

# **Stonegate Elementary School GradesTK-5 Student/Parent Handbook and Planner 2021/2022**

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



**Belinda Rabb-Patterson - Principal**  
**Marisela Romero – Assistant Principal**

Dear Stonegate Families:

Welcome to Stonegate Elementary School for the 2021-2022 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. My focus this year is “Every Child, Every Day, Whatever It Takes!”

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. Stonegate will continue to implement an anti-bullying policy, and support through social injustice/race/equity. As a Stonegate family we will continue to model the 3B’s: Be safe, Be responsible and Be respectful.

As a parent, you are a valuable team member in your child’s education. Our Stonegate family invites you to play an active role in your child’s education. For the start of the 2021-2022 school year, we are limiting non-essential guests, visitors, and volunteers on campus per CDPH guidelines but hope to bring families back on campus at some point in the school year. We can help our families navigate the volunteer process, so that you can participate and support our school. 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,

Belinda Rabb-Patterson, 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 up-to-date 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/truancy, 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. We do not approve any independent study contracts within the first two week and the last two weeks of the school year.

### *COVID Related*

For updated Covid related information please follow CDPH Guidelines as of August 2, 2021

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx>

## **Cell Phones/Electronic Devices**

Cell phones must be turned off/powered 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* and all subsequent offenses, phone will be confiscated and turned into the office and MUST be picked up by a parent.

Please be informed classroom and Lunch/Recess consequences may also apply when a phone is confiscated.

## **Citations**

Citations are given for behavior that occurs out of the classroom before school, after school, first/second recess and at lunch. Citations will be given to teachers by the campus monitors. The teacher will then decide how to administer discipline. If the teacher feels that the citation warrants a meeting with Ms. Romero then the teacher will send the citation to the office. At that time, Ms. Romero will document the citation and administer consequences.

## **Comprehensive School Safety Plan**

Each school also has a comprehensive safety plan on site. The plan is available to view at the school site. [Stonegate School Map](#)

## **Field Trips**

Due to Covid-19, field trips for the beginning of the 2021-2022 have been suspended until we have been given clearance to offer them safely.

Field trips are scheduled throughout the year to enhance the educational curriculum. These trips are not a requirement, but a privilege. 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.

To attend a school field trip, students must return a COMPLETED Student Activity Permission Form

prior to the day of the trip as per the date indicated by the teacher in charge of the field trip. Students who do not return permission forms prior to the day of the trip or who are otherwise unable to attend will be placed in a classroom.

## **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 AERIES, you must pick up a letter from our school office, anytime throughout the year. Parents also will receive regular communication from Stonegate and WUSD through Catapult Connect messaging system. It is important we have current contact information for parents/guardians (phone, email, and address). Contact the school office to update your contact information. If you are not receiving weekly communication try Opting Back In to receiving Catapult Communication: Here is your Opt Back In URL:

<https://www.catapult-connect.com/washington-usd/OptIn>

## *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 only.

## *Classroom Visit Protocol*

Due to COVID-19 we are limiting non-essential guests on campus to help keep students, staff, and families safe. Classroom visits will be suspended at this time. When we return to in person learning, 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.

## **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.

## **Student Success Team**

The Student Success Team (SST) is an effective way to bring together all resources to support students. The team meets at the request of a teacher or parent for a concentrated problem-solving meeting. The team works together to develop additional interventions to assist the student in having a positive educational experience at Stonegate. If you have any questions about the SST process or how to ask for an SST meeting please contact school administration.

## **Dress Code**

***WUSD no longer has a uniform policy. WE follow the WUSD dress code policy.*** Click [here](#) for the updated dress code.

### *WUSD Dress Code policy*

The Board of Education developed Board Policy 5131 as it believes that the development of attitudes and behavior patterns in dress and grooming should be a part of each student's total educational experience. Dress, hair style or makeup which are of a distracting nature or interfere with the study habits of students in the class or school, shall not be acceptable.

The district is legally and ethically responsible for the establishment of classroom and campus atmosphere which creates the proper conditions and practice of orderly study. The grooming standards that follow are directed towards the fulfillment of this obligation, attending to the concerns of health and safety but granting, where possible, a reasonable expression of individual taste. Reflected with these standards is an appreciation of the current trends in style or fashion, but tempered with restrictions regarding extremes that are distracting, dangerous or

simply out of place at school.

No restrictions on freedom of dress or adornment shall be imposed by the District which may violate a student's civil rights, which impose particular codes of morality or religious tenets, which attempt to dictate style or taste, or which do not fall within the direct or implied powers of the Board of Education.

Periodic review of these standards of personal appearance should involve parents/guardians, teachers, administrators and student representatives.

Clothing worn should correspond with the demands and attributes of the activity in which students participate. Footwear standards are concerned with prevention of accidents and injury. Students must also consider physical education requirements in their selection of shoes. For safety reasons shoes should be worn at all times and shoes/sandals should not be open-toed and should have a back strap, at all times except under specified conditions.

Students who violate the dress code will be sent to the office and receive unworn/unused clothing to change into. This will help limit the amount of time students are away from their classroom and missing out on academic instructions.

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

### **Volunteers**

Due to COVID-19 we are limiting non-essential guests on campus to help keep students, staff, and families safe. Allowing volunteers will be suspended during the school day until further notice. When we are allowed Stonegate will happily 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>