

Bret Harte Bears



2022 - 2023

Handbook

Bret Harte Elementary School

2751 – 9th Avenue

Sacramento, CA 95818

bretharte.scusd.edu

Roxanne Wolfe, Principal

Office Hours 7:30 AM-3:00 PM

Office Phone 916- 395-5190

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, an online curriculum.

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

A Big Thank You to our PTA. Without their support and contributions in many areas, we would not be able to provide such wonderful opportunities for all our students.

SOCIAL MEDIA

Website : bretharte.scusd.edu

Facebook: @brehartesac

Instagram: brehartesac

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**Bret Harte Elementary School 2751 9th Ave., Sacramento, CA 95181
(916) 395-5190 FAX (916) 277-6456**

Dear Bret Harte Families,

Welcome back to the 2022-2023 school year. It is our goal at Bret Harte Elementary School to provide an elite learning environment for all our students that is academically rigorous, safe, and orderly. We strive to maximize all learning opportunities and are committed to supporting all students through the learning process. This endeavor requires that the entire school community (students, parents, and staff) work together as a team. The education of all the students is everyone's responsibility.

We expect all our students to demonstrate a commitment to their education. They need to show responsibility towards their academics by asking questions in class and completing all their assigned assignments on time. Students are also expected to behave in a manner that preserves the rights and well-being of others. We know that with everyone's efforts, we can provide an environment that is safe and enjoyed by all students.

Students' safety is our utmost priority. Situations that are not aligned to our school model of Be Safe, Be Respectful, and Be Responsible will be addressed swiftly. We vow to take care of all our students and any combative behavior will not be tolerated. We will follow all district policies in regards to bullying (in-person or on-line). Please do not hesitate to report any concerns you may have about your child's experiences at Bret Harte.

We are expecting to have another wonderful school year with many new opportunities and new activities on campus this year. I will keep you up to date on the new standards or policies surrounding the Covid-19 regulations. But as they change, we are hoping to see families back on campus more regularly. Looking to the future, we cordially invite every parent to join the PTA and participate in all school activities offered this year. Please look for those important dates and we look forward to seeing you there.

For all our Parents, new and old, please review the school rules and expectations with your child in this handbook. If there are any questions or concerns, please speak with your child's teacher or administration.

I look forward to a wonderful school year and many new memories.

Thank you for your vital role in helping keep our students and school safe.

Sincerely,

Roxanne H. Wolfe, Ed.D, Principal



Important Dates for the Year

August 25th	New Parent/Kinder Orientation (4:00)/Meet your teacher/Ice Cream Social 4:30-5:30pm)/ PTA sign-up
September 1st	First Day of School/Shortened Day out at 1:12pm
September 2nd	Rules Assembly (Primary 9:15am/Intermediate 10:15am)
September 5 th	Labor Day-No school
September 12 th	National Grandparents Day (Grandparents Tea Party 8:30-9:30)
September 21st	Back to School Night (5:30-6:30pm) First PTA Meeting 5:00-5:30pm (cafeteria)
September 22 nd	School Site Council: training/develop calendar/SPSA Review
October 1 st	Sacramento Literacy Walk/Pancake breakfast
October 13th	SCC Meeting 6pm (Zoom) SPSA/budget
October 24-28th	Red Ribbon Week (Spirit Week)
October 27th	Harvest Festival Fundraiser(5-7pm)
November 9 th	1 st Family Night & Fundraiser5:30-7:00pm
November 11 th	Veterans Day- No School
November 21-25 th	Thanksgiving Holiday- No School
November 18- Dec. 2nd	Parent Teacher Conference Week- Shorten Days/ Spirit Week/Book Fair
December 8th	SCC Meeting 6pm (zoom) SPSA review/ER plan approval
December 14th	Bring Your Parent to School Day (8-9:00am)
December 26- Jan 9th	Winter Break- No School
January 16 th	Martin L. King Holiday- No School
January 18th	Family Night #2 (Fundraiser) 5:30-6:30pm
February 9th	SCC Meeting 6pm (Zoom) budget for 2023-2024/carry over for this year
February 13 th	Lincoln's Holiday- No School
February 20 th	President's Holiday- No School
Feb. 27-March 31st	Read-a-Thon begins
March 2nd	Dr. Seuss Day (Guest Readers visit)
March 13-17th	Book Fair
March 16th	Parent Picnic (11-12:15pm)
March 27-31st	Parent Teacher Conference Week- Shorten Day/ Spirit Week
April 3-9th	Spring Break- No School
April 13th	SCC Meeting 6pm (Zoom) SPSA 2023-2024 review
April 19th	3rd Family Night "Game Night" (Fundraiser)
May 8- 26th	CAASPP Testing Window
May 18 th	SCC Meeting 6 pm (ZOOM) approve SPSA 2023-2024
May 23 rd	Open House/Art Showcase/100 th year Celebration
May 26 th	Bike Rodeo (Primary 8:30- 9:15/9:30-10:15am Intermediate)
May 29 th	Memorial Day- No School
June 1st	Parent Picnic (11-12:15pm)
June 9th	Field Day (8:30-9:30)
June 13th	6th v. Staff/PTA Kickball Game (8:45-9:45am)/ 6th Grade BBQ
June 14th	Kinder Awards Ceremony & picnic (9:30-10:30)
June 14 th	6 th Grade Promotion (9:30-10:30)
June 15 th	Last Day of School: Shorten Day

Dates and events are subject to change. Please look for notices from the school informing you of any change.

Bell Schedule

Regular Schedule

8:00 am Start of Day (Kinder-6th grade)

9:45-10:00 am Recess 1-3rd grade

10:00-10:10 am Recess 4-6 grade

Lunches

Kindergarten 11:20- 11:40 am

*dismiss at 11:40am from cafeteria

1-3 grade 11:35- 12:15pm

4-6 grade 12:10- 12:50 pm

12:45- 1:00pm Recess 1-3rd grade

2:07pm End of Day

Parent Teacher Conference Week

8:00 am Start of Day (Kinder-6th Grade)

9:45-10:00 am Recess 1-3rd grade

10:00-10:10 am Recess 4-6th grade

Lunches

Kindergarten 11:20-11:40am

*dismiss at 11:40am from cafeteria

Primary (1-3rd grade) 12:10pm

Intermediate (4-6th grade) 12:19pm

Preschool Schedule

8:00-10:30am (AM Class)

11:15- 2:07pm (PM Class)

Shorten Day (Thursdays)

8:00 am Start of Day (Kinder-6th grade)

9:45-10:00 am Recess 1-3rd grade

10:00-10:10 am Recess 4-6 grade

Lunches

Kindergarten 11:20- 11:40 am

*dismiss at 11:40am from cafeteria

1-3 grade 11:35- 12:15pm

4-6 grade 12:10- 12:50 pm

12:45- 1:00pm Recess 1-3rd grade

1:07pm End of Day

Warning Bell at 7:55am

Minimum Days (Parent Teacher Conferences)

Kindergarten 8-11:20am, Lunch 11:40am, Dismissal 11:40am

1-3rd grades dismissal at 12:10pm (Lunch at 12:10)

4-6th grade dismissal at 12:19pm (Lunch at 12:19)



Absences

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 (with doctor's note)
- Attendance at the funeral of an immediate family member (1 day in town/2 out of town)

Please call (Attendance Clerk) at 916-395-5190 ext. 2030

Tardies

- Instruction starts immediately at 8:00 AM. Students are expected to be in line with their teacher at 7:55am.
 - *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.*

Arrival

- Students should not arrive at school prior to 7:30 AM,
 - There is NO supervision before 7:30am.
- Breakfast begins at 7:30 and ends at 7:55. Students must arrive on time so that they have enough time to eat and get to class by 8:00.
- 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 2:07pm. Thursday dismissal is at 1:07pm for Teacher Collaboration.**
- **Kindergarten is from 8am-11:20am. Kinder will eat from 11:20-11:40 in cafeteria. Students can be picked up from cafeteria at 11:40am in front of the school. Please sign up for EPU if you need an extended day for your Kindergartener.**
- **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.**

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 916-277-7070. Families will be offered referral forms from the principal, teachers, or at family request. Referral forms are housed in the office.

