

# **Stonegate Elementary School**

## **Grades 6-8**

### **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  
Assistant Principal

## 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

We are excited that 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 zones](#).

## 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 staff parking lot designated 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

Every student is expected to come to school every day ON TIME. The sixth to eighth grade staff is looking at positive incentives for great attendance. If a student is late to school, they are required to sign in at the main office.

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
- Any pattern of repeated absences
- Any truant tardiness 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'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 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.

## **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.

In C-quad, all teachers follow the PBIS steps for behavior violations. Please see the [Middle School PBIS Behavior Flow Chart 2025-26](#) for details. For added information about referrals please see the [behavior referral form](#).

### **Before School**

6-8th graders may be out on the playground in the morning before school with everyone else, and may also eat breakfast with everyone else beginning at 7:30 AM. They will be expected to be in class by the time the final bell rings at 8:00 AM.

### **Tardies/Truancy**

Regular on time attendance to class is critical to your child's education and success. Let's work together to ensure your child attends class on time and consistently.

*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. The Outreach Coordinator and/or Administration will support students with excessive tardies on an individual basis, according to [Stonegate/WUSD Attendance Policy](#).*

*Please be aware that tardies may also affect Middle School Quarter Rewards activities.* Middle school students have the opportunity to participate in Quarter Rewards 4 times a year (a fun day). Students

with OVER 6 tardies in 2nd - 6th periods are ineligible to participate in Quarter Rewards activities and will be assigned to a separate room for the duration of the Quarter Reward activity

*Tardies will also affect **8th graders** in the following way:*

For the second semester students with OVER 10 tardies may not be able to participate in end of the year 8th grade activities.

For concerns, questions or additional support in regards to student attendance please contact:

Youth Outreach Specialist Maria Corrales (916) 375-0960 ext. 3711 [mcorrales@wusd.k12.ca.us](mailto:mcorrales@wusd.k12.ca.us)

Assistant Principal Ms. Story (916) 375-0960 ext. 3703 [mstory@wusd.k12.ca.us](mailto:mstory@wusd.k12.ca.us) or

Assistant Principal Ms. Yang (916) 375-0960 ext.3719 [jyang@wusd.k12.ca.us](mailto:jyang@wusd.k12.ca.us)

## 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.**

- The request must be submitted to **the School Secretary I's, Jheanell Tavares or Jamie Stewart**, at least **2 weeks in advance**. Please do ***not*** directly contact classroom teachers for this request.
- 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 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 so that the teacher can review the completed work and absences can be cleared.

**We do not approve any independent study contracts within the first two weeks and the last two weeks of the school year. For 6-8th graders we do not approve the last week of Quarter 2 due to grading for the semester.**

## 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 families 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/power down and out of sight at all times during the instructional school day. 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](#) here (and below).

- **Cell phones must be turned off/power down and out of sight during the instructional school day.**
- Electronic devices are not permitted on school campuses (video games, iPods, laser pointer, cameras, etc.) during instructional time and student breaks/recess/lunch.
- We strongly recommend electronic devices NOT be brought to school. *The school is not responsible for loss/theft of any electronic device on campus.*
- **First offense** is a warning
- **Second offense**, the **phone** will be **confiscated** and returned to the student at the **end of the period**.
- **Third offense**, the **phone** will be **confiscated and turned into the Office**. Students can pick up at the end of the day.
- **Fourth offense** the **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. Consequences can include lunch or after school detention.

- If a student has an **ongoing issue with their cell phone**, they will be **required to leave their phone in the Office during the school day** and can pick it up after school.
- If a student has an **ongoing issue with their cell phone**, they will be **required to leave their phone in the Office during the school day** and can pick it up after school.

## Class Schedules

Sixth through eighth grade classes are departmentalized. This means that the student day will be divided up into periods of 54 minutes each. The students will move from one class to another every period.

### Bell Schedule: Regular Day

1st 8:00-8:54 (54 min)  
 Break 8:54-9:04 (10 min)  
 2nd 9:04-9:58 (54 min)  
 3rd 10:01-10:55 (54 min)  
 4th 10:58-11:52 (54 min)  
 Lunch 11:52-12:37  
 5th 12:39-1:33(54 min)  
 6th 1:36-2:30 (54 min)

### Bell Schedule: Minimum Day

1st 8:00-8:43  
 Break 8:43- 8:53  
 2nd 8:53-9:36  
 3rd 9:39-10:22  
 4<sup>th</sup> 10:25-11:08  
 5th 11:11-11:54  
 Lunch 11:54-12:29  
 6th 12:30-1:10

## Elective Classes

The elective classes will be mixed with sixth, seventh and eighth grade students. Examples of Elective classes that **may** be offered throughout the school year: AVID, Band, Film Appreciation, Art Design, Arts and Crafts, Financial Literacy, Journalism, Peer Tutors/Mentors, Spanish, Drama, Sports elective, Digital Photography, Introduction to Orchestra, Leadership, etc.

## Lunch

Sixth, seventh and eighth graders will eat lunch together. Lunch is after 4th period on regular days and after 5th period on minimum days. We were able to receive a grant for all breakfast and lunch to be free for our students this year. The cafeteria lunch will include a salad bar. **We do not accept DoorDash or other food delivery companies**, so please do not send for your student, as **it will not be delivered to your child**. Students are not permitted in the C Quad during lunch without a pass. Students needing to eat outdoors must have parent permission and be on a list. Please email AP Story, [mstory@wusd.k12.ca.us](mailto:mstory@wusd.k12.ca.us), or AP Yang, [jyang@wusd.k12.ca.us](mailto:jyang@wusd.k12.ca.us) to notify us that your child may eat outside.



Please see the Food Services website for further information.

<http://www.wusd.k12.ca.us/Departments/Business-Services/Food-Services/Food-Service-Forms/index.html>

## Passing Periods

During passing periods, students are to walk to their next classroom and may use the bathrooms in C Quad. There is a 3 minute passing period and goes by quickly. The bathrooms near the cafeteria may be used by the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders before school and during lunch.

## 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

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. 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 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) 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 previously arranged.

## 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.

## End of the Year Activities for 8th grade

In order to be eligible to participate in end of the year activities and the promotion exercises, 8<sup>th</sup> grade students will be required to meet certain criteria during the second semester which may include, but is not limited to:

*Conduct:* In order to be eligible to participate in end of the year activities, 8th grade students must demonstrate appropriate behavior. Students who have received five (5) or more referrals to the office or who have any suspensions (including in-school suspension) will be placed on an ineligible list and may appeal. Students who have eleven (11) or more office, cellphone, and/or teacher violations after January 8th will be placed on an ineligible list and may appeal.

**\*\*Students with excessive conduct violations will not be allowed to attend the UCD field trip.**

*Attendance:* In order to be eligible to participate in end of the year activities, 8th grade students may not have eleven (11) or more tardies after January 6th. and may not “cut” a class. Students who have eleven (11) or more tardies or any student who “cuts” a class will be placed on an ineligible list and may appeal.

### Appeals Process and School Review Team for End of Year Activities

A team consisting of the principal, assistant principal, and 6th – 8th grade teachers shall determine which activities qualify as end of the year activities and are, therefore, subject to the conditions of this contract. The team’s decision to exclude a student from an end of the year activity is final." for eligibility for 8th grade end of year activities.

### 8<sup>th</sup> Grade Promotion Ceremony Requirements

- All passing grades (D- or higher) in the spring semester.
- Students must not have any severe or excessive disciplinary incidents during the spring semester as determined by site administration.

Please see the [8th Grade Promotion Appeal information](#).

## Grading

We believe all students can learn, and have the right to the equitable conditions that support their learning. Equitable Grading practices are a growth-mindset approach to K-12 teaching and learning, based on the expectation that all students can learn when provided with the right conditions and support. At Stonegate, we have committed to the following equitable grading practices in our middle school:

- No group work points

- Limit extra credit
- Late work okay with time limit
- Retakes and redo okay

We encourage students and families to check AERIES and Google Classroom to stay current on assignments, grades, and missing work.

## Lost and Found

All items such as jackets, coats, sweaters, lunch boxes, etc. should be marked with the student'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.

## Plagiarism

Copying others' classwork or trying to submit any work that is not your own without proper citation or the use of AI created content will result in a grade of 'incomplete' for the assignment and may result in discipline. Students may have the option to redo the assignment, but that is up to teacher discretion.

## 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
- Skateboards
- Roller skates

- Scooters
- Wheelie Shoes
- Athletic equipment
- Blankets
- Pillows

Stonegate Elementary School is not responsible for loss or theft of personal property.

## **Quarter/Semester Awards**

At the end of each quarter there will be special incentive activities for all of the students in the sixth through eighth grades who have achieved criteria determined by the sixth through eighth grade teachers known as Quarter Rewards. These criteria may include, but are not limited to:

- the number of tardies
- discipline record
- number of referrals/detentions
- phone/technology violations

## **Student Success Team**

The Student Success Team (SST) is an effective way to bring together all 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.

## **Vandalism (Graffiti and defacement of property)**

Vandalism will result in a referral to school administration and law enforcement could be notified, depending on the severity. Students/family could be responsible to repay the damages.

## **Volunteers**

Stonegate happily 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:

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

## **WUSD Dress Code**

We follow the [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. Below

are some important reminders about dress code:

1. Students must wear clothing which includes a shirt with pants, skirt, dress, or the equivalent
2. Shirts and dresses must have fabric in the front, lower back, and on the sides
3. Clothing must cover undergarments, however waistbands and bra straps can show
4. Fabric covering all private parts must not be see through
5. Footwear must be worn at all times and must not limit student participation in
6. school activities
7. Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff (hoodies must allow the student's face and ears to be visible to staff
8. Clothing and footwear must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist
9. Specialized courses may require specialized attire, such as sports uniforms or safety gear

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.

If you have questions about the dress code, please contact Ms. Story, Assistant Principal. 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 refer to [WUSD Parent Handbook 2025-2026](#)