

Bret Harte Elementary School

1556 E. 56th St. Chicago, IL 60637 (773) 535-0870 office (773) 535-0666 fax

Principal's Message

Dear Bret Harte Family,

Welcome to the 2020-2021 school year! Please read through the Parent & Student Handbook with your child to learn more about updated school procedures, academic and behavioral expectations, policies, and how starting the year remotely has changed the way we will send information and communicate. There is also information included that is pertinent to in-person instruction for when it is deemed safe.

This summer we have been busy preparing for the arrival of our students virtually and for when in-person instruction begins. As a school, this summer we learned about health and safety protocols, how to teach students online by building engaging lessons, and communicating our expectations. Your child will “see” their teachers daily for live teaching.

We are excited for you to join us on this journey. We look forward to filling each day with the same principles we hold true to as a school. The lessons will continue to be rigorous activities and incorporate 21 century skills. We will continue to support students socially emotionally as we aim to reach and teach the whole child.

We are eager to partner with you on this journey. This work cannot be done in isolation. We value your insight; therefore, we ask that you become an active member of the school. You can get involved by attending our report card pick-up in November and April, attending monthly parent meetings (LSC, PAC, etc), and creating a supporting work environment at home. It truly takes a village and we want to offer our students as many opportunities as possible.

We encourage you to check our school website at www.harte.cps.edu and stay in contact with us via email or Remind.

We thank you for entrusting us with your child and joining the family. Together we can do anything!

Educationally yours,

Mr. Charles Bright
Principal

Mrs. Meghan Fido
Assistant Principal

2020-2021
Family Handbook

Mission ...It is our mission to prepare every child for college and career readiness. We are committed to meeting the needs of all students through enrichment and intervention supports. We will provide a safe and supportive environment that promotes academic excellence, reflection, responsibility for self and community, respect for diversity and appreciation for the arts and cultures.

C.I.W.P. 2020-2022 - Continuous Improvement Work Plan

Strategic Priorities:

1. **Supportive and Equitable Approaches to Discipline** – Provides a fair system of responding to discipline across the school for all students. This includes creating tools for monitoring behavior, providing interventions, and using restorative practices.
2. **Multi-tier Systems of Support**– MTSS is a framework to provide targeted support to struggling students. It focuses on the “whole child.” MTSS supports academic growth and achievement, but it also supports many other areas. This includes behavior, social and emotional needs, and absenteeism.
3. **Balanced Assessment and Grading** – A strategically balanced assessment system is one that incorporates summative, interim and formative components in order to provide meaningful and interpretable information for stakeholders at all levels in the educational system.

P.B.I.S. - Positive Behavior Increases Success

The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm. Students who demonstrate responsibility, respect, and safety at Bret Harte School will receive weekly and monthly incentives.

PBIS Matrix

Environment	Be Safe	Be Respectful	Be Responsible
Hallway	<ul style="list-style-type: none"> ● Walk ● Keep your hands to yourself ● Maintain 6 feet distance 	<ul style="list-style-type: none"> ● Wave and smile to friends ● Voices off 	<ul style="list-style-type: none"> ● Return promptly ● Stay in line ● Keep your mask on
Lunchroom	<ul style="list-style-type: none"> ● Sit on seat ● Stand in line 6 feet apart 	<ul style="list-style-type: none"> ● Quiet voices ● Hands on your food only 	<ul style="list-style-type: none"> ● Eat healthy foods first ● Clean up ● Secure mask while eating
Playground	<ul style="list-style-type: none"> ● Walk ● Go down slide (when open) ● Be Careful ● Maintain 6 feet distance 	<ul style="list-style-type: none"> ● Share space ● Play in your space 	<ul style="list-style-type: none"> ● Line up when signaled ● Get help when needed
Restroom	<ul style="list-style-type: none"> ● Walk ● Maintain 6ft distance ● Use open stalls only 	<ul style="list-style-type: none"> ● Close the door ● Quietly wait your turn 	<ul style="list-style-type: none"> ● Close the door ● Quietly wait your turn
Classroom	<ul style="list-style-type: none"> ● Stay in your space ● Keep hands and objects to yourself ● Keep your mask on 	<ul style="list-style-type: none"> ● Use appropriate voice ● Raise your hand before you speak ● Listen to your peers and teachers 	<ul style="list-style-type: none"> ● Turn in quality work ● Turn in your homework on-time ● Try your best

Policies

Address Change . . . Bret Harte is a neighborhood school serving a specific attendance boundary. Admission to school requires that the student reside within the specific attendance boundary. When a student moves away from the city, a transfer will be issued to the district servicing the new address. Students can remain at Harte until the end of the semester to allow for continuity. Information regarding attendance boundaries and finding a school within your neighborhood can be found at <http://schoollocator.cps.k12.il.us/>.

Attendance Policy . . . Attendance is a priority. **We must maintain 96% or higher** for our attendance rate. Every student is expected to come to school every day and arrive on time. The **school day begins at 8:15 a.m.** for all students. If for some reason a student must be absent, the school is to be notified by telephone as soon as possible at (773) 535-0870. The only legal excuses for absences from school are:

- **Personal illness**
- **Death of a student's immediate family member**
- **An unavoidable emergency**

A NOTE explaining each absence MUST be sent when the student returns to school. Students who return without a note will be marked TRUANT. Letters addressing the Illinois code and the parents' violation of this code must be mailed home to students who have 5 or more unexcused absences. Truancy violates state and local attendance laws and is considered a serious offense. Continued truancy may result in legal action against the parents/legal guardians.

Tardiness . . . If a student is tardy to school, he/she must report to the school office to sign in and receive a tardy slip during in-person instruction. Promptness to class is very important. Students are to be in their seats by 8:20a.m. or at their computers during remote learning. Repeated tardiness will result in an investigation and a parent conference. Please note that excessive tardiness will be monitored closely and may require parents to consider other arrangements for their children.

Early Dismissal . . . Parents are highly encouraged to leave their children in school all day. Doctor's appointments or other appointments should be scheduled outside of school hours and on school holidays whenever possible. If a child needs to be dismissed early, the parent must first report to the school office to complete the Early Dismissal Form. The office staff will then call the classroom to have the child report to the office for dismissal. During remote learning, please notify the office, so their attendance can be updates. Parents are not permitted to walk around to the classroom or join meet sessions.

Arrivals and Departures . . . Students should not arrive to school before 7:45 a.m. unless they are receiving tutoring from a teacher (A pass will be issued by the teacher and given to the student). Once a student arrives on the school grounds, **they must remain on the school property and may not leave for any reason.** At dismissal time, students must go directly to their bus or directly home at 3:15pm. There will be no loitering on school property. **Students are prohibited from reentering the school grounds and/or building once they are dismissed.**

Awards... Students in grades 1-8 will be eligible for awards based on quarterly review of their academic, behavior, and attendance achievements.

Communication... Communication is the key to success, which is why Bret Harte has invested into Remind this year to streamline our 2-way communication with families. If you ever have a question or request, please reach out to us immediately. You will also receive our monthly Badger Broadcast through Remind with upcoming events and news.

Conferences . . . Conferences are required to discuss any academic successes and challenges, intervention plans, behavioral concerns and overall guidance regarding the students at Bret Harte School. Parent conferences can be scheduled based on appointments. Failure to arrive promptly may result in rescheduling. If for any reason you cannot keep your appointment, please contact the school at (773) 535-0870, via Remind, or your child's teacher to reschedule.

Clothing/Uniform . . . During remote learning, students should be dressed in a presentable manner. No pajamas or clothing with obscene or gang affiliated messaging. During in-person instruction, students must wear the required uniform at all times. If out of uniform, parents will be contacted regarding change of clothes. A detention will be issued at this time. The items must be returned by the end of the day and the students will be sent home with the attire that they were sent to school in.

Permitted	Not Permitted
Khaki Pants, Shorts or Capri-pants	No flip flops, heels, slides, make-up, and facial piercings
Dresses, skorts, and skirts must be at least fingertip length.	No tank tops, muscle shirts, midriffs or mini shirts
Light blue or white shirt/blouse or Bret Harte spirit wear.	No jackets, coats, durags, hats or gloves are to be worn in the classroom
Solid white or light/dark blue sweaters	No Sweatshirts or Hoodies unless they have the Bret Harte logo. Hoods are to remain down.

Field Trips....Are not permissible at this time. When it is deemed safe, *All field trips must be paid in advance.* Field trips are a valuable extension of your child's education experiences. The school requires written consent of a parent before the child is permitted to go on the field trip. The signed permission slip and any required money must be returned to the teacher 2 weeks prior to the trip. **Change is not readily available in the main office**; therefore, we encourage you to bring the exact amount.

Grading... Students have the ability to redo assignments in a timely manner to raise their grade. Students will be graded on a standard A-F grading scale in grades 1-8. It is the responsibility of the student to complete missed assignments when absent from class. Work turned in after the quarter ends will not be counted.

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 59-Below

Hall Passes . . .During in-person instruction students are required to have a hall pass issued by the teacher or the office when not under the direct supervision of an adult. They must adhere to the rules for social distancing and parameters set forth for visiting the washroom.

Homework . . .Homework will be assigned from the teacher on a daily or weekly basis. We recommend that parents provide a quiet place for their child to study and complete homework. It is expected that kindergarten through 2nd grade students spend one half-hour daily on homework. Students in grades 3-8 are expected to spend one hour daily on homework.

Homework is assigned for specific reasons:

- To reinforce learning within the class
- To complete/make up unfinished work
- To study for tests
- To prepare oral and written reports
- To create projects
- To provide enrichment activities for students
- To allow for extra credit opportunities for students
- To extend learning beyond school hours
- To foster a closer relationship between home and school
- To provide positive ongoing parental involvement in student's education

Each teacher must require appropriate minutes each night for independent reading.

Late Work:

- Written notification from teacher homework slip
- Telephone call or email from teacher
- Parent conferences
- Mandatory attendance in study hall
- Lowered grade for marking period

Lunchroom Policy . . .During remote learning, all students will eat lunch at a designated time. They will have a 45-minute block of time to provide time to eat and take recess. Students are expected to return to their virtual classroom on-time for their next class. During in-person instruction, all students will eat lunch at school at the scheduled time and designated areas.

Parents must complete the Lunch Application form by Friday, September 18, 2020. We need all forms filled out regardless of income for school funding. Parents are not permitted in the lunchroom or allowed to drop off lunch during the school day, unless a medical need is on file.

Lunchroom Rules (See PBIS Matrix)

- The area to which the class is assigned must be cleaned before the students are dismissed.
- Students are to remain seated in the cafeteria until their dismissal time and adhere to social distancing guidelines.
- No glass-enclosed beverages may be brought to school.
- Loud talking, moving around the lunchroom, breaking milk cartons or bags or throwing items (including food) will not be allowed.
- Students will be allowed to go through the lunch line only once. Students must select the food of choice at that time. Changes cannot be made once the student has left the serving line.

Medical Compliance . . . The State of Illinois requires every pupil to have a complete physical examination (including immunizations) when entering pre-school, Kindergarten, 6th grade, 9th grade or first-time enrollment in a Chicago Public School. All students who do not have up-to-date medical exams (including immunizations) on file by October 16, 2020 will be excluded from class until such exams are submitted to the school and reviewed and approved by the school nurse. Vision exams are required for Kindergarten students and students entering the State of Illinois.

Medications determined by the physician, which are necessary for the health and well-being of a student may be administered during school hours.

- The school in collaboration with the school nurse will contact the physician to determine if it is medically necessary to administer medication during school hours and school-related activities.
- If medication is to be given during school hours, a written doctor's request must be obtained and updated on an annual basis or as needed.
- Medications must be brought to school in the original container appropriately labeled by the pharmacist or licensed provider.
- All medications and devices and equipment (e.g., nebulizers or inhalers must be personally delivered to the school by parent/guardian). The student may not bring the medication to school, including aspirin and other over-the-counter medications).
- The parent/guardian/ is responsible for providing all medications for his/her child. The parent /guardian is responsible for all refills of medication.
- The child's physician and parent/guardian must notify the school principal, in writing, if a medication is to be discontinued.
- All students must have a related health/nurse plan that addresses how school personnel will handle medication.

The following procedures will be followed with regard to asthmatic students that carry inhalers at school:

- The parent/guardian must present the school with a written doctor's statement that their child has asthma and understands how to self-administer inhaler medication.
- For students using a nebulizer, the school will provide a location where the student can use the nebulizer in private.
- Inhalers and nebulizers must be marked with the student's name.

Playground . . . The playground is currently closed. When permissible, students are to report to the school building or playground immediately upon arrival at school. Students should not be on the equipment and are not allowed to leave the school's premises after arrival. Students must line up with their pod, adhere to social distancing regulations, and keep their mask on over their nose and mouth. The same goes for all adults at drop-off. Please discuss this safety matter with your child. (Please see PBIS matrix)

Playground Rules and Regulations

- Throwing of any objects on the playground area is not permitted (rocks, pine cones, acorns).
- Notify an adult of any unusual items found on the playground. **DO NOT TOUCH!**
- Students are to keep off the planted areas of the playground.
- Students are to refrain from any games that require touching other children.
- Students are to use the playground equipment correctly. No walking up the slide.
- No baseball/softball play is allowed on the playground before and after school.
- Students are to line up when the bell sounds so that an orderly entry will occur.
- Students must be respectful, responsible and safe at all times.

Dismissal Rules and Regulations

- Students must leave the building in an orderly manner (e.g., no pushing, running, or jumping down stairs).
- Students must report directly to their assigned buses immediately after dismissal from the building.
- Students must leave the school grounds and report to their designated locations immediately after dismissal from the building (loitering around the school is prohibited).
- Once a student leaves school property, they are not permitted to return. This includes going to the park and the store.

Promotion Policy . . .Students must meet all requirements set forth by the Chicago Board of Education Elementary School Promotion Policy in order to be promoted. In addition to the completion of homework assignments, the students must show a level of mastery on classroom assessments and projects.

Textbook . . . Every student is responsible for the proper use and care of all school equipment and textbooks. If books and/or equipment are lost, damaged or defaced, a charge will be assessed to the student.

Volunteers . . . We welcome parents and volunteers to visit Harte School when it is deemed to be safe by the CDC and CPS. Anyone interested should visit www.cpsvolunteers.org to ensure the safety of our students. Level 1 status must be completed before chaperoning a field trip. Level 2 Status requires a criminal background check for parents volunteering in the school for more than 10 hours during the academic school year. Please check the site for additional information.

School Calendar 2020-2021

*dates and events are subject to change.

September	October	November	December	January
<p>2nd - Labor Day No School</p> <p>3rd - School Begins</p> <p>9th – L.S.C. Meeting</p> <p>18th – Lunch Applications due</p> <p>23rd – Virtual Back to School Night</p>	<p>2nd - Progress Report sent home</p> <p>14th – Indigenous Peoples’ Day: No School</p> <p>14th - L.S.C. Meeting</p>	<p>4th - L.S.C. Meeting</p> <p>11th – Veterans Day: No School</p> <p>12th - End of 1st Quarter</p> <p>13th – School Improvement Day: No School</p> <p>18th- Report Card Pick-up</p> <p>25th – 27th Thanksgiving Break</p>	<p>9th- L.S.C. Meeting</p> <p>11th- Progress Reports are sent home</p> <p>18th -Tentative Winter Assembly</p> <p>21st – 1st Winter Break</p>	<p>1st – Last day of Winter Break</p> <p>13th- L.S.C. Meeting</p> <p>18th- M.L.K. Day NO SCHOOL</p> <p>19th – 8th Grade Graduation Pictures 8:30-10:30am</p> <p>28th – End of Quarter</p> <p>29th - School Improvement Day: No School</p>
February	March	April	May	June
<p>12th– Report Cards sent home</p> <p>22nd - NO SCHOOL President’s Day</p>	<p>5th - Progress Report sent home</p> <p>29th – Spring Break Begins</p>	<p>2nd - Spring Break Ends</p> <p>5th – Spring Pictures</p> <p>15th - End of 3rd Quarter</p> <p>16th - NO SCHOOL School Improvement Day</p> <p>21st – Report Card Pick-Up</p>	<p>21st - Progress Report sent home</p> <p>31st - NO SCHOOL Memorial Day</p>	<p>14th – 8th Grade Ribbon Pinning</p> <p>16th – Tentative Talent Show</p> <p>21st – Field Day</p> <p>22nd – End of 4th Quarter</p> <p>22nd - Last Day of School - Report Cards sent home</p>