After School Program

Empowering Possibilities Unlimited (formerly Target Excellence) EPU

A non-fee based (free) program, which offers after school tutoring, homework help, sports, art, and science. The program runs from 2:12-5:45pm after school each day. Kinder program from 11:40-5:45pm. Please contact Rochelle for more information: 916-873-3938



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. If you would like to join or get more information: Adam Gothard at adam-gothard@gmail.com

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 4-6x a year. 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.



Internet Board Policy

STUDENT USE OF TECHNOLOGY

The Governing board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. Every effort shall be made to provide equal access to technology throughout the district's schools and classes.

On-Line Services/Internet Access

The Board intends that the Internet and other on-line resources provided by the district be used to support the instructional program and further student learning.

The Internet contains an unregulated collection of resources. The district maintains a filter for objectionable content, but the district cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Internet content changes dynamically and is not under district control. Parents/guardians who do not wish their children to access the Internet must submit a request in writing to the principal of any school their child attends. Acceptable Use regulations shall specify user obligations and responsibilities and shall indemnify the district for any damages.

The Superintendent or designee shall establish regulations governing student access to technology that are age appropriate. These regulations shall prohibit access to harmful matter on the Internet that may be obscene or pornographic and preclude other misuses of the system. In addition, these regulations shall establish the fact that users have no expectation of privacy and that district staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by district rules shall be subject to disciplinary action, revocation of the user account and/or legal action as appropriate.

Staff shall supervise students while using on-line services and may ask teacher aides and student aides to assist in this supervision.

Wifi Password

School district wifi passwords will not be shared with students or families of students. School staff will provide students with internet access through school technology only. No personal devices will be allowed to connect to school wifi.



Cell Phone Policy

Cell Phones may be brought to school but must be powered off once students are on campus and kept in backpack. Teacher may also have students turn-in cell phones for safe keeping. There is no situation where a student needs to have their phone on or available. All emergencies need to go through the school office 916-395-5190. Call the office to speak with your child. Any student who has their cell phone out during school hours, may have their phone taken away and returned at the end of the school day.

Cyberbullying

Please read the cyberbullying flier from the district office. By federal law, students must be 13 years of age to be on Social Media. It is the parent's responsibility and not the school's to monitor student's social media usage. As a parent, if you are allowing your underage child to use 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. Schools recommendation is not to allow any child under the age of 13 onto any social media.



Dress Code

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. Sandals, high heels and/or skate shoes are not to

be worn. Students not wearing shoes that are safe, will not be allowed to participate in P.E. or recess. Crocs should be worn with the strap around the heel.

- All clothing must fit students appropriately. Nothing too big or baggy.
- 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. NO tobacco, alcohol, gang orientated, or weapons.
- Hats are to be worn outdoors ONLY. Hoods should be removed when entering inside the classrooms or cafeteria.
- Pajamas are prohibited unless a specific spirit day is designated for this attire.
- NO BLANKETS, stuff animals, or toys at any time.
- 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. If you need any support with clothing contact the Student Support Center.



Cafeteria & Food Rules

- **Walk Inside Only**
 - Stand in line facing forward and quietly
- **Keep Bodies and Objects to Self**
 - Focus on eating/ limit talking
- **Students will be Excused One Row at Time, checking for Trash**
- **Get Permission to Go to the Bathroom (1 at a Time)**
- **Eat Healthy Foods**
 - Students May Bring 1 Serving of Chips Only with Lunch
 - No Chips, Candies, gums, or high sugar snacks
 - No Sugary Drinks i.e. Gatorade, Kool aide, soda, etc.

(All non-approved items will be taken away from student and not returned).

