at least one day. More information and payment procedures can be found here: <http://barnardfriendsandfamily.org/birthday/>.

Classroom parties in observance of holidays are held at the discretion of the teacher and typically no more than three times per year (winter holiday, Valentine's Day, and end-of-the-year party). These parties may be organized by the room parent for your class. If the teacher allows food, it must be store-bought with no nuts, and it must arrive at school in its original packaging. Some parents have brought in art project(s) instead of a party. Please coordinate with your teacher and room parent on classroom holiday parties. Gift exchanges have also occasionally occurred; again, check with your teacher and/or room parent.

Q: What if my child has a food allergy?

A: Please notify the school, your teacher, and your room parent if your child has a food allergy. There is a nut-free table at the lunch shelter. All students are instructed to not share food with other children. You will need to coordinate with the teacher and room parent for any parties that allow food.

Q: Can my student play in the playground outside of school hours?

A: The kindergarten playground is reserved for the pre-school and is therefore not available after hours.

Q: May we give gifts to our teachers?

A: Yes, but this is optional. Teachers occasionally receive gifts before the winter holidays, during Teacher Appreciation Week in May, and the end of the year. Please note that students have more than one teacher (Mandarin, English, and PE). There are also guest teachers and/or interns assigned to many classrooms. The room parent may collect money from the class to purchase class gifts for the teachers. Contributions are strictly voluntary, and it should be stressed that they are OPTIONAL.

Q: Where do the Chinese interns and CI teachers live?

A: Barnard sponsors student interns from universities in Taiwan and Mandarin-speaking guest teachers through the Confucius Institute (CI)

Student interns require a long-term homestay family. Barnard families have generously offered free room and board to the interns. This is a commitment of one year and is a very rewarding arrangement for the homestay families. Barnard PTA pays a stipend to the interns' host families.

CI guest teachers require transition assistance. Barnard families have assisted by providing free room and board during the first month of their arrival. Once situated, the CI guest teachers may search for permanent housing.

If you are interested in hosting an intern or offering transition assistance to a CI guest teacher, please contact the school office and complete an application.

Q: Can I join my student for lunch? What else do we need to know about lunch time?

A: If parents wish to join their student for lunch they must notify the school office beforehand, and must sit at the red table in between room's 8 & 9. The school may also arrange a parents' BBQ lunch (in the fall and/or spring) that allows all parents to join their students for a lunchtime picnic.

Lunch boxes are kept in student backpacks until snack and/or lunch time. There is no microwave or hot water access for students at the school. Students are expected to dispose of their own trash when they are finished eating.

Q: Will we be asked to donate money to Barnard?

A: As a public school, Barnard is always in need of additional funding to give our children the quality and well-rounded experience they deserve. The PTA asks for voluntary contributions in various ways, all of which go directly to the programs mentioned in this document. See Section 10: Fundraising in this document.

Q: Does Barnard arrange school photos, and do we have a yearbook?

A: Yes to both questions. School pictures are taken by a professional photographer in the fall. Spring pictures may also be offered if arranged by the school. The process is similar to the fall photo shoot.

We have a yearbook committee on the PTA that obtains pictures from every class and every event and compiles them into an attractive keepsake for you and your student. Yearbook pre-order forms are sent home in late spring. Limited quantities are typically available for purchase after the yearbooks arrive, so it is recommended to order in advance. Parents may also include a dedication to their student for an additional contribution.