

Tahoe Elementary School



2023-2024 Student & Family Handbook

Principal: Heather Bennett
Office Manager: Azizi Loud
Attendance Clerk: Blanca Duron

Office Hours: M-F, 8:30am - 4:00pm

School Address:
3110 60th Street
Sacramento, CA 95820

Phone: 916-395-4750
Fax: 916-277-6419

Website: www.tahoe.scusd.edu
Social Media: Facebook & Instagram @TahoeElementary

Bell Schedules

	Regular Day (M, T, W, F)		Early Release (Th)		Shortened Days (Conferences, etc.)	
Primary	8:30-9:00	Drop Off/Breakfast	8:30-9:00	Drop Off/Breakfast	8:30-9:00	Drop Off/Breakfast
	9:00	Class Begins	9:00	Class Begins	9:00	Class Begins
	3:07	Dismissal	2:07	Dismissal	1:50	Dismissal
Inter.	8:30-9:00	Drop Off/Breakfast	8:30-9:00	Drop Off/Breakfast	8:30-9:00	Drop Off/Breakfast
	9:00	Class Begins	9:00	Class Begins	9:00	Class Begins
	3:07	Dismissal	2:07	Dismissal	1:50	Dismissal
Kinder.	8:45-9:00	Drop Off/Breakfast	8:45-9:00	Drop Off/Breakfast	8:45-9:00	Drop Off/Breakfast
	9:00	Class Begins	9:00	Class Begins	9:00	Class Begins
	2:00	Dismissal	12:50	Dismissal	12:50	Dismissal
TK	8:45-9:00	Drop Off/Breakfast	8:45-9:00	Drop Off/Breakfast	8:45-9:00	Drop Off/Breakfast
	9:00	Class Begins	9:00	Class Begins	9:00	Class Begins
	12:20	Dismissal	12:20	Dismissal	12:20	Dismissal

Drop Off and Dismissal Procedures

We have narrow streets with neighbors and lots of families. Let's work together to keep our kids and neighbors safe and happy!

Drop Off: Grades 1-6

The entrance gate on 8th Avenue will open at 8:30am each morning (until 9:00am). All students in grades 1-6 should be dropped off on 8th Avenue and enter using the crosswalk and pedestrian gate. Due to safety, no students should be dropped off on 60th. The school's main entrance (wooden doors) is for Kindergarten students and those arriving by bus. All students in grades 1-6 will be given the opportunity to eat a free breakfast in the cafeteria. They will then be escorted out for a short play time before school starts at 9:00am. Students will be picked up by their teachers after the bell rings.

Drop Off: Kindergarten & Students in SDC

Both Kindergarten students and those in our Special Day Classes will enter the school through the front (wooden) doors between 8:45am and 9:00am each morning. They will go into the cafeteria and will sit at their classes' assigned tables to eat breakfast/wait for their teachers to accompany them to class.

Drop Off: Transitional Kindergarten

The gates on 60th, to the right of the school's main entrance, will open each morning at 8:45. Students can be dropped off at these gates between 8:45 and 9:00am. Breakfast will be served in/near their classrooms and will be supervised by their teachers.

Dismissal: Kindergarten & Transitional Kindergarten

Students will be dismissed from the gate on 60th (near the corner with Broadway).

Dismissal: Grades 1-6

All 1st-6th graders are picked up on 8th Avenue only. Grownups may park on the park side of 8th Avenue. Grownups should avoid parking or trying to pick their students up on the school side of 8th Avenue as it is a red zone. Students will not be allowed to load vehicles in the red zone. A crossing guard will help students safely cross the street. Please keep traffic moving and follow all laws including no double parking, stopping in the middle of the street, and/or blocking driveways. Your vehicle is subject to towing if you choose to break these laws.

Attendance

Daily Attendance

It is extremely important that all students attend school every day. Please support your students by getting them to school on time every day. On the rare occasion that your student is absent, please communicate the date and reason with the front office staff. You may report absences by phone, school website, note, or in person.

Tardies

Even a few minutes of missed instructional time can add up quickly! Students arriving late also disrupt the learning environment for all others in the class. If students are not on campus by 9:00am, they must report to the front office to sign in and receive a tardy slip before heading to class.

Early Dismissals

Please work to schedule doctor, dentist, and other appointments outside of the school day whenever possible. Guardians must come to the office to sign out their student for every early dismissal. If someone other than the student's guardian is going to sign them out, guardians must notify the office prior to the dismissal and the individual must be on the emergency card as an alternate pick-up person. All people signing students out for an early dismissal must be 18 or over and have a valid ID for student safety.

