

Stonegate Elementary School

Grades TK-5

Student/Parent Handbook

2025-2026

2500 La Jolla Street

West Sacramento, CA 95691

(916) 375-0960 Main Office



Norma Gillis
Principal

Megan Story
Assistant Principal

Julia Yang
Assistant Principal

Dear Stonegate Families:

Welcome to Stonegate Elementary School for the 2025-2026 school year. As the principal of Stonegate, I feel extremely fortunate and proud to be working with such a dedicated and professional staff, collaborative community, and amazing students. My focus this year is “Every Child, Every Day, Whatever It Takes!”

Our goal is 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 school where the children come first. Stonegate is the sum of all the pieces to the puzzle. In other words, school + student + families = 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 pillars of [Lion Character](#): P.R.I.D.E: Positive Attitude, Respect and Responsibility, Integrity, Determination, and Empathy; in addition, we will focus on the characteristics of a [Portrait of a Graduate](#). Stonegate will continue to implement an anti-bullying policy, and provide support through social injustice, equity, and inclusion. As a Stonegate family we will continue to model the 3B's: Be safe, Be responsible and Be respectful.

Each family is a valuable team member in their child's education. Our Stonegate family invites you to play an active role in your child's education. For the start of the 2024-2025 school year, we welcome our WUSD cleared volunteers on campus, in classrooms, on field trips, and more. If you need to get cleared through our [WUSD volunteer process please see the steps here](#) or visit <https://www.wusd.k12.ca.us/Departments/Human-Resources/Volunteer-Opportunities/index.html>. We can help our families navigate the volunteer process, so that you can participate and support our school. Regular communication with your child's teacher is essential as we believe it takes a village to help each and every student be successful. 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,

Norma Gillis
Principal

Megan Story
Assistant Principal

Julia Yang
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Accidents

If your child is seriously injured at school we will make him or her safe and 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 provide us with their current contact information and 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 first person on the emergency card immediately. If you wish to be called any time your child is in the office for medical reasons, please inform the office.

Arrival/Departure Time

Students are not to arrive on the school grounds **before 7:30 AM** and are expected to return home immediately once students are dismissed at 1:10PM or 2:30 PM, or once after school intervention, sports, or clubs are dismissed. The playground is off limits once school is over. Adult supervision is only provided from 7:30 AM to 2:30 PM.

Family Zones on Campus

Families will be able to come on campus before school with their student(s). Families may wait in designated areas for their students before school begins. Families are not permitted into A, B, or C quad and should wait in the designated Parent Zones (Playground/Black top area, Front of the School, Fire Zone near the large gate entrance). When the bell rings for students to go to their classrooms at 7:55 or 8:05 AM, **only students** will be allowed into the quads. Families will need to say goodbye in the [designated family zone](#); for TK/Kinder area, please see the [designated family zone](#).

Parking Lot/Safe Arrival and Departure

We are asking for your support and help in the safe arrival and departure of children at Stonegate. Assist us in teaching your child to **use the crosswalks** coming to school and leaving campus. Do not stop your vehicle 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 dropping off or picking up your children, we ask that you **use the [designated pick-up/drop-off area in the parking lot](#)**. Please do not leave your car unattended in the loading zone and do not park in the designated staff parking lot spots or in the red zones. We ask that families not stop, park, drop off, or unload students in the lane on the left side of the island/median by the MPR. Please refer to [Stonegate Back Gate Drop Off/Pick Up, Columbus Road](#) for further information about Columbus Road drop off and pick up.

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
- Absences of 10 or more days in a school year for illness without written verification by a medical professional
- Any pattern of repeated absences
- Any truant tardiness (30 minutes or more) that adversely affects the student's academic progress.

When absent, students are expected to make up any school work they may have missed

- 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/family 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 to the front office.
 - Please include the following information when notifying the school of your child's absence
 - child's name
 - date of absence
 - reason for the absence
 - the name of the person reporting the absence
- Please review the [Stonegate/WUSD Attendance Policy](#) in case you have questions about absences, tardies, independent study, truancy, and more. If you have any questions, please reach out to Maria Corrales, Youth Outreach Specialist or our School Secretary I, Jheanell Tavares.

Tardiness/Truancy

State law requires that any student who has been absent without a 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

An Independent Study Contract allows students the opportunity to complete and submit classwork during an extended absence from class. Parents/guardians may submit a request for an Independent Study Contract if their child will be absent for **at least 5 days, but no more than 10.**

- Before reaching out to the classroom teacher, the request must FIRST be submitted to **the School Secretary I's, Jheanell Tavares or Ivanna Jacobo**, at least **2 weeks in advance**. If not, it will not be accepted.
- Your request will be submitted for approval. Once it is approved by administration and the classroom/subject teacher, a contract will need to be signed by the student and parent/guardian. This allows 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 so that the teacher can review the completed work and absences can be cleared.
- Absences will only be cleared if the student has completed at least 75% of the assigned work.

We will not approve any Independent Study Contracts within the first two weeks and the last two weeks of the school year OR within one week before or after a scheduled school break (Thanksgiving, Winter or Spring Break).

Bullying/Harassment

The Washington Unified School District is committed to providing a safe and welcoming school environment for all students and their families, irrespective of their immigration status (**Board Policy 5145.3**). Unlawful discrimination, including bullying, or students based on their immigration status is prohibited by district policy and state laws.

As such, it is unlawful for students to be discriminated against, harassed or bullied because of their or their family's immigration status by another student, employee, or person at school or school activity.

- [BP 5131.2 Bullying Policy](#) prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, immigration status, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex,

sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

- [Suspected Bullying Report](#)
- [Bullying Investigation Process](#)

Cell Phones/Electronic Devices

Cell phones must be turned off/powered down and out of sight at all times during the school day. Electronic devices, including, but not limited to, headphones/earbuds, smart watches, 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. Please see our [Cell Phones & Electronics Policy](#) for more information.

Behavioral Expectations & [Behavior Referrals](#)

School discipline consequences strive to be consistent, reasonable, fair, age-appropriate, and matched to the severity of the student's misbehavior. Consequences paired with meaningful interventions, instruction, and guidance (corrective feedback and re-teaching) offer students an opportunity to connect their misconduct with new learning, contribute back to the school community, and are more likely to result in getting the student re-engaged in learning. Final determinations of consequences will ultimately be the site Administrator's decision, or whoever is responsible for handling that individual situation. Students may receive referrals from any staff member on campus. Our primary goal is to partner with families to help their child be successful at school, while building positive relationships with all.

All TK-5th grade teachers follow the [PBIS Behavior Flow Chart](#) steps for behavior violations. Please see the PBIS Behavior Flow Chart 2025-26 TK-5 for details. For added information about referrals please see our [behavior referral form](#).

Comprehensive School Safety Plan

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

Communication

Communication between the school and the family/guardian is crucial. We encourage all families/guardians to check Aeries regularly for missing assignments and grades. We encourage

families/guardians to contact their child's teacher via email or phone and we encourage parents to review the individual classroom newsletters sent home weekly in grades TK- 5. Parents will receive regular communication from Stonegate and WUSD through the 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 to opt back in to receiving Catapult Communication. Here is the link to opt back in to receiving communication: <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 first direct any concerns to their child's teacher(s) as soon as possible.
- 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. There are two types of complaints which may be completed.
 - A General Complaint is a written statement alleging concerns with a District employee, student, or any unresolved school process. To file this type of complaint, please download and complete a [complaint form](#). Please check the "General Complaint" box on the form. [Formulario de Reclamación](#)
 - A Uniform Complaint is a written statement alleging discrimination, harassment, or a violation of a federal or state law or regulation. A complaint must be filed by way of the Uniform Complaint Procedures (UCP) as written in the California Code of Regulations, Title 5, Sections 4600-4687. Please download and complete a [complaint form](#). Please check the "Uniform Complaint" box on the form. [Formulario de Reclamación](#)

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

We encourage classroom visits to stay in the loop of what your child is learning. Parents need to schedule a classroom visit with the teacher **at least 24 hours in advance**. Classroom visits aren't guaranteed and are at the discretion of the classroom teacher.

- Classroom visits are different from volunteering in the classroom.
- Classroom visits are quick visits to do a quick observation of your child.
- It is not the time to speak with the teacher, volunteer, or work with your child.
- 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 arranged otherwise.

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 is 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. Stonegate staff will call contacts in the order that they are listed in our AERIES system.

Field Trips

Field trips may be 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 will be sent home to be signed and must be 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, lunch boxes, etc. should be marked with your child's name 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 will be donated to a charitable organization. Small items such as jewelry or money may be claimed in the office.

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.

Prohibited Items

The following non-instructional items are not allowed at school:

- Toys of any kind (unless it is related to a topic of study in class)
- Electronic devices (any and all ... phones, tablets, smart watches, fitbits, etc)
- Skateboards
- Roller skates/in-line skates
- Scooters
- Wheelie Shoes
- 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 various resources to support students. The team includes an SST coordinator, administrator, classroom/subject teacher, student family and support staff. On designated dates 3-4 times throughout the year, the SST team will meet for a concentrated problem-solving meeting to focus on student success. These meetings are

generally requested by the classroom/subject teacher, but can also be requested by the family. 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 or ask your child's teacher.

Volunteers

Stonegate welcomes cleared WUSD volunteers to our campus. Each volunteer must submit a completed volunteer packet to the WUSD District Office. Once a volunteer is cleared, please contact the classroom teacher with your availability. The classroom teacher will add you to our Stonegate Master Volunteer Calendar. If you are unable to attend your scheduled time, please let your teacher know as soon as possible so they can make other arrangements, if necessary. Please see the volunteer process at:

<https://www.wusd.k12.ca.us/Departments/Human-Resources/Volunteer-Opportunities/index.html>

WUSD Dress Code

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 instruction.

If you have questions about the 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.

WUSD Parent Handbook

For further information about WUSD policies and procedures please go the WUSD Parent Handbook at <https://www.wusd.k12.ca.us/Students--Families/Resources/Parent--Student-Handbook/index.html>