

# Stonegate Elementary School Grades TK-5

## Student/Parent Handbook and Planner

### 2019/2020

2500 La Jolla Street  
West Sacramento, CA 95691  
916 375-0960 Main Office



**Jay Berns, Ed.D. - Principal**  
**Marisela Romero – Assistant Principal**

Welcome to Stonegate Elementary School for the 2019-2020 school year. As the principal of Stonegate, I feel extremely fortunate and proud to be working with such a dedicated and professional staff, students and community.

Our goal will be to sustain high expectations for students, maintain a quality educational program and provide a positive and caring school environment that will foster individual excellence and lifelong learning for our students.

Stonegate is a community school. It is a school where the children come first. Stonegate is the sum of all the pieces to the puzzle. In other words, school + student + parent(s) = success. If any piece of this puzzle is missing, then the level of success for students and school falters.

This year we will continue to implement the 10 pillars of Lion Character: Trustworthiness, Respect, Responsibility, Fairness/Justice, Caring, Citizenship, Honesty, Courage, Diligence, and Integrity. Along with, continuing to implement an anti-bullying policy, and we will be educating our students on the appropriate way to handle a conflict. Continuing to focus on the 3B's: Be safe, Be responsible and Be respectful. Not to mention a number of positive incentives that we will be implementing to encourage good grades, behavior and attendance.

Every Wednesday, school will be released early (see the Minimum Day Schedule) to allow our teachers the opportunity to collaborate, lesson plan and plan team activities.

As a parent, you are always welcome in our school. We encourage your participation and support of our school and invite you to play an active role in your child's education. This is the best guarantee for a successful school year. Regular communication with your child's teacher is essential. If we can be of any assistance, please feel free to contact us.

We look forward to a wonderful year. Together we can make a difference for the children at Stonegate.

Respectfully,  
Jay Berns, Principal  
Marisela Romero, Assistant Principal

## **Accidents**

If your child is seriously injured at school we will make him or her comfortable and then call you immediately. In case of an accident requiring the services of a doctor, every attempt will be made to contact you before your child is taken to receive medical attention. For this reason, we request that parents inform us immediately if your phone number or any emergency numbers change. Many students come to the office for medical attention for reasons that vary greatly. Depending on the severity, we will contact the parent immediately. If you wish to be called any time your child is in the office for medical reasons, please inform the office.

## *Emergency Cards*

Parents and guardians are required by law to provide the school with emergency information at the beginning of each school year and as information changes. It is imperative that the school be able to reach you in case your child is ill or injured. In addition to the parent/guardian contact numbers, it is important that at least two additional numbers be listed in case of emergency.

## *Medication*

If a student needs to take any type of medication, including over the counter medications (cough drops, Tylenol, etc.) during the school day, a written consent form from the doctor must be completed every school year and on file in the school office. Once this form is on file, either the school nurse, secretary, clerk, school administration, etc., may give the prescribed medication to the child. The medication must be in the prescribed bottle.

## **Arrival/Departure Time**

Students are not to arrive on the school grounds before 7:30 AM and are expected to return home immediately after school at 2:30 PM. The playground is off limits after school is over. Adult supervision is only provided from 7:30 AM to 2:30 PM.

## *Parking Lot/Safe Arrival and Departure*

We are asking for your support and help in the safe loading and unloading of children at Stonegate. Assist us in teaching your child to use the crosswalks coming to school and leaving campus. Do not stop in the crosswalk or in front of the driveway to deliver or pick up your child. California State law prohibits stopping in a designated crosswalk. When delivering or picking up your children, we ask that you use the designated pickup/drop-off area in the parking lot. Please do not leave your car unattended in the loading zone and do not park in the staff parking lot or in the red zones.

## **Attendance**

All children are expected to be in attendance each day. Excessive absences and/or tardies are defined as patterns of student non-attendance at school due to prolonged or repeated illnesses/truant tardiness, as reported by the parent or guardian, including but not limited to: Absences/Truant tardiness of 10 or more days in a school year for illness without written verification by a medical professional, and/or any pattern of repeated absences and/or truant tardiness that adversely affects the student's academic progress. The parent may either call or request student work or the child may ask the teacher for it. Homework requests will not be filled until after school is dismissed at the end of the day. Makeup work is the student's responsibility.

## *Attendance Reporting*

State law requires an official verification by the parent or legal guardian excusing absences. You may either call the office at 916 375-0960 the day of your child's absence or leave a voicemail message after hours. You may send a note with your child when he or she returns to school. Please include the following information when notifying the school of your child's absence: child's name, date of absence, reason for the absence and the name of the person reporting the absence.