Dress Code Guidelines

We do not require uniforms at Tahoe Elementary. While self expression is important, so is safety. We ask that students wear weather-appropriate clothing that will allow them to learn and fully participate in all activities (classroom, play areas, physical education class, and etc.), including shoes.

Shirts should cover students' tummies and shorts/skirts should be long enough to allow students to comfortably sit (benches and blacktops get hot!), stretch, and stand.

Clothes and accessories should be free of images and words that can be seen as

inappropriate for school. This includes drug references, gang references, images/phrases of a sexual nature, offensive language, etc.

Guardians will be contacted if their student is not dressed appropriately for the school day. They can either bring a change of clothes/shoes, or a loaner set will be given to the student (when available).

Breakfast and Lunch

We are pleased to provide free breakfast and lunch at our school. You may choose to prepare a lunch for your child to bring to school, but a free lunch is always available to them. Menus are sent home monthly so that you can plan accordingly. Parents and siblings not attending Tahoe are not allowed to eat food provided in the cafeteria. Food provided through our free lunch program is for Tahoe students only. Please help us keep this valuable free lunch service by respecting this rule.

All food served in the cafeteria must remain in the cafeteria.

Outside Food on Campus

If choosing to prepare a lunch for your child to bring to school, please remind them that their lunch is for them. While sharing is a great lesson to be taught, it is important that students eat their own food. This helps to ensure the safety of all. As students are not to share their food, large bags of chips or candy are not allowed at school. A personal portion of chips may be placed in a baggie for personal consumption at the parent's discretion.

Likewise, your student is welcome to enjoy a snack during recess time. But that snack should not be shared with others. It should also be something that can be eaten "on the go" and does not require utensils.

Unless there is a medical reason that has been noted in the student's Emergency Care Plan, food should not be consumed in the classroom without prior planning by the teacher.

Wellness Policy

The SCUSD Wellness Policy is an important tool for parents, educational agencies, and school districts in promoting student wellness, preventing and reducing childhood obesity, and assuring that school meal nutrition guidelines meet the minimum federal school meals standards. It contains goals specifically for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness.

Foods and beverages served and sold in schools must meet strict federal and state regulations for calories, saturated fat, sodium, sugar and trans fat.

Birthdays

Celebrating birthdays is a fun way to celebrate students! Guardians are welcome to provide something special for their student's class (with prior communication with the teacher), as long as it meets state and federal regulations. These regulations include fresh fruit, 100% fruit juice, and whole grain snacks. Most cupcakes/cakes do not meet these requirements. Non-food items are also a great way to celebrate.

Food Ideas:

- Fresh fruit
- Vegetables and Dip
- Greek Yogurt Frozen Bars
- Graham Crackers
- Dried Fruit
- Corn Nuts
- String Cheese
- Cereal Bars
- Fruit Cups (in water or 100% juice)
- Fruit Crisps
- Baked Chips
- Granola Bars

If you would like to bring an item not on this list (like cupcakes or another sweet treat), please coordinate with your student's teacher so that the items may be handed out at dismissal and consumed off campus.

Non-Food Ideas:

- Pencils
- Erasers
- Stickers
- Fidgets
- Magnets
- Sidewalk Chalk
- Bouncy Balls
- Notebooks
- Activity Books

Communication & Safety

Emergency Cards

At the time of registration, and then the beginning of each new school year, guardians are required by law to complete an emergency information card. This information will be filed in the office and will be used in case of sudden illness, an accident, or any other emergency. Please be sure that you complete an

emergency card for each child in your family and that it is complete with accurate information. If an address or phone number changes at any time during the school year, please send a note, e-mail, call, or drop by the office to update the emergency card. For a child to be released to someone other than their guardian, the person must be listed on the child's emergency card and present a current and valid form of ID. No exceptions.

Phone Calls, Emails, and Texts

We work hard to maintain open and up-to-date communication with all Tahoe families. Mrs. Bennett will call/write with reminders about upcoming events and important pieces of information. You can also find a calendar of upcoming events on our school website.

Paperwork in Folders & Backpacks

We will send home paperwork and flyers in students' folders and backpacks throughout the school year. Please check them often as they are a great way for us to communicate upcoming events, reminders, and opportunities with you.

Social Media & School Website

Please check our school website often. It will be kept up to date with current information for Tahoe families. Also, please be sure to like and follow us on Facebook and Instagram (@TahoeElementary). Both will showcase updates and highlights of what's going on on campus.

Digital Media/Photograph/Video/Internet Authorization

To protect your children, both the district and our school ask that you let us know what your privacy preferences are for pictures and images of your children.

Please see the Handbook Agreement Form.

School Perimeter & Visitors

The school perimeter is gated and secured when school begins and classrooms are kept locked at all times when school is in session. All visitors must enter campus through the office, sign in, receive a visitor's badge, and sign out when leaving.