- **No fast food, or food deliveries at any time. All deliveries will be kept in office and student may pick-up at end of day. If not picked up, food will be thrown away.**
- **No Food Sharing**
- **Do Not Play with Food**
 - **Keep Area Clean (Food Must Stay on Trays)**
- **Use Quiet and Positive Language**
 - **12- inch voices**
- **Take Hats and Hoods Off when inside**

Playground Rules

- **Keep Hands, Feet, and Objects to Self at All Time**
- **Tag Only on the Grass (only)**
- **Use your words in a disagreement**

Freeze Bell

- **At freeze bell, freeze and put equipment down, walk out of tetherball circle, and walk out of play structure box, wait for yard duty to blow whistle, walk to line**
- **Hold balls and equipment still after freeze bell**

Playground Equipment

- **NO personal equipment can be brought from home**
- **Jump Ropes may only be used for Jump Rope on blacktop**
- **Be Careful Not to Hit People in the Face with Tether Balls**
- **all equipment is to be returned to equipment cart before lining up**

Play Structures

- **Walk Only**
- **Slide Down One at a Time and on bottom only**
- **No Tag**
- **No Throwing Wood Chips**
- **No Sitting on top of Monkey Bars**

Boundaries

- Students must be on Blacktop, Play Structures, or Soccer Field
- Students must be Visible to Yard Duties
 - No behind classrooms or buildings

Tether Ball Rules

1. Tetherball courts are by grade level
2. Stay within the playing area
3. No catching the ball or “Supermans”
4. Ball must remain in play (moving) at all times.
5. First person to wrap the rope wins.
6. Three wins, winner rotates.

Four-Square Rules

1. One-hand hits or 2-hand hits, must be determined before you play
2. Ball hits line, the one who served it is out.
3. First person in line, is judge
4. Three wins, winner rotates
5. No catching, ball remains in play at all times
6. No double bounces
7. If you are not enjoying the game, find something else to do.

School Expectations

- Use positive and encouraging words only
 - **no profanity**
- Keep Bathrooms Clean: no playing in the bathrooms
 - Use Appropriate Grade Bathrooms
 - No tag or hanging out in Bathrooms
- Cell Phones are to be Off and in backpacks
 - Cellphones and backpacks are to stay in classroom
- Keep Campus Clean
 - throw trash in trash cans
- Leave Trees Alone: do not break branches or pull flowers/leaves

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 the Administering doctor – prior to medication being brought to school.

CONDITIONS UNDER WHICH MEDICATION SHALL BE ADMINISTERED BY SCHOOL PERSONNEL

1. School personnel may administer medication to pupils only when the school district has received:
2. 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.
3. A written statement from the parent/guardian of the pupil indicating the desire
4. 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.
5. 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
6. 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

7. The Parent /Guardian of any pupil in grades kindergarten through 8th grade must bring the medication to the school office. Pupils in grades 9-12 may bring their own medication to the office.
8. The medication is to be administered by school personnel designated by the principal.
9. No medication shall be allowed on a school site or administered to pupils without the proper authorizations described above.
10. 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).
11. 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

Reunification Process

If we are evacuated from school our secure location for re-unification is the Sierra 2 Community Center. The Sierra 2 Center is located at 2791 24th Street and is one mile from our school. Our secondary location for evacuation is the Oak Park Community Center. The address is 3415 Martin Luther King Jr Blvd. Only parents, guardians, and other authorized adults will be able to check students out from school. The procedure for reunification will be as follows:

1. Parents/Guardians will come to authorized area to check out student from their classroom teacher.
2. Parents/Guardians will be asked to form a line in front of student's classroom line where students will be checked out by teacher 1 by 1.
3. Staff will verify that person checking out the student is on the Emergency Card.
4. A photo ID may be requested if you are unknown to staff.
5. Parents/Guardians will receive sign out on the Emergency Reunion Checkout Log and will fill out log before student is released.

If students are evacuated we will be on the grassy side of the Sierra 2 Center. You will have to wait patiently in one line and be released to each teacher line. As teachers check students out to families more families will be released to go to the teacher lines. If we use our secondary location at the Oak Park Community Center students will be released from Community Rooms A and B. Again, the above procedures will be done on or off campus depending on the emergency. It is very important that you follow the lead of the principal so reunification can happen in an organized manner. Families will be alerted of location in a robo-call sent to everyone. Make sure your number gets updated if you get a new number.

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.**

Acknowledgement

Please return this sheet to teacher

Please review and sign – return to classroom teacher. I have reviewed all of the rules with my child.

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