### *Tardiness/Truancy*

State law requires that any student, who has been absent without valid excuse for more than three days or tardy in excess of 30 minutes for three or more days in one school year, shall be reported as a truant to the Director of Student and Family Support Services.

### *Independent Study*

The parents or guardians must complete an Independent Study Contract with the school secretary at least 2 weeks in advance of their student leaving school, for the contract to be approved. This provides appropriate time to process the request and get student work submitted from teachers to the front office. (Independent study is available for students who will be away from school for a minimum of 5 days and a maximum of 10 days.) All work must be completed on time and returned to the office upon returning to school.

### **Cell Phones/Electronic Devices**

Cell phones must be turned off/powering down and out of sight during the school day. Electronic devices, including, but not limited to, video games, iPods, laser pointers, cameras, or like devices, are not permitted on the school campus. The school is not responsible for loss/theft of any electronic device on campus. We strongly recommend electronic devices NOT be brought to school. First offense is a warning. Second offense, phone will be confiscated and turned into the office and returned to student at end of the day. Third offense, phone will be confiscated and turned into the office and MUST be picked up by a parent.

### **Comprehensive School Safety Plan**

Each school also has a comprehensive safety plan on site. The plan is available to view at the school site.

### **Field Trips**

Field trips are scheduled throughout the year to enhance the educational curriculum. These trips are not a requirement, but a privilege. Any child who does not meet the classroom teacher's standards for behavior will be excluded from the field trips. If a child is not allowed to participate, contact with the parent will be made prior to the trip and other classroom arrangements will be made. In order for any child to participate in a field trip experience, the school must have a permission form signed by the parent or guardian. These forms must be sent home and returned prior to each field trip.

### **Lost and Found**

All items such as jackets, coats, sweaters, etc. should be marked so that they may be identified when lost. The school has a "lost and found" in the cafeteria where items may be claimed by children or parents. Any items not claimed at the end of the month may be donated to a charitable organization. Small items such as jewelry or money may be claimed in the office.

### **Parent/School Communication**

Communication between the school and the parent is crucial. We encourage all parents to check Aeries regularly for missing assignments and grades. We encourage parents to contact their child's teacher via email or phone and we encourage parents to review the individual classroom newsletters sent home weekly in grade TK-5. In order to use ABI/Homelink you must pick up a letter from your child's teacher during Back to School Night. These letters are also available in the office throughout the year.

### *Parent Concerns/Complaints*

We encourage the resolution of concerns and complaints early and informally whenever possible. Parents should direct any concerns to their child's teacher(s). If a problem remains unresolved, the parents should direct any concerns to the principal. If at this point a problem remains unresolved, parents should submit a formal written complaint as early as possible in accordance with the appropriate district procedures. District procedures are readily accessible by contacting the school office or district office.

### *Phone Messages*

If it is necessary for you to contact your child concerning a change in transportation, these messages will be taken and delivered before 2 PM. Any phone messages for children after 2 PM will be for emergencies.

### *Classroom Visit Protocol*

Parents need to schedule a classroom visit with the teacher at least 24 hours in advance. No visits will be allowed unless prior arrangements have been scheduled with the teacher. Parents should check in at the office. Visits will be limited to 30 minutes, unless previously arranged.

### **Playground Rules**

First through fifth grade students will have three recesses each day (morning, lunch and afternoon). At the end of each recess, two bells will ring. After the first bell, students are expected to freeze in place. After the second bell, students are to walk to their designated area to line up.

### **Prohibited Items**

The following non-instructional items are not allowed at school: toys of any kind, electronic devices, skateboards, roller skates, scooters, athletic equipment, etc. Stonegate Elementary School is not responsible for loss or theft of personal property.

### **Uniforms/Dress Code**

#### Uniform Standards

- Tops: solid white or navy with collar, no logos or writing except unobtrusive stitched polo shirt logos; official school logo shirts
- Dresses, skirts, skorts, and scooters; solid khaki or navy (appropriate length)
- Pants and shorts: solid khaki or navy (no jeans)

For safety reasons shoes should be worn at all time and shoes/sandals should not be open-toed and should have a back strap.

Students who violate the dress code will have to call home for a change of clothing or borrow clothing from our uniform closet for the day.

#### Questions about uniforms?

Please contact school administration about the uniform policy for answers to specific school questions. For district level questions, call the Office of Student and Family Support Services.

### **Volunteers**

Stonegate teachers welcome classroom volunteers. Each volunteer must submit a completed volunteer packet to the WUSD District Office. Please see the volunteer process at:

<http://www.wusd.k12.ca.us/Departments/Human-Resources/Volunteers/index.html>

### **WUSD Parent Handbook**

For further information about WUSD policies and procedures please go the WUSD Parent Handbook at <http://www.wusd.k12.ca.us/Parents/Parent-Handbook/index.html>