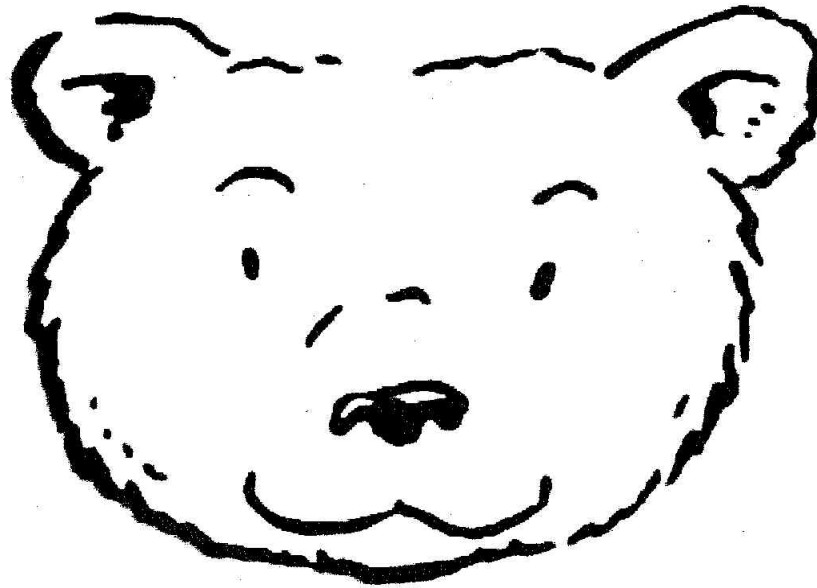


# Bret Harte Bears



**2019 - 2020**  
**Student and Parent**  
**Handbook**

Bret Harte Elementary School  
2751 – 9<sup>th</sup> Avenue  
Sacramento, CA 95818  
[bretharte.scusd.edu](http://bretharte.scusd.edu)

***James Tucker, Principal***

Office Hours 7:30 AM-2:30 PM

Office Phone 916- 395-5190

# **Bret Harte Elementary School**

## **Mission Statement**

Our mission at Bret Harte Elementary School, a culturally diverse community of children, parents, and staff, is to educate children to reach their fullest potential.

We believe that by working together we can create a nurturing environment where every child becomes a respectful, responsible, lifelong learner.

## **Vision Statement**

Bret Harte Elementary is a safe, caring community where the whole child learns, dreams, and is inspired to succeed.

## **Acknowledgments**

Bret Harte Elementary School staff, parents, and students would like to thank all of our community supporters for helping us continue to make Bret Harte the best possible learning community for our students.

Special Thanks to ***Dominguez Dream Foundation*** for supporting iReady Assessments and Online Curriculum and Attendance Incentives.

Thank you to the ***Bret Harte Garden Council*** that organizes, plans curriculum, and collaborates with our teachers to bring gardening to our primary students.

Thank you to ***Oak Park Sol*** as a community partner supporting our campus to beautify and make us ecologically responsible.

# SOCIAL MEDIA

Website : bretharte.scusd.edu

Facebook: BretHarteElementarySac

Instagram: brethartsac



## Attendance

The importance of regular, daily attendance cannot be overemphasized. State law requires it and research shows that student success is dependent upon good attendance. It is difficult for a child to make up a day he has missed. The direct instruction from the teachers is as valuable as the printed material. We have an attendance team that will be monitoring all student's attendance.

## Absences

School funding is based on attendance, so we must keep careful track of absences and the reasons for them. If your child is ill, and could potentially spread his/her illness to others, it is best for him/her to stay home and get well so that he/she can return to school as soon as possible. ***If your child is absent from school, please call the school or send a note indicating the reason for the absence.*** The note should state the reason and the dates of the absence. ***State law permits absences for the following reasons:***

- **Illness**
- **Quarantine, as directed by the Health Department**
- **Medical, dental, or eye service rendered**
- **Attendance at the funeral of an immediate family member (1 day)**

# Tardies

**Instruction starts immediately at 8:00 AM. Students are expected to be in line with their teacher at 7:55am.** Students need to arrive on time so they can take part in Reading instruction. ***Students who are late 30 minutes, or more are considered truant.*** If your child is late for a medical/dental appointment, please send a note from the doctor as indicated above.

# Chronic Absenteeism

**Chronic Absenteeism is measured by the state as attendance below 90%. Research shows that if a student's attendance is below 90% that they will take another year to graduate high school or not finish high school at all. Our attendance team will put interventions into place and communication with the principal will occur for students who are identified as chronically absent. We will be monitoring attendance bi-weekly because attendance and academic achievement go hand in hand.** Parents of those students, who accumulate excessive excused and unexcused absences, and tardies, will have to meet with the Student Attendance Review Team and possibly, the Student Attendance Review Board.

## Clear Absences and Avoid Truancy Notifications Elementary Schools

**If your child will be absent from school, please contact the school immediately to let them know the reason for the absence.**

If the school is **not** contacted or a signed note from the parent explaining the absence is not received, it will be marked **UNV (Unverified Absence)** and will be coded as **truant** for that day.

If the school is contacted and the reason for the absence is inexcusable the absence will be marked as **OTHR (Other Reason Inexcusable)** and will be coded as truant for that day and **cannot be cleared.**

A student who is tardy to school 30 minutes or more can only be cleared with a medical note from a doctor or proof of medical appointment for the time missed. If no medical note is provided the tardy will be marked **T>30 min (Tardy in excess of 30 minutes)** and will be coded as **truant** for that day.

Parents will have **two weeks** to contact the school and clear an Unverified Absence (UNV).

After **3 days of truancy** within one school year (T>30 min, UNV, OTHR) a "**First Notification of Truancy**" letter will be mailed home.

After **4 days**, a "**Second Notification of Truancy**" letter will be mailed home

After **5 days**, a “**Notification of Habitual Truancy**” letter will be mailed home and a meeting regarding the truancy will be held at the school site with the parent/legal guardian or educational rights holder.

Vacations taken during the school year are inexcusable and will be marked as OTHR. Parents will receive all three truancy letters by mail if the days absent total 5 days or more



## Arrival

- Students should **not** arrive at school prior to **7:15 AM**, as there is ***NO supervision before then.***
- Breakfast begins at **7:30** and ends at **7:50**. Students must arrive on time so that they have enough time to eat and get to class by 8:00. Students will only be permitted in the cafeteria at 7:30.

**Students who are not eating breakfast should not arrive at school until 7:45 AM.**

- Students arriving on the bus, should proceed to the breakfast line right away.
- Students should remain on the yard in supervised areas until the **bell rings at 7:55 AM.**

**Student need to be in their seats by the 8:00 AM bell otherwise they are marked absent/tardy.**

## Dismissal

- First-Sixth Grade: Monday thru Wednesday, and Friday dismissal is at 2:12pm. Thursday dismissal is at 1:12pm for Teacher Collaboration.
- Kindergarten is from 9am-1:05pm. Target Excellence After School Program has a Kindergarten class from 8am-9am and 1:05-3pm. Please sign up for Target Excellence if you need extended day for your Kindergartener.
- Primary students(1<sup>st</sup>-3<sup>rd</sup>) should use the ***front of school*** for pick up and Intermediate(4<sup>th</sup>-6<sup>th</sup>) should use the ***back gate*** for pick up. If you have students of mixed ages decide as a family where to meet.
- Students should proceed directly to their pick-up destination; the bus stop or the appropriate after school program upon dismissal. Kinder parents should be sure to pick up their children from the cafeteria or classroom every day. Please be on time, as it can be very traumatic for little ones to wait for a late parent.
- Parents should ensure that students know where they are supposed to go after-school. Students will only be permitted to use the phones in an emergency or unexpected situation.

## Early Dismissal

- We ask that students only leave early from school in case of emergency or medical appointments.

- Parents coming at the end of the day for early dismissal will be asked to wait until 1:50 pm, unless an emergency prevents you from doing so.
- Only those listed on the emergency card will be permitted to take children out for early dismissal.

## **Bret Harte Academic and Extracurricular Programs**

### **Benchmark Advanced**

New district adopted Benchmark Advanced will be used to address Common core standards for English Language Arts.

### **Envision Math**

A new California Standards-aligned program that teaches children math concepts, computational skills, and the application of skills to problem-solving situations will be used this year for all students in grades K-6.

### **Science and Social Studies**

Our school uses McGraw Hill Science and Social Studies curriculum. Our program in Social Studies allows for our K-6 grade students to study historical, geographical, cultural, and social topics in more depth. Science will be taught through the adopted curriculum and supplemented with Project Lead the Way. Project Lead the Way is a STEM (Science Technology Engineering, and Mathematics) curriculum that focuses on hands on lessons with technology integrated.

### **Mindfulness Yoga**

Mindfulness Yoga: We offer 30 minutes' classes consisting of Action/Breathe/Centering layered with Transformative Life Skills Curriculum/Art of Yoga Programming/Mindful Life Project Programming in 12 weeks' intervals to entire school body. This curriculum is cumulative and builds on each previous lesson, while being able to revisit lessons. Class may consist of reading story focusing on said theme, game, journal writing, art coloring activity, or food related 5 senses meditation.

### **Physical Education**

Each Grade 1-6 student will receive Physical Education instruction from their classroom teacher. The goal of our physical education program is to teach children how to be great sports, follow rules, and excel at individual and group sports while keeping their bodies in good physical condition.

### **Music**

Each Grade 1-6 student will receive music instruction from our music prep teacher Mr. Cunningham. Students are exposed to different genres of music and taught the basics of rhythm and theory. By the end of fourth grade students learn to play the flute. 5<sup>th</sup> grade students learn the Ukulele and 6<sup>th</sup> grades are eligible to participate in our band and choir.

### **English Language Development**

Students identified for English Language instruction through the ELPAC test receive instruction from CLAD certified teachers. Parents may participate on our English Language Advisory Committee (ELAC), which meets 4-5 times per year. We have approximately 60 students in our English Language Development program.



# Computers

K-6 students will utilize technology in the classroom using laptops. Our school now is 1 to 1 and each student has access to a laptop. We also have 2 carts with Apple iPads. Students will be able to use computer software instructional programs to assist them in their subject areas. **Our school purchases iReady Assessments and Online curriculum to assess how your student is meeting the standards. After the assessment the teachers assign online instruction during their small group instruction time to differentiate instruction for all students. This tool is used to communicate with parents also about how their child is meeting the standards.** We are also using Google Classroom in the intermediate grades to support our Writing Curriculum. Schoolwide we are using Clever online tools for research, typing, and coding.

# Resource Specialist Program

Students who are identified as having a specific learning disability will be provided support by our RSP teacher Mrs. Kimoto and our RSP instructional aide Ms. Onethia Riley. They will provide instruction and support to supplement the classroom instruction to provide access for our students to access the core curriculum.

# Special Day Class

Students in grades 1-6 with more serious learning disabilities receive instruction in this self-contained class. Students meet educational goals according to their Individualized Education Plan. They are assessed on an annual basis to determine progress toward meeting the goals. Staff in these classes includes one trained and certified Special Day Class teacher and an instructional assistant. We also have three special day classes that specialize for children with Autism.

# Student Study Team

A team of staff members meet with parents of students who are having academic or social difficulties at school, meet to problem-solve and develop strategies for success for the student. The committee is solutions-based and meets on Mondays.

# Student Support Center

The Student Support Center serves as referral agency for services needs for students and families and concentrates in for areas: (1) School and Community Safety; (2) Academic Success; (3) Self-sufficient Families (4) Mental and Physical Health. Over 30 agencies are involved to help our school and families. Our SSC coordinator is Elizabeth Sterba and can be reached at 277-7070. Families will be offered referral forms from the principal, teachers, or at family request. Referral forms are housed in the office.

# School Nurse

Bret Harte has a school-certified nurse, who is available 1 day a week. The nurse assists with special education assessments, assessments for family support teams, and health education. Our nurse is able to administer medication if we have appropriate paperwork on file in the office. **See appendix section for authorization for administration of medication.**

# Speech and Language

Our speech and language specialist establishes remedial programs for students having moderate to severe problems in the language and speech areas. Services to our students are provided throughout the year.

## Target Excellence

A non-fee based (free) program, which offers after school tutoring, homework help, sports, art, and science. The program runs from 2:12-6:00pm after school each day. Target excellence also provides extended day Kindergarten supervision. Interested parents may call the Bret Harte office for additional information.

## Parent Involvement Programs

### Parent Teacher Association (PTA)

The PTA meets every month and raises funds to assist with field trips, funds for classrooms, special school events, and other fun activities for the school. The Parent Teacher Association held family nights, the Pancake Breakfast and our Family Dance.

### English Language Advisory Committee - ELAC

Parents of English Learners are encouraged to join our English Language Advisory Committee. We will get your input on programs and budget for our English Learner program. If you are interested in serving on this committee, contact the Bret Harte office and we will put you in touch with the right person.

### School Site Council

The School Site Council meets approximately once per month. It is composed of an equal number of parents and staff members. The School Site Council is responsible for the development, monitoring, and evaluation of categorical programs, budgets and plans. The agendas for the School Site Council meetings are posted in the office one day prior to our meetings. Parents are always welcome to visit our meetings.

### Reading Partners

We are happy to be working with Reading Partners this year. Reading Partners provides reading interventions for students in grades first-third. These interventions are facilitated by one to one tutors. Tutors are trained by the program coordinator and materials are provided to tutor. Michael Spalsbury is coordinating volunteers who would like to work with students on a regular basis to improve their reading. Contact Reading Partners at 277-6261 if you are interested.



### Cell Phone Policy

Cell Phones may be brought to school but must be powered off once students are on campus. Students interpret off as phones being on silent. Off means must be powered off. Please do not communicate with your child throughout the day on their cell phone. If you need to communicate with your child, please call the office and we will connect you to

your student. Students may communicate with their families with their cell phones when they are off campus in front or behind the school. Students who have phones powered on text, look at social media, and video at school. **Phones must be powered off at school.**

Please read the cyberbullying flyer from the district office. By federal law, students must be 13 years of age to be on Social Media. If you are not monitoring that your student is staying off social media, you are opening them up to cyberbullying that may affect their relationships with fellow students on campus. Students in elementary school do not have the maturity to be appropriate online and it is important that they stay off all social media.

Consequences for not following cell phone policy:

First offence: Teacher or Office holds phone until the end of the day.

Second offence: call home, student explains procedure to family, then return phone at the end of day.

Continued offence: parent must pick phone up from school office.



## Dress Code

Bret Harte Elementary is no longer implementing a Uniform Dress Policy. Instead, a strict Dress Code will be enforced. Please read below for specific changes.

### **Student dress should not be disruptive to the learning environment.**

#### **Please keep the following guidelines in mind:**

- Dress should be modest, neat, clean, appropriate, and compatible with educational activities.
- For safety reasons, **closed toe or covered shoes** (meaning all parts of the foot are to be covered) should be worn at all times. Sandal, high heels and/or skate shoes are not to be worn. Students not wearing safe shoes will not be allowed to participate in P.E. or recess.
- All clothing must fit students appropriately.
- Shorts, skirts, dresses must be at least **“fingertip” in length** when arms are at their sides.
- “Halter”, “tube”, “spaghetti straps,” and tank tops with oversize armholes are not appropriate at school. Midriffs must be covered. Tank tops must cover all parts of the body except the arms and must have a strap that is **two finger lengths wide**. Undergarments may not be visible under the tank top.
- Emblems, words and pictures on clothing should be appropriate to the educational atmosphere.
- Hats are to be worn outdoors ONLY.
- Pajamas are prohibited unless a specific spirit day is designated for this attire. Blankets are prohibited.
- Excessive and large holes caused by design or wear in the pants is prohibited.

**\*\* Parents may be called to bring appropriate footwear or a change of clothing. \*\***

Notice will be given to parents and students when these standards may be altered for special events, i.e., spirit day, field days, picnics, physical education, etc. Parents unable to provide clothes that follow above dress code will be given uniform shirts or pants from the office. If you need any support with clothing contact the Student Support Center.



## cafeteria Rules

### **BE SAFE (Expectation/Consequence)**

- Bodies are Calm/ *Warning*
- Walk Inside Only/ *Go Back and Start Over*
- Stand in line calmly and quietly/ *Sent to end of line*
- Keep Bodies and Objects to Self/ *Clean Cafeteria*
- Sit Facing Forward/ *Warning*
- Students will be Excused One Row at Time, checking for Trash, and Staying in Order Walking to the Trash Can
- Focus on Eating/ *Warning*

### **BE RESPONSIBLE**

- Get Permission to Go to the Bathroom (1 at a Time)
- Eat Healthy Foods Only/ *Food is Kept in Office*
- Students May Bring 1 Serving of Chips Only with Lunch/ *Food Kept in Office*
- No Sugary Drinks i.e. Gatorade, Kool aide, etc.
- No Food Sharing/ *Warning*
- Take Your Time Eating/ *Warning*

- Do Not Play with Food/ *Clean the Cafeteria*
- No Toys in Cafeteria/ *Toy is Given to Teacher or Office*
- Lunch Stays in the Cafeteria/

## BE RESPECTFUL

- Use Quiet and Positive Language/ *Warning then moved to different table*
- Stay Seated, Raise Hand to Get Up/ *Warning*
- Keep Cafeteria Clean (Food Must Stay on Trays)/ *Sweep Cafeteria*
- Take Hats and Hoods Off/ *Hats are taken*
- Medium Voices/ *Warning then moved to different table*
- Follow Directions First Time Asked/ *Warning then moved to different table*

## Playground



## Rules

### BE SAFE (Expectation/Consequence)

- Keep Hands, Feet, and Objects to Self at All Times/ *Varied Consequence*
- Walk in all Hallways/ *Start Again and Walk*
- Tag Only on the Grass/ *Warning and Sent to Grass*

### Freeze Bell

- At freeze bell, freeze and put equipment down, walk out of tether ball circle, and walk out of play structure box, wait for yard duty to blow whistle, walk to line/ *Go Back and Do It Again*
- Hold balls and equipment still after freeze bell/ *Equipment taken away*

### Playground Equipment

- Balls may be Kicked and Thrown on the Grass/ *Warning and then Ball Taken Away*
- Balls may be Bounced on the Blacktop/ *Warning and then Ball Taken Away*
- Bring Balls from Home/ *School is not Responsible for your Ball*
- Jump Ropes may only be used for Jump Rope on blacktop/ *Jump Rope Taken Away*
- Be Careful Not to Hit People in the Face with Tether Balls/ *Help Injured Student*

### Play Structures

- Walk Only/ *Warning and Sent Away*

- Slide Down One at a Time/ *Sent Away*
- No Tag/ *Sent Away*
- No Throwing Wood Chips/ *Varied Consequence*
- No Skipping, No Hanging from legs, or Sitting on Monkey Bars/ *Sent Away*

## **Boundaries**

- Students must be on Blacktop, Play Structures, or Soccer Field/ *Sent to Blacktop*
- Students must be Visible to Yard Duties/ *Sent to Blacktop*

## **BE RESPECTFUL - Expectation/Consequence**

- Use positive and encouraging words/ *Warning/Reflection Time Out/Write apology letter or sent to principal if warranted.*
- Include Others in our Games/ *Warning/Game Over*
- No bullying/ *Varied Consequence*

## **BE RESPONSIBLE - Expectation/Consequence**

- Keep Bathrooms Clean/ *Student will Clean Bathroom*
- Use Appropriate Grade Bathroom/ *Warning*
- No tag or hanging out in Bathroom/ *Time out with reflection, state rule broken after reflection.*
- No Toys and Electronics in Cafeteria or Playground/ *Taken to Office or Teacher*
- Cell Phones are to be Off on Campus/ *Taken to Office and Picked up by Parent*
- Keep Campus Clean/ *Pride Patrol*
- Leave Trees Alone/ *Warning then Pride Patrol*
- Healthy Foods May be Eaten at Tables at Recess/ *Junk Food Sent to Office*
- No Gum or Candy/ *Throw Away*



## **Before/After School**

## **Rules**

**BE SAFE - BE RESPONSIBLE - BE RESPECTFUL - Expectation/Consequence**

### **Before School**

- Go immediately to the Cafeteria until you are excused to go to the playground/ *Verbal Warning*
- Line up at the 5-minute Warning Bell/ *Verbal Warning*
- Follow all Playground Rules

### **After School**

- If you are walking home, use crosswalks and go directly home.
- If you are walking home, respect people's property.
- If you are being picked up, stand calmly and wait.

- **Supervision is finished after 15 minutes after the end of day bell, students must go to the office and wait for parents.**
- **Primary dismisses out the front of school, intermediate dismisses out the back gate, families with multiple siblings can go to either.**

Students must refrain from bringing toys and other personal objects to school. **Cell phones, tablets** and other electronics, may be brought to school but **must** be turned off during school hours (including lunch and recesses). Prohibited objects will be confiscated and returned according to the policy of the classroom teacher or principal.

## **Consequences**

Students who break the school rules will be subject to the following consequences. Depending on the nature and severity of the infraction, school officials reserve the right to choose applicable consequences. We will make every effort to communicate with parents regarding positive and challenging behaviors of students. We would like to keep you as partners as we train our students to be successful in society and in their future careers.

- Verbal warning to student
- Bench, quiet zone, or community service for recess
- Time out and parent phone call
- Student sent to another classroom for time out
- Referral to principal with a copy sent home for parent signature
- Students may be suspended for offenses where interventions were provided and students were not responding.
- Documentation of suspension will be placed in the students cum file
- Accumulated suspensions could lead to a district behavior hearing.

***Teachers also have sets of procedures in their classroom. These are discussed with students in detail. If you have any questions about the classroom procedures, contact your child's teacher.***



## Bus Procedures and Rules

Due to the budget crisis, the district only provides bussing to Bret Harte for Special Education and over enrollment students. We encourage our students to walk in groups to school and to get an early start so they are on time. Students who must cross the freeway are encouraged to use the 5<sup>th</sup> Avenue and 8<sup>th</sup> Avenue bridges, and avoid crossing at 12<sup>th</sup> Avenue.

If your child is bussed through Special Education or over enrollment, it is expected that students will be well-behaved on the bus and that parents will help supervise bus pick-up.

Bussed students are expected to comply with the following rules:

1. Be at the morning bus stop five minutes before the arrival time of the bus and obey parent volunteers and others supervising.
2. Students will line up in an orderly and quiet manner and stand safely away from the curb.
3. Students will obey the bus driver's rules and show respect for the driver at all times.
4. Students will sit straight in their seats, face the front of the bus and have their feet on the floor. Loud talking or yelling will not be tolerated. Students are not to move from their seats.
5. Students are not to eat, drink, chew gum, eat seeds, or take pets or animals on the bus.
6. Students are to keep their hands and feet to themselves. Students are not to throw any objects on the bus. Fighting pushing, shoving, and other physical play will not be tolerated.
7. Students are not to extend any objects or parts of their bodies out the window of the bus.
8. Shoes are required on the bus, and feet should be kept out of the center aisle.
9. Students are not to carry any sharp objects on the bus that could hurt other students or damage the bus.
10. Improper behavior can lead to a suspension from the bus. Parents will be responsible to provide transportation to and from school.



# Suspension and Expulsion

Definition- "Suspension means removal of a student from ongoing instruction for activities for the duration of the suspension. Parents are required to conference with the school regarding a suspension. Conferences can take place in person or by telephone. The following grounds for suspension are taken directly from the Education Code for the State of California:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence upon the person of another, except in self defense
3. Possessed, sold, or otherwise furnished any unauthorized firearm, knife, explosive, or other dangerous object.
4. Unlawfully possessed, used, furnished, or was under the influence of any controlled substance, alcoholic beverage, or intoxicant.
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant on school grounds and either sold, delivered, or otherwise furnished an "in lieu of" substance (not controlled).
6. Committed or attempted to commit robbery or extortion.
7. Caused or attempted to cause damage to school property or private property.
8. Stole or attempted to steal school or private property
9. Possessed or used tobacco of any kind
10. Committed an obscene act or engaged in habitual profanity or vulgarity.
11. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
12. Knowingly received stolen property
13. Possession of imitation firearm replica so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm
14. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code
15. Harassed, threatened, or intimidated a pupil who is complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
  - a. Sexual Harassment. Conduct considered sufficiently severe or pervasive to have a negative impact upon and individual's performance or created an intimidating, hostile, or offensive educational environment (Grades 4-12)
  - b. Hate Violence. Willfully interfering with threatening another
  - c. person's property or orientation. (A verbal act (speech) is not sufficient unless the speech threatens violence against person or persons, and perpetrator has apparent ability to carry out the threat. Grades 4-12)
  - d. Harassment, Threats, Intimidation. Intentional behavior severe enough to disrupt classwork, create substantial disorder, and invade the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment (Grades 4-12)
  - e. .7 Terrorist threats

## Expulsion

1. Definition – "Expulsion" means removal of a student from the supervision and control or the general supervision of school personnel. A student who is expelled shall not attend any school or alternative instructional program within the Sacramento City School District for the duration of the Expulsion

2. Reasons for Expulsion – Students are recommended for expulsion from the school district when (1) any of the acts listed above involve a continuing danger to the physical safety of the student or others; or, (2) a student has reached 20 days of suspension in a school year and other means of correction have repeatedly failed to bring about proper conduct. Mandatory reasons for recommending expulsion include sale or furnishing of a controlled substance; or sale of a substance represented to be a controlled substance.

Students who adhere to the rules and responsibilities outlined above will help us maintain our peaceful and safe learning environment.

## MEDICATION AT HOME

A pupil may be receiving medication on a regular basis at home for a non-episodic condition. The Emergency Card (health form No. 45) has space for the parent to provide the school with information regarding the condition and the medication being taken. See the following:

***An Authorization for Administration of medication by School Personnel must be completed and signed by Administrating doctor – prior to medication being brought to school.***

**CALIFORNIA EDUCATION CODE**, section 49480 state in summary... “ requires the parent or legal guardian of any pupil in a public school who is on a continuing medication regimen for a non-episodic condition to inform the school nurse or other designated certified school employee of the condition, the medication being taken, the current dosage, and the name of the supervising physician; authorizes the school nurse, with the consent of the parent or legal guardian, to communicate with the physician and to counsel with the school personnel regarding the possible effects of the drug.”

## E-mail Etiquette

- Give only your e-mail address for communication
- Never give out personal information such as your home address or telephone number
- PROTECT THE PRIVACY OF OTHERS. Never give out personal information about yourself or anyone else.
- Check your e-mail frequently, and delete unwanted messages
- End e-mail messages with:
  - Your name
  - School name
  - Sacramento City Unified School District
  - Your internet address (no more than 4 lines allowed)

Students at Bret Harte will only be able to e-mail each other. Correspondence with individuals outside of the school will be handled through staff e-mail addresses.

Follow basic guidelines for good writing:

- Be concise and brief by using use descriptive titles
- Summarize your responses and use normal punctuation
- Check your spelling
- Do not use all capital letters

**Appendix A**  
**GENERAL POLICY OF NON-DISCRIMINATION**  
**INCLUDES TITLE IX**

(Non-Discrimination on basis of sex and sexual harassment)

A. NON-DISCRIMINATION

The Sacramento City Unified School District is committed to all of its activities, policies, programs and procedures to provide equal opportunity for all to avoid discrimination against any person regardless of race, religion, sex, color, national origin, disability, marital status or age.

B. POLICY ON SEXUAL HARASSMENT

1. THE POLICY

- a. It is the policy of the Sacramento City Unified School District to maintain a learning and working environment that is free from sexual harassment. Sexual Harassment is a form of sex discrimination under Title IX of the Education Amendments of 1972 and is prohibited by both federal and state law.
- b. It shall be a violation of this policy for any member of the Sacramento City Unified School District to harass another staff member or student through conduct or communications of a sexual nature as defined in Section 2. It shall also be a violation of this policy for students to harass other students through the conduct or communications of a sexual nature as defined in Section 2.

C. DEFINITION

- a. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student where
  - (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
  - (2) Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individuals; or
  - (3) Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile or offensive employment or education environment.

## APPENDIX B

### Sacramento City Unified School District Board Policy

#### Head Lice

BP 5141.33

The Governing Board recognizes that head lice infestations among students require treatment but do not pose a risk of transmitting disease. The Superintendent or designee shall encourage early detection and treatment in a manner that minimizes disruption to the educational program and reduces student absences.

The Superintendent or designee may distribute information to parents/guardians of preschool and elementary students regarding routine screening, symptoms, accurate diagnosis, and proper treatment of head lice infestations. The Superintendent or designee also may provide related information to school staff.

School employees shall report all suspected cases of head lice to the school nurse or designee as soon as possible.

If a student is found with active, adult head lice, he/she shall be allowed to stay in school until the end of the school day. The parent/guardian of any such student shall be given information about the treatment of head lice and encouraged to begin treatment of the student immediately and to check all members of the family. The parent/guardian also shall be informed that the student shall be checked upon return to school the next day and allowed to remain in school if no active head lice are detected.

Upon the student's return to school, the school nurse or designee shall check the student for active head lice. If it is determined that the student remains infected with head lice, the school nurse or designee shall contact the student's parent/guardian to discuss treatment. As needed, he/she may provide additional resources and/or referral to the local health department, health care providers, or other agencies.

cf. 5141.3 - Health Examinations

If a student is found consistently infested with head lice, he/she may be referred to a multidisciplinary team, which may consist of the school nurse, representatives from the local health department and social services, and other appropriate individuals, to determine the best approach for identifying and resolving problems contributing to the student's head lice infestations.

When it is determined that one or more students in a class or school are infested with head lice, the principal or designee may, at his/her discretion, notify parents/guardians of students in that class or school and provide them with information about the detection and treatment of head lice. Staff shall maintain the privacy of students identified as having head lice.

## Appendix D

Sacramento City School District

### **Rules for Use of Computers and Computer Networks Important Information for Students and Staff**

When you use school computers you agree to

1. Follow the directions of teachers and school staff
2. Abide by the rules of the school and school district
3. Obey the rules of any computer network your access'
4. Be considerate and respectful of other users
5. Use school computers for school-related education and research only

6. Not to use school computers and networks for personal or commercial activities
7. Not change any software or documents (except documents you create)

Use of school computers and access to the Internet is a privilege:

1. If you do not follow the rules, you may be disciplined and lose your computer privileges

Do not produce, distribute, access, use, or store information, which is

1. Unlawful
2. Private or confidential
3. Copyright protected
4. Harmful, threatening, abusive, or denigrates others
5. Obscene, pornographic, or contains inappropriate language
6. Interferes with or disrupts the work of others
7. Causes congestion or damage to systems
8. Protect your password
9. Do not allow anyone else to use your password and do not use anyone else's password

**APPENDIX C**  
**ADMINISTERING MEDICATION AT SCHOOL**

**CONDITIONS UNDER WHICH MEDICATION SHALL BE ADMINISTERED BY SCHOOL PERSONNEL**

2. School personnel may administer medication to pupils only when the school district has received:
  - a. A written statement from the pupil's licensed physician indicating that the medication is necessary during the regular school day. The written statement must state the method, amount and time schedule by which such medication is to be taken.
  - b. A written statement from the parent/guardian of the pupil indicating the desire that the school district assists the pupils on the matters set forth in the physician's statement. This request is valid for the current school year and must be updated whenever changes are made in the physician's orders.
3. The form, Authorization for Administration of Medication by School Personnel. H.F. 5, must be completed by the pupil's parent/guardian and the pupil's physician.
4. All medication to be administered by school personnel must be in the original prescription or over-the-counter container. The pharmacy filling the prescription can provide a second "school prescription container." The container should be clearly labeled with the following information:
  - Pupil's name
  - Name of prescribing Physician
  - Name of dispensing Pharmacy
  - Name of medication (generic or brand)
  - Dosage
  - Route of administration
  - Frequency of administration
  - Duration of Administration
  - Expiration Date, if any
5. The Parent /Guardian of any pupil in grades kindergarten through 8<sup>th</sup> grade must bring the medication to the school office. Pupils in grades 9-12 may bring their own medication to the office.

Exception: Medication for the developmentally handicapped pupils must be brought to the school office by the parent/guardian.
6. The medication is to be administered by school personnel designated by the principal.
7. No medication shall be allowed on a school site or administered to pupils without the proper authorizations described above.
8. All medications shall be kept in a securely locked cabinet or drawer, except those medications that a physician and parent/guardian request in writing that the pupil be allowed to carry (i.e. inhalants for asthma, Epi-pens for severe bee sting allergies or Benadryl for other severe allergy reactions).

9. A medication log, H.F. 5a, must be kept for recording each dose of medication administered to a pupil. The log provides a place for the individual administering the medication to record the date, time, pupil name, medication given and his/her signature. These logs shall be retained for at least one year

## Bret Harte Elementary School

## 2018-2019 4 Way Contract

### As a student I will:

- Value my education and respect my school community.
- Arrive at school on time and prepared to learn.
- Work attentively on assigned work each day.
- Recognize my growth areas and ask for assistance when needed.
- Continually strive to improve my schoolwork.
- Accept new challenges and responsibilities to increase my knowledge
- Try to accomplish new goals every day and use the abilities I already have.
- Set my ambitions on education-oriented practices.
- Practice my reading skills every day with the goal of becoming a great reader.
- Tell my parent of upcoming events or meetings in the school.
- Return corrected work and other school bulletins and messages to my parent(s).

### As a parent, I will:

- Make sure my child attends school daily, on time, and following school dress code.
- Keep informed about what is going on in school and what my child is learning.
- Provide a comfortable, quiet, well-lit place and suitable time for my child to do schoolwork each day.
- Check my child's homework assignments and make sure that he or she gets help when needed.
- Help my child learn by being satisfied with improvement and not expecting perfection in everything he/she does.
- Be a cheerleader for my child's success, always showing praise and encouragement and always acknowledging various achievements.
- Encourage my child to feel good about and build on his or her abilities.
- Limit my child's screen viewing time and allow him or her to watch respectable programs, limit video games.
- Read to or with my child every day and serve as a good reading role model.
- Get involved in my child's education by attending parent-teacher conferences and school events to show support for my child.
- Establish and maintain a strong line of communication with my child's teacher.
- Support the school's efforts to build relationships between teachers and families.

### As a teacher, I will:

- Maintain a positive and productive learning environment with a challenging curriculum to help students meet district, state and national education standards.
- Respect my students.
- Assist my students in their attempt to meet and exceed the standards, providing remediation, intervention and enrichment where needed.
- Communicate with parents on a regular basis regarding their child's progress.
- Teach all necessary concepts prior to assigning homework.
- Participate in school and community activities in order to support my students and the school.
- Be a teacher of every student at Bret Harte Elementary School.

### As a school, we will:

- Provide a supportive and effective learning environment in which parents play a key role.
- Interact with all stakeholders in a personable, positive manner, seeking win, win situations.
- Inform parents on a regular basis of the progress of the school and their child with regard to common core standards in reading and math.
- Keep all student and family information confidential.
- Keep our focus on the students, and be role models for them.
- Communicate often with parents regarding school activities and opportunities for parent involvement.
- Involve parents in important roles in school governance.
- Provide parental access to staff and will invite parent observations in classrooms.
- Work together with the home to help students meet and exceed district, state, and national standards.

I \_\_\_\_\_ (Student) have read & discussed all of the expectations of my education at Bret Harte Elementary School.

We/I \_\_\_\_\_ (parent) have read and discussed all of the expectations of my child's education at Bret Harte Elementary School.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Please review and sign – return to classroom teacher

### Sacramento City Unified School District

#### Internet and Electronic Communication (E-mail) Non-use Policy

My child is **NOT** allowed access to Internet privileges while in a school environment. I understand that alternative methods are available for completing assignments.

Bret Harte Elementary

Child's Name: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Please return to the principal at your child's school. Your child's teacher will be informed, and this document will be placed in his/her cum folder.

## I have reviewed all of the rules with my child.

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## Bret Harte Sexual Harassment Policy

I have read policy with my child and understand its content

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