Statement of Assurances and Uniform Complaint Procedure

In compliance with Title VI, the Civil Rights Act of 1964 and Title IX, the Education Amendments of 1972, Tahoe Elementary School staff and faculty do not discriminate on the basis of race, color, national origin, age, sex disability or age in its admission of students to educational programs, school activities or in recruitment of volunteers. If anyone feels that the programs or policies are not operating in a fair or legal manner, SCUSD has a formal complaint procedure.

COVID-19 Protocols

SCUSD will continue to implement any and all measures recommended by public health leaders to protect the health and safety of our students, our staff, and our community throughout this public health emergency. Sac City Unified works in close consultation with Sacramento County Public Health and the Sacramento County Office of Education and follows guidance from California Governor Gavin Newsom and the California Department of Public Health. The COVID-19 public health emergency is a fluid situation. Facts and circumstances may change quickly. The district and Tahoe leaders will communicate any changes and updates as the information becomes available.

Student Behavior & Expectations

Student Behavior

Tahoe students agree to:

- Treat others with kindness
- Solve conflicts by talking them out instead of hurting others by hitting, kicking, or fighting
- Cooperate with adults and peers
- Take an active part in keeping the school, and everything in it, clean and organized
- Not take or borrow things that are not theirs
- Leave candy, gum, snacks, sodas, seeds, sports equipment, toys, valuables, electronics, extra money, or dangerous objects at home
- Always walk their wheels while on school grounds
- Stay in designated areas within school boundaries and play appropriately (no wrestling or play fighting)
- Leave the classroom only with permission and a pass
- Arrive at school on time, but no earlier than 8:30am
- Be trustworthy and honest
- Use effort and work hard to be successful
- Make learning a top priority
- Adhere to the school dress code guidelines at all times
- Follow cafeteria and playground rules

Bullying

Bullying in any form (verbal or physical) is not acceptable or tolerated at Tahoe Elementary School and students and parents are encouraged to report bullying immediately to a teacher or the principal. Any allegation of bullying will be investigated by the principal, and if it is determined that a student is being bullied, a Safety Plan will be put in place for the student being bullied and an Action Plan will be put in place for the student demonstrating the bullying behaviors. Bullying Report forms are available in the office should a report need to be made.

Cell Phones & Technology

Cell Phones

Students are permitted to bring cell phones to school, but they must keep them in their backpacks and turn them off during the school day. Students may not display or use a cell phone or other electronic communication device at any time during the school day. Violators of the cell phone policy will be addressed by the principal, including having their cell phone confiscated and housed in the front office for the duration of the school day. Repeated violations will result in checking their phone into the front office each morning upon entry to school.

In the case of an emergency, parents should always call the school office at 916-395-4750.

Technology Use Policy

The goal of technology is to improve academic achievement through the use of computers and the internet. We have SMART boards, projectors, and document cameras in every classroom. There are also computer carts for student use. Students must adhere to our technology use procedures:

- Students may never visit websites unless specifically directed by their teacher.
- Students are not allowed to alter the configuration of any school computer.
- Students are responsible for following all care guidelines outlined by their teacher.
- Cyberbullying, bully behaviors that take place in texts, social media and emails are against district policy and students will be held accountable to the policies and may receive consequences for such actions.

Volunteers

All families are invited to play an active role at the school by maintaining strong communication with your child's teacher, visiting campus on a regular basis, attending school events, and becoming involved in one of several leadership opportunities we have for families. Please let us know about your interest by completing the Family & Volunteer Form. (Look for the QR code!)

Volunteers working with children must have a background check, TB test, and be fingerprinted with the district. This can take some time so please be sure to do this early. The volunteer packet can be found on our website, along with step-by-step instructions. To check on the status of your volunteer packet or to confirm your volunteer status, please contact the front office.

SCUSD Code of Conduct for Volunteers

- Be conscientious and concerned for the health and safety of students.
- Be free of the influence of alcohol or illegal drugs when with students on or off school grounds.
- Have no outside contact with an individual student unless authorized by administration or parents.

- Adhere to district, school and classroom policies, rules and regulations.
- Promptly inform the teacher and school when unable to attend or when discontinuing to serve as a volunteer.
- Dress professionally.
- Act professionally and with confidentiality.
- Do not put down or make negative comments about students to parents in person or on the internet (Facebook, email, texting, etc.).
- Limit cell phone use and be present with students.

Homework Policy

Each teacher will communicate with students and families their homework policies. It is always recommended to read to and with your students daily as research shows that this exponentially improves student achievement.

Thank you for taking the time to review this handbook. Please complete and return the Handbook Agreement Form to your student's teacher as soon as possible.