

**Sierra Sands Unified School District
Gateway Elementary School**

Parent/Student Handbook

2023-2024



**501 S. Gateway Blvd.
Ridgecrest, California 93555**

gateway.ssusd.org

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PRINCIPAL'S MESSAGE/WELCOME TO PARENTS

Welcome to Gateway Elementary School! We are dedicated to providing the best possible education for your children. It is our desire that communication between home and school is open and effective. Please read this booklet carefully as it provides pertinent information.

SCHOOL MISSION STATEMENT

At Gateway Elementary, parents and staff work as a team to create a safe and orderly learning environment for all students. We enable our children to acquire life-long skills that will help them to interact positively with others, build confidence and self-esteem, act responsibly, and achieve their highest academic potential.

PURPOSE OF TITLE 1

Gateway Elementary receives Title 1 funding. This funding is used to supplement the school's existing instructional programs to provide additional opportunities to increase academic achievement in English Language Arts and Mathematics; to provide professional development opportunities for staff members, and to provide parents with opportunities to learn and to be involved.

Title I School-Level Parent and Family Engagement Policy Gateway Elementary School

Gateway Elementary has developed a written Title I parent and family engagement policy with input from Title I parents and family members. Parents are asked to review the policy and provide input for revisions to the policy in a variety of venues, including the annual Title 1 meeting. Input is processed through the School Site Council during meetings held during the fall. The policy is distributed to parents and family members of Title I students by mail or through parent-teacher conference opportunities. This policy can be located on the Gateway school website. Parents new to the school are provided a copy during the registration process. The policy describes the means for carrying out the following Title I parent and family engagement requirements [20 USC 6318 Section 1118(c),-(g) inclusive].

Office Hours

**7:30 am - 3:30 pm
(760) 499-1850**

The School/District Calendar is posted at www.ssusdschools.org

Board of Trustees

Board President	William Farris	bfarris@ssusd.org
Vice President/clerk	Mike Scott	mscott@ssusd.org
Board Member	Mary Campbell	mary.campbell@ssusd.org
Board Member	Kurt Rockwell	krockwell@ssusd.org
Board Member	Robert Campbell	robert.campbell@ssusd.org

Sierra Sands Unified School District Administration

Superintendent	Dr. April Moore	499-1600	superintendent@ssusd.org
Assistant Superintendent Curriculum and Instruction	Dr. Michelle Savko	499-1640	msavko@ssusd.org
Assistant Superintendent Human Resources	Bryan Auld	499-1620	bauld@ssusd.org
Assistant Superintendent Business Services	Pamela Smith	499-1604	psmith@ssusd.org
Executive Director Special Education Services	Paul Delbick	499-1702	pdelbick@ssusd.org

Gateway Staff Directory

Title	Name		
Principal	Margaret Bergens		
Office Manager	Bambi Riden	Attendance Clerk	Lacie Whitfield
Counselor	Cindy Winks	Intervention /Collaboration Teacher	Katie Benadom
Speech Teacher	Kerry Ashton	Preschool Speech Teacher	Jessica Constable
Special Education Teacher	Andrea Palma	Special Education Paraprofessional	Jennifer Smith
SDC Preschool	Stacy Harvey	Emma Godinez	Marissa DeLeon
Kindergarten	Natalia Casco	Casey Lovato	Carla Metelko (TK/K)
1 st Grade	Blair Etoch-Sanford	Hope Silva	Hollyanne Simon(1st/2nd)
2 nd Grade	Ann Lusher	Maryah Turner	
3 rd Grade	Christine Cline	Adriana Flores	Kaley Livker
4 th Grade	Jaymi Gularde-Decker	Ellen Price	
5 th Grade	Judith Bal	Cassidy Halligan	
Library	Miley Mower	Computer Lab	Samantha Mower
Title 1 Paraprofessional	Kimberly Sorge	VocoVison Paraprofessional	Angela Calderon
Cafeteria	Abby Lugo, Jennifer Skeleton		
Noon Duties	Elenita Cananoy, Lori Perry, Kim Sorge, Karen Van Ostrand, Trinity Jacobs, Rebecca Smith		
Custodians	Yolanda Falla Shelley Jo Lea	TK Paraprofessional	Tonya Maldonado
Paraprofessionals	Sarah Beams Brendalie Mastrogiovanni Karen Clayson	Elena Talimalie-Woods Maura Hood	Lauren Alonge Martha Villa Mary Harris

Regular Day Instruction Bell Schedule 2023-24

Gates Open at 7:45 am

School begins at 8:00 am

School ends at 2:15 pm

Breakfast 7:45-8:00 am and at the first recess

	AM Recess	Lunch	PM Recess
TK/Kindergarten	9:40-9:55 am	12:15-12:40 pm	12:40-1:00 pm
1st grade	9:20-9:35 am	11:00-11:45 am	1:15- 1:30 pm
1st/2nd grade	9:20-9:35 am (1st) 9:40-9:55 am (2nd)	11:00-11:45 am	1:15- 1:30 pm
2nd grade	9:40-9:55 am	11:15-12:00 pm	1:15- 1:30 pm
3rd grade	9:40-9:55 am	11:30-12:15 pm	
4th grade	10:00-10:15 am	11:45 am -12:10 pm lunch 12:05-12:30 recess	
5th grade	10:00-10:15 am	11:45 am-12:05 pm recess 12:05-12:30 pm lunch	

Late Start Wednesday Instruction Bell Schedule

Office Gate opens at 8:15 am for breakfast (cafeteria)

School begins at 8:30 am

School ends at 2:15 pm

	AM Recess	Lunch	PM Recess
TK/Kindergarten	9:40-9:55 am	12:15-12:40 pm	12:40-1:00 pm
1st grade	9:20-9:35 am	11:00-11:45 am	1:15- 1:30 pm
1st/2nd grade	9:20-9:35 am (1st) 9:40-9:55 am (2nd)	11:00-11:45 am	1:15- 1:30 pm
2nd grade	9:40-9:55 am	11:15 am-12:00 pm	1:15- 1:30 pm
3rd grade	9:40-9:55 am	11:30 am-12:15 pm	
4th grade	10:00-10:15 am	11:45 am -12:10 pm lunch 12:05-12:30 recess	
5th grade	10:00-10:15 am	11:45 am-12:05 pm recess 12:05-12:30 pm lunch	

Minimum Day Instruction Bell Schedule

Gates Open at 7:45 am

School begins at 8:00 am

School ends at 12:20 pm (TK-5th)

Breakfast 7:45-8:00 am

Optional Lunch 12:20-12:40 pm

	AM Recess	Lunch
TK/Kindergarten	9:40-9:55 am	11:00-11:45 am
1st grade	9:20-9:35 am	Optional lunch 12:20- 12:40 pm
1st/2nd grade	9:20-9:35 am (1st) 9:40-9:55 am (2nd)	Optional lunch 12:20- 12:40 pm
2nd grade	9:40-9:55 am	Optional lunch 12:20- 12:40 pm
3rd grade	9:40-9:55 am	Optional lunch 12:20- 12:40 pm
4th grade	10:00-10:15 am	Optional lunch 12:20- 12:40 pm
5th grade	10:00-10:15 am	Optional lunch 12:20- 12:40 pm

**Gateway SDC Preschool
2023-2024**

Regular/ Minimum/ Late Start Wednesday Instruction Bell Schedule

	Regular/ Late Start Classroom		Minimum Day Classroom
Session 1	8:00-10:30 am		8:00-10:00 am
Session 2	11:30 am- 2:00 pm		10:00 am- 12:00 pm

BEGINNING OF SCHOOL INFORMATION

First Two Weeks of School

The placement of students in a classroom at the beginning of the school year is subject to change. Often within the first three weeks of school, it becomes necessary to balance or change classroom and grade level numbers based on actual student enrollment.

It may also be necessary to place students in a temporary classroom placement during these three weeks. Students in temporary placement may be placed in one of the classes at the school or may be sent to another school (overflowed) if there is no space at the school.

The Site and District administration prioritize the balancing of the classrooms and work to impact the fewest number of students in any changes that need to be made.

Elementary Combination Classes

The enrollment of students in any school is dictated by numerous factors: the number of students per grade level, the number of classes per grade, and the number of classrooms available. Ideally, students would arrive in numbers that would fill each classroom at a particular grade level. This rarely happens. This leaves schools with the option of combining two grade levels to create one class, operating a class with less than the maximum number of students, or overflowing students to another site. In these difficult budgetary times, it is not possible to continually operate classrooms that are not full so we form combination classes.

Teachers in combination classes teach the grade-level standards for both grade levels. For example, a third-grade student in a 2/3 combination class will be taught 3rd-grade state content standards while a 2nd grader in the class would receive 2nd-grade standards. Teachers of these classes work with grade-level partners to give students interaction with other students at their grade level.

Combination classes have become a necessity in our modern-day schools. At some point in a child's educational journey in grades TK-5, he/she will probably be placed in a combination class.

Unfortunately, sometimes even with combination classes, a school will be full and students will have to be sent (overflowed) to another school.

ATTENDANCE INFORMATION

Attendance: Getting your child to school on time and ready to learn is a critical component of your child's success in school.

Excessive excused absences, unexcused absences, and/or tardies may result in a referral of the student and parent to the School Attendance Review Board (SARB).

Absences Due to Illness: Parents should phone the school on the day of the absence to report the illness. Parents may also provide a note of explanation with the student(s) when they return to school. If prolonged absence will be necessary, the school should be notified so that arrangements may be made to help the student keep up with classwork if he/she is able.

Excused Absences Per California Education Code Section 48205

A pupil shall be excused from school when the absence is:

- 1) Due to his or her **illness**.
- 2) Due to **quarantine** under the direction of a county or city health officer.
- 3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- 4) For the purpose of attending the **funeral** services of a member of his or her **immediate family***, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- 5) For the purpose of **jury duty** in the manner provided for by law [Must be approved in advance].
- 6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- 7) Due to an appearance in **court**
- 8) Due to observance of a holiday or ceremony of his or her **religion**, attendance at religious retreats [Not to exceed **four hours** per semester; must be approved in advance at least one day prior to requested release]
- 9) Due to attendance at an employment conference [Must be approved in advance]
- 10) Due to the need to secure proper immunization. [No more than 5 days]
- 11) Due to attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative according to uniform standards established by the governing board.
- 12) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

* Members of the immediate family, as used in this section, mean the mother, father, grandmother, grandfather, or any relative living in the immediate household.

Note: A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

Absences For Other Than Illness: If it is absolutely necessary that a student miss school for something other than an illness, send a note to the school in advance giving the reason and time. If the student will be leaving school during the school day and will be met by someone other than the parents, a note should state who that person will be.

Every effort should be made to schedule doctor and dentist appointments for after school hours. If family outings and vacations, while school is in session, are scheduled; these absences are recorded as unexcused.

Tardies: Late students often miss the focus of the day or lesson and disrupt the flow of the lesson for other students. When students are late for school, they have to check into the office before going to class. Parents will be notified if a student has continual tardiness and will be asked to follow through with a program to increase punctuality. Repeated tardiness can be grounds for revocation of intra or inter-district transfer requests and continuous enrollment.

Study Contracts: When a student knows he will be away from school **for at least 3 days**, the school can assign work through a Study Contract. If the work is completed and the Study Contract is fulfilled, the student will receive credit for attending school. Parents must inform the office at least 48 hours in advance to receive their child's work unless it is an emergency.

Appointments: If your child needs to leave school for an appointment, please send a note with the student in the morning or call the front office at 760-499-1850. Sign your child out at the school office before taking him/her out of class.

Excessive Absences/Truancy (Ed. Code 48260, 48262)

Sierra Sands Unified School District (SSUSD) maintains high expectations for student attendance, but we also recognize that students may miss a few days/hours during the school year due to illness or family emergencies. For this reason, SSUSD has established guidelines for satisfactory student attendance. In the event a student falls short of these expectations, written attendance letters will be sent to the student's parent/guardian. An unexcused absence is an absence or tardy of more than 30 minutes that is not defined as an excused absence under California Ed. Code 46010, 48205.

- If a student incurs 3 unexcused absences, the parent/guardian will receive an Attention2Attendance (A2A) letter documenting the child's attendance. An appointment or other form of contact will be made with the child's parents to identify the causes of such absences and to discuss how the school can work with the family to support the child's success in school, including regular attendance.
- Upon incurring the 5th unexcused absence, the parent/guardian will receive a second A2A letter documenting the child's attendance and an appointment with our staff will be scheduled to discuss the child's continued absence, ways that we can support your family, and develop an attendance improvement plan for the student.
- Upon incurring the 7th unexcused absence, the parent/guardian will be asked to report to our Student Attendance Review Board (SARB). Continued family support will be given and a structured plan for attendance will be created.
- Excessively excused absences will also generate an A2A letter.
- Absences that occur due to COVID-19 quarantine are reflected in a study contract that is completed and returned on time.

The principal or designee can, at any time, request consultation and intervention by the SARB for habitual absences or truancy issues.

Chronic Absenteeism

Students are considered chronically absent if they are absent at least 10 percent of the instructional days that they were enrolled to attend. Parents will be notified with an A2A letter and a conference will be scheduled.

Excessive Late Arrivals, Early Departures, or Late Student Pickups

Students who regularly arrive late to school or leave early are also at risk of poor academic performance. For students who are habitually missing a portion of the instructional day, notification letters will be sent as outlined above, following the thresholds outlined below:

- Students incurring 3 tardies will receive an attendance letter 1.
- Students incurring 6 tardies will receive an attendance letter 2 requesting a meeting with the principal or designee. An attendance improvement plan will be designed.
- Students incurring the 12th tardy will generate the need for a review of parents' attempts to implement the attendance improvement plan as agreed by parents and the principal.
- Subsequent attendance issues may be referred to SARB.

The office will call the student from their classroom when the parent arrives in the office for an off-campus.

Families are also reminded that the curriculum embraces a wide variety of integral subject matter and teachers spend a significant amount of time to ensure that all portions of the school day are equally important to the student's growth and master of learning. When a student leaves early, the student is missing out on integral learning experiences which adversely impacts the student's success and their ability to be a contributing member of the learning community.

Accordingly, if a student develops patterns of early departures, parents will be scheduled to meet with the principal or designee to develop an attendance improvement plan. Our goal is to have your child in school for each full day of instruction.

Early Arrivals

The gates open at 7:45 am and close at 8:00 am. The front office gate closes at 8:05 am. Students need to go through the office if they are late and get a tardy slip before going to class. For Late Start Wednesdays, the gates open at 8:15 am and close at 8:30 am. The front office gate closes at 8:35 am.

Late Student Pickups

Students must be picked up 15 minutes after the dismissal bell.
The front office is not responsible for coordinating your child's after-school pickups.

PARENT COMMUNICATION / PARTICIPATION

Parent Square: Each Sunday or the first day of the school week, you will receive a message from Parent Square giving updates on school events. Please know that if you choose to "opt out" of these messages, we will not be able to contact you using this system in the event of an emergency.

School Website: Please visit our website at gateway.ssusd.org [Gateway Elementary Home Page](http://gateway.ssusd.org) (<http://gateway.ssusd.org>) to learn about our school as well as our upcoming events.

School Visitations/Visitor Registration: The Board of Trustees encourages parents/guardians and interested members of the community to visit the schools and view the educational program. To ensure minimum interruption of the instructional program, visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be arranged with the teacher during non-instructional time. To ensure the safety of the students and staff and avoid potential disruptions, all visitors must register in the school office immediately upon entering any school building or grounds when school is in session.

For purposes of school safety and security, the school requires all visitors to display their identification badges while on the school premises.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission (Education Code 51512).

Non-School-Aged Children

Non-school-aged children are welcome to attend the Title 1 Family Nights, assemblies in the cafeteria and quad areas. Due to the district's insurance protocols, non-school-aged children are unable to attend class parties or field/playground events during school hours.

Parent/Teacher Conferences: Parent/teacher conferences are scheduled twice during the year for students. In the fall they are held at the end of the first trimester in November for all students and again in the spring at the end of the second trimester in March on an "as needed or requested" basis. The School District schedules minimum days during conference week so teachers may have sufficient time to meet with the parents. The average length of a conference is 20 minutes and involves reporting progress and creating goals for students. Parents and teachers are encouraged to set up additional conferences as the need arises during the year.

Complaint Procedures: The school follows the procedures outlined below to address parent concerns and complaints.

Please use the following steps if you have a concern:

1. Classroom concerns should first be brought to the attention of your child's teacher. Please call the teacher to explain your concern. Small concerns may be addressed by a phone call; larger concerns are better addressed in a conference.
2. If the classroom concern is not satisfactorily addressed with the teacher or the concern is a school-level concern, please call the school administrator. Small concerns may be addressed by a phone call; larger concerns are better addressed in a conference.
3. If the concern is not satisfactorily addressed with the school administrator, the parent may schedule a meeting with a district representative.

The District assures that students, employees, parents, or guardians of its students, school, and district advisory committees will not be discriminated against. Unlawful discrimination complaints may be filed using the Uniform Complaint Procedure. A brief description is in the District's Rights and Responsibilities Handbook at ssusd.org. A copy of the procedure is also available at the District Office from the Human Resources Department.

Volunteers: We strongly encourage and wholeheartedly welcome parents at our school. Following is a list of various programs in which you can help.

Gator Parent Squad
Classroom Volunteers
Positive Behavior Intervention Support Days
Book Fair
Teacher Appreciation Day

SAFETY

Student Safety: The Board of Trustees places a high priority on safety and on the prevention of student injury. Principals and staff are responsible for the conduct and safety of students from the time they come under school supervision until they leave school supervision, whether on school premises or not.

Emergency Cards: Student emergency cards must be kept current. If a student becomes ill or is injured at school, we must have a phone number where we can reach the parent, guardian,

or a designated substitute. Your child will not be released to an adult unless the adult is on the emergency card.

Office Telephone: The office telephone is for **emergency** use only. Please make after-school arrangements with your child in advance. The office staff is not permitted to interrupt classroom instruction to relay messages to students. Emergency situations should be communicated to the principal and necessary actions will be taken to ensure appropriate communication occurs.

Safe Arrival and Departures: The Ridgecrest Police Department and our school officials work closely to plan for the safe arrival and departure of students. We are asking for your support and help in the safe loading and unloading of children. Assist us in teaching your child to use the crosswalks when coming to school and leaving school. Teach your child to walk, not run, in the crosswalk and to only cross when the supervisor has indicated it is safe to cross.

Do not stop your vehicle in the crosswalk, bus zone (on Gateway Blvd.), or **carpool lane** (in front of the school) to deliver or pick up your child. California State law prohibits stopping in a designated crosswalk or parking in an area painted red.

Do not leave your vehicle unattended in the loading and unloading zones.

The bus lane is for buses only. Do not use it for drop-off or pick-up.

The carpool lane is for drop-off only. Do not park and leave your car in the carpool lane.

Parking Areas

Parents are welcome to park in the Gateway parking lot and areas next to the school that are not marked in red, white, or yellow, or the carpool zone located in the parking lot. Handicapped parking is marked and located in the Gateway parking lot. The marked handicapped area located in front of the office area (on Gateway Blvd.) is a loading and unloading zone for students with disabilities. This area is marked with signage.

Accidents: If a serious injury occurs on the school grounds or on the bus, parents will be notified and asked to pick up the child for their own observation or examination by their family physician. Parents will be promptly notified of all injuries not considered minor. It is critical that parents/guardians keep the emergency card up to date. If the accident is serious the school will call 911 and notify the parents immediately.

Emergency Situations: The School District has plans and preparations for major emergency situations. Our staff has been trained and drills are held regularly to make certain that the students understand emergency procedures.

Please inform your children that they are as safe at school as they are at home in a serious emergency. School buildings have been designed with safety in mind and inspections are made regularly to remove possible hazards.

Our primary concern in the event of an emergency is the safety and welfare of the students. Please instruct your children to obey the directions of their teachers and follow the directions of the bus driver if they are on the bus. If walking or riding a bicycle, your child should continue toward their destination when an emergency situation develops.

Your cooperation is asked in an emergency:

Please avoid calling the school. Telephone lines will be needed for emergency situations.

Please avoid driving to school. Streets should be as open as possible for emergency vehicles.

In the event of an emergency, the following communications will be used:

-announcements will be made on all local radio stations: KLOA 1240 AM and 104.9 FM, KZIQ 92.7 FM and 1360 AM, KSSI 102.7 FM, and KRAJ 100.9 FM

-Parent Square will be used

-or refer to our [SSUSD Home Page](#)

The school will utilize a mass calling system to update you with key information regarding the situation.

Animals on Campus: Due to health and safety reasons, animals are prohibited from being on the school campus during, before, or after school hours. The only exception are Seeing Eye guide dogs.

Nutrition Program

Breakfast & Lunch/ National School Breakfast/Lunch Program: Sierra Sands Unified School District is a sponsor of the National School Lunch Program and the School Breakfast Program. Our department's goal is to provide nutritious meals, thereby increasing children's ability to learn. To accomplish this goal the Sierra Sands Child Nutrition Department develops and promotes high-quality meals, designed to provide our students with a significant portion of their daily nutritional needs. Menus are planned to ensure children receive the necessary balance of calories, fiber, and nutrients that will enable them to learn and grow.

Beginning in the 2022-23 school year, California will become the first state to implement a statewide Universal Free Meals Program for all school children. One breakfast and one lunch will be available to every student at no charge regardless of their eligibility for free or reduced-price meals. Students will need to provide their lunch number to receive a meal. We still ask parents and guardians to complete the Household Data Income Form to assist with the Nutrition Program. SSUSD Child Nutrition Department is committed to providing meals that meet nutritional standards that enhance the health, well-being, development, and educational potential of California's children.

The Nutrition Services department is made up of a team of food and nutrition professionals who are dedicated to students' health, well-being, and ability to learn. We support learning by promoting healthy habits for lifelong nutrition and fitness practices.

Meals, foods, and beverages sold or served at schools meet state and federal requirements which are based on the [USDA](#) Dietary Guidelines. We provide students with access to a variety of affordable and appealing foods that meet the health and nutrition needs of students.

Substitutions/Modifications for Medical or Dietary Needs: The Food Service Department provides substitutions or modifications in school meals for students with disabilities when that need is supported by a statement signed by a licensed physician. Food substitutions may be made for individual children who do not have a disability, but who are medically certified as having a special medical or dietary need. Such determinations are made on a case-by-case basis upon the submission of a signed medical statement. The school emergency card does not

replace the signed medical statement form. The medical statement form is available at school offices and on the district website. If a medical statement is already in place for your child, please provide us with an updated document as soon as circumstances change.

Lunches from Home and Snacks: We strongly urge parents to incorporate healthy food choices in packed lunches from home. Please save any candy or sodas to be consumed after school at home.

If you are bringing a hot lunch to your child, you will need to make sure that it is in the office before your child goes to lunch. When it is your child's lunch period, as they walk to the cafeteria, they will go to the office and pick up their drop-off lunch. If the drop-off lunch is not in the office, your child will be instructed to get a cafeteria lunch.

Lunch with your child: You are welcome to get an off-campus pass to have lunch with your child. Please return your child back to campus for afternoon instruction.

1st-grade lunch 11:00 am -11:45 am

2nd-grade lunch 11:15 am - 12:00 pm

3rd-grade lunch 11:30 am - 12:15 pm

4th-grade lunch 11:45 am - 12:30 pm

5th-grade lunch 11:45 am - 12:30 pm

TK/K grade lunch 12:15 - 1:00 pm

ILLNESS, INJURY, AND GENERAL MEDICAL INFORMATION

Medication: Schools may not legally administer medication to pupils—whether it is a prescription medicine or simply aspirin—except upon written parental request. State law requires parents to notify the school when a pupil is taking any medicine on a long-term basis to help the school deal with a child should the medication affect behavior. The specific medicine taken, current dosage, and name of the supervising physician must be reported to the school office manager. The office manager should be notified of other chronic conditions that might affect a pupil's behavior or require special handling such as diabetes or severe allergic reactions.

If a pupil is taking prescribed medicine that must be taken at school, the parent must submit two forms that will allow the school to assist the student. One form, signed by the physician, specifies the medication, dosage, and administration procedure. The other, signed by the parent, requests the school's assistance in the administration of the medication. Forms are available at each school. The parent must bring the medicine in its labeled container from the pharmacy to the school office where it will be kept for the child.

If a pupil has an occasional need for over-the-counter medication, the parent may take the child home or bring the medicine to school. If a child has a chronic symptom and needs medication on a more regular basis, parents may bring the medicine to school in its original container with an explanatory note so the pupil may take it as needed. All such medication must be left at the school office. Students may carry and use sunscreen without a doctor's note or prescription, and may also wear sun-protective clothing. [E.C. Section 35183.5]

Illness and Injury at School: Every school has a room where an ill or injured pupil can lie down. The school will contact the parent to have the child picked up. An ill pupil cannot be released without the parent's permission. Every pupil must have on file at the school an

emergency information card listing the family's choice of doctor and noting where parents or another responsible adult (s) can be reached in case of emergency. It is very important that this card is returned to the school promptly after the pupil brings it home for his/her parent to complete and sign.

Temporary Disabilities: Individualized home and/or hospital instruction for pupils with temporary disabilities that do not allow them to participate in their regular school program is available. The school district in which the home, hospital, or health facility is located has the primary responsibility for instructing the pupil. The parent or guardian is responsible for notifying the district in which the health facility is located of the pupil with a temporary disability.

STUDENT CONDUCT

Gateway Elementary maintains four universal expectations for students for behavior.

UNIVERSAL EXPECTATIONS:

- 1) Be Respectful
- 2) Be Responsible
- 3) Be Safe
- 4) Be Kind

Monthly assemblies and rewards center around teaching the four universal expectations and rewarding demonstration of the expectations. Students who demonstrate the four universal expectations receive a Gator ticket, which reinforces the desired behavior through praise, a ticket drawing, or an invitation to monthly PBIS (Positive Behavior Intervention Support) Reward activities.

SCHOOL-WIDE EXPECTATIONS: These expectations ensure a safe and respectful environment for all students and adults. Examples of safe behavior are

1. Respecting the rights and properties of others.
2. Keep your hands and feet to yourself at all times.
3. Showing respect for, and following the directions of adults on campus.
4. Walking within classrooms, walkways, and cement areas.
5. Entering a classroom only when an adult is present.
6. Using appropriate language.
7. Using the bathroom facilities properly.
8. Playing games according to the rules and in a sportsmanlike manner.
9. Using playground equipment properly as instructed.
10. Playing only in designated areas.

CONSEQUENCES OF VIOLATING EXPECTATIONS/RULES:

The particular consequence(s) administered will be based on: (a.) The nature of the infraction, (b.) The policies of the school, (c.) The attitude of the student, (d.) The disciplinary history, or (e.) Other relevant information.

One or more of the following consequences may be applied:

1. Restoration to the community and community member(s)
2. Loss of privileges and/or participation
3. Student and/or parent conference

4. Student Success Team/counseling referral
5. The suspension (either on or off campus) from class and/or school
6. Payment for damages or restitution
7. Law enforcement notification
8. Expulsion

CLASSROOM EXPECTATIONS: Based upon Whole Brain Learning. School-wide Expectations are explicitly taught and modeled in the classroom and at school-wide assemblies.

1. Follow directions quickly
2. Raise your hand for permission to speak
3. Raise your hand for permission to leave your seat
4. Make smart choices
 - a. Glorious kindness
 - b. Leadership
 - c. Courage
 - d. Invincible Grit
 - e. Creativity
5. Keep your dear learning community happy
6. Diamond Rule: Keep your eyes on the target, please.

DRESS CODE: In accordance with District Policy, students shall wear clothing appropriate for the promotion of an effective educational program that provides for student safety and health and avoids distraction to the educational process. A student who goes to school without meeting minimum guidelines or without proper attention to personal cleanliness or neatness of dress may be sent home to be properly prepared for school.

- ❑ Designs, words, symbols, and pictures must be appropriate for school (i.e. no profanity or sexual content, explicit or implied).
- ❑ No solicitation of drugs, alcohol, tobacco, gangs, or potential safety hazards may be worn.
- ❑ No apparel, jewelry, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in gangs that advocate drug use, violence, or disruptive behavior.
- ❑ Tops must cover the midriff of the body, even when the arms are raised. The entire upper body including the back must also be covered. A “see-through” top is not enough to cover a bare midriff. Undergarments must be covered.
- ❑ Necklines must be high enough to provide appropriate coverage. Staff will conservatively determine “appropriate coverage.”
- ❑ Dresses and tops must have a strap that is wide enough and securely attached. Straps must be solid, with no lace or see-through.
- ❑ No tank tops with large armholes are allowed.
- ❑ Dresses, skirts, pants, and shorts must cover undergarments and personal body parts at all times including while bending over. The torso must be covered at all times even when arms are lifted or when bending over. Undergarments must not be visible.
- ❑ Foot attire may not be backless and must be safe and course-appropriate.

Other Information

PROHIBITED USE OF ELECTRONIC SIGNALING DEVICES

The District does not permit the use of a cellular/digital telephone, pager, or other mobile communications device during instructional time. Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other District employee, and at any other time directed by a District employee. Any device with a camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician to be essential for the health of the student and use of which is limited to purposes related to the health of the student. (E.C. §48901.5, BP 5131)

Students are prohibited from possessing a laser pointer unless possession is for valid instruction. Students are further prohibited from directing the beam of a laser pointer into the eyes of another, into a moving vehicle, or into the eyes of a service animal or assistive animal. (Penal Code (P.C.) §417.27)

COURT ORDERS

It is the parent(s) responsibility to provide the school with a certified copy of any court orders of which the school should be aware. The office is not responsible for calling for the parent if they state the other parent has made modifications to the court orders.

PEDICULOSIS POLICY

Lice are a common problem in any area where children gather. They can be pesky and bothersome, but they are not disease-carrying vectors and pose no health risk to children or adults. Parents of children ages 3-11 should perform routine head checks at home. Gateway Elementary follows a No Lice Policy that includes early detection via screening, distribution of educational materials, and treatment of children with live lice.

The school will take the following actions for screening and treatment:

- Students with live lice will be sent home for treatment.
- It takes 6-9 days for nits (eggs) to hatch, children who are found to have lice will be checked again for the presence of live lice (louse).
- Parent Square notification of pediculosis is intended for awareness for parents to conduct through routine screenings.
- Once all nits have been removed, the student may return to school. Upon returning, the student and parent must come into the office for a nit screening. If nits are found, the student will be sent home for nit removal. The next day, the student will come back to the office for a rescreening.

Pediculosis has absolutely nothing to do with the kind of parent the child has. It has nothing to do with cleanliness; in fact, head lice prefer a clean, healthy head to a dirty one. Anyone, adult or child can get head lice. The most common symptom of an infestation is intense itching on the back of the head or neck. Head lice cannot survive without a human host. They cannot survive on family pets. There is little evidence to support that they carry disease. Head lice are passed from person to person by direct contact or on shared objects such as hats, combs, towels,

barrettes, headphones, etc. So you may want to encourage your child to keep these things to himself or herself.

If you do find head lice, don't panic---just follow the steps below to easily take care of the problem.

- Check every member of the family.
- Use an effective head lice treatment.
- Remove all nits.
- Wash clothes, bed linens, and towels.
- Soak combs, brushes, etc. in hot water.
- Vacuum everywhere.

SCHOOL-WIDE INTERVENTION

All students in Grades one (1) through five (5) receive academic intervention to help them make growth in areas identified by common formative assessments (CFA) results. These interventions take place during the school day four (4) times per week for 30 minutes. During this time, students engage in explicit direct instruction in small groups or work on computer-based enrichment activities/programs. The goal of the intervention is to help all students develop and strengthen foundational skills in English Language Arts and Mathematics.

STUDENT SUCCESS TEAM and BEHAVIOR SUPPORT TEAM

The Student Success Team (SST) and Behavior Support Team (BST) is a solution-oriented collaborative process to help support students, families, and teachers in identifying appropriate instructional strategies, interventions, and academic supports that address a student's academic, behaviors, attendance, and social-emotional needs. As a result of the collaborative meeting process, the team will create an action plan and track student progress. Follow-up meetings will be scheduled if necessary and agreed upon by the team.

An SST meeting can be requested by school staff or by a student's parent or guardian.

Typical SST and BST members:

Principal
Teacher
Parent/Guardian
School Counselor
School Projects Teacher
Resource Specialist Program (RSP) Teacher
SST and BST Coordinators
Others only as needed (nurse, SLP, Psychologist, Behaviorist)

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS) TEAM

PBIS is a consistent and integral part of our campus culture. PBIS is a systematic approach that is used to establish social, cultural, and behavioral support for a school to be an effective learning environment for all students. PBIS supports social and emotional learning while

focusing on rewarding explicitly taught behavior, instead of punishing for unknown expected behavior. Every month Gateway staff hosts a PBIS Day where students are able to choose an activity of their choice as a reward for following the school-wide expectations. Be Respectful, Be Responsible, Be Safe, and Be Kind.

BASKETBALL PROGRAM

Basketball is a fun and engaging extracurricular activity here at Gateway that provides 4th and 5th students with valuable opportunities to grow in several aspects of life. Players learn the importance of teamwork, which means they need to interact with other players and learn to cooperate and respect each other. The players also learn about hard work and determination. Players on the basketball team practice two days a week and play games one to two days a week. This requires them to manage their time so they can be successful students while participating in extracurricular activities. Basketball also provides students the chance to be physically active while learning new skills. Students are taught the importance of good sportsmanship, citizenship, and academics while participating in extracurricular activities at Gateway. Students must demonstrate Gateway's Universal and School-Wide Expectations throughout the school year to try out for the team.

CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE AND PROGRESS (CAASPP)

The California Assessment of Student Performance and Progress, or CAASPP, is the state academic testing program. CAASPP is a system intended to provide information that can be used to monitor student progress on an annual basis and ensure that all students leave high school ready for college and career. The CAASPP assessment system encompasses the following assessments:

- Smarter Balanced Summative Assessments for English Language Arts (ELA) and mathematics in grades 3 through 8 and 11;
- California Alternate Assessment (CAA) for ELA and mathematics for eligible students in grades 3 through 8 and 11;
- California Science Tests (CAST) for Science in grades 5, 8, and once in high school;
- California Alternate Assessment (CAA) for Science for eligible students in grades 5, 8, and once in high school;
- California Spanish Assessment (CSA) for eligible students in grades 3-12.

Starting in the Spring of 2019 CAASPP administration, the California Department of Education (CDE) stopped printing CAASPP Student Score Reports (SSR) for parents. Hence, parents/guardians will no longer receive their child's CAASPP SSR by mail. Parents will be able to access their student's electronic CAASPP SSR in the Parent Portal. If you do not have a Parent Portal account, we encourage you to create one soon. Because of school closures in the spring of 2020 due to COVID-19, the CDE suspended CAASPP testing for the 2019-20 school year. Therefore, 2019-20 CAASPP SSRs will not be available in the Parent Portal.

CAASPP SSRs will include an overall score and a description of the student's achievement level for ELA and mathematics. The CAASPP SSR includes Early Assessment Program (EAP) status for students in grade 11. EAP scores provide an early indication of readiness for college-level coursework. Score reports for students in grades 5, 8, and 11 will include Science test results. Students who take the CSA will get a separate report.

As the parent or guardian, you have the option of excusing your child from any part of the CAASPP program. If you would like to excuse your child from the test, you must submit your request in writing to the school. Please let the school know as soon as possible so the school can make alternative arrangements for your child.

RAPTOR SYSTEM

Sierra Sands Unified School District is pleased to announce that we will be implementing the Raptor Visitor Management System at Gateway Elementary to support and strengthen our program of campus safety for students and faculty. Part of keeping students and faculty safe is knowing who is in our buildings at all times, and the Raptor system will allow us to do that. The Raptor system will better allow us to screen visitors, contractors, and volunteers in our schools and provide us with a safer environment for our students and staff.

Starting November 29, 2021, all visitors who would like to access the campus will be asked to present an ID, such as a Driver's License or other US government-issued ID, which can be scanned into the Raptor system. If a parent or guardian does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded, and the information is not shared with any outside agency.

Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of your visit. Please wear this badge at all times while on campus and remember to return to the office and sign out before you leave campus. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork. In other words, if you are not requesting access beyond the front office, you will not be required to present an ID.

The safety of our students is our highest priority, and the Raptor Visitor Management System allows us to quickly identify those who may present a danger to our students. Thank you in advance for your understanding and your support in enhancing the school safety protocols in our district.

Student Placement Request Forms

We understand that each student has unique needs. While we will make every reasonable effort to honor student placement requests, we have a professional responsibility to ensure an equitable educational environment for all students. The elementary collaborative, professional learning community ensures that your student benefits from all teachers within their grade level as well as our intervention and resource specialist teachers. Regardless of your child's classroom assignment, their learning is ensured through the best practices of intervention and collaboration.

This request does not guarantee your desired placement. Please be advised that staffing changes may occur over the summer. Requests must be based on either academic or behavioral needs.

School Site Council (SSC)

Since Gateway is a Title 1 school, members of the School Site Council are generally elected by their peers. The School Site Council is composed of equal numbers of staff and parent representatives who serve a two-year term and work with the principal to develop, review, and evaluate school improvement programs and school budgets.

The SSC meets 6-8 times a year to oversee the implementation of various programs in the school, including state and federally-funded programs. The SSC is a governing body that is responsible for deciding how to spend categorical money to improve the instructional program at Gateway. SSC members work together to set goals for improving student achievement at the school and allocating the funds to accomplish those goals.