

Student Handbook

2023-2024



Shasta Lake School

“A California Distinguished School”

Kati Parsons, Principal
Travis Hunt, Assistant Principal

4620 Vallecito Street • Shasta Lake, CA 96019
(530) 275-7020 (530) 275-7025 (FAX)

Gateway Unified School District
4411 Mountain Lakes Blvd. • Redding, CA 96003
(530) 245-7900 (530) 245-7925 (FAX)

This book belongs to: _____

SHASTA LAKE SCHOOL VISION STATEMENT

Vision

Shasta Lake School is committed to nurturing a learning community with academically and socially prepared students to be college and career ready.

Mission

S- supportive staff

L- learning focused

S- strategic and adaptive instruction

R- responsible and respectful citizens

A- academic achievement

M- motivated learners

S- successful scholars

Go Rams!!!

STARTING AND ENDING TIMES FOR GRADES TK-8

Regular Day:	TK-5	8:30-2:45	TK-2 Lunch – 10:57-11:32
	6-8	8:15-2:45	3-5 Lunch – 11:37-12:12
			6-8 Lunch – 12:17-12:52
Minimum Day:	TK-5	8:30-1:45	TK-2 Lunch –10:57-11:32
	6-8	8:15-1:45	3-5 Lunch – 11:37-12:12
			6-8 Lunch – 12:17-12:52

SHASTA LAKE SCHOOL STAFF

Principal	TK - 5th Grade Teachers	Para-Professionals
Kati Parsons	Debbie Beahan - Transitional Kinder	Leann Anderson
	Pauline Brodmerkle - Kindergarten	Ryan Anderson
Assistant Principal	Eva Palacios - Kindergarten	Kristina Blankenship
Travis Hunt	Kadee Strait - 1st Grade	Logann Castro
	Victoria Pearson - 1st Grade	Myramae Cochran
Office Staff	Maris Huisman - 2nd Grade	Laurie Crull
Sandy Ross- Secretary	Jaimie Ouellette - 2nd Grade	Geretta Cuellar
Kim Wright - Secretary	Kalene Hohman - 2nd/3rd Grade	Virginia Dingman
Amber Moore - Secretary	Lisa Williams - 3rd Grade	Caroll Flanery
Leona Stainbrook - Office	Christina Leadabrand - 3rd Grade	Annette Hahn
Manager	Elizabeth Ellis - 4th Grade	Chanelle Hauptman
	Amber Campos - 4th Grade	Ashley Hobbs
Counselors	Danyelle Mowe - 5th Grade	Joyce Ide
Rachel Ellis	Shelby Nelson - 5th Grade	Jenny Lukens
Nicki Johnson	Andi Beadle - Tk-5 Music	Jocie Mason
	Vacant - TK-8 Art	Diane Moore
School Psychologist		Shanna Prosch
David Kasloski	6th - 8th Grade Teachers	Kattalina Robles-Garcia
Polly Bambauer	Heather Young - 6th English	Gage Silkwood
	Kendra Koehler - 6th Math	Sandra Smith
Speech Therapist	Dakota Jones - 6th Earth Science	Abigail Swire
Tara Macy	DeLinda VanDyke - 6th Social Science	Nancy Trompczynski
	Elizabeth Bolla - 7th English	Andi Wilkins
Title 1	Jennifer Krisfalusy - 7th Math	Janell Woolard
Teri Keeler	Ken Dotson - 7th Life Science	
	Clyde Kladt - 7th World History	
Literacy Coach	Michelle Harrington - 8th English	Maintenance/Custodians
Kathy Kester	Stephen Hougard - 8th Math	Kyle Covert
	Lori Cottengim - 8th Physical Science	Judy Bornman
Parent Liaison	Shawn Brose - 8th U.S. History	Wesley Pullmann
Jennifer Dickson	Vacant - 6-8 PE	Vacant
	Jeannette Sommers - 6-8 Music	
Campus Monitor		
Lawrence Wingate	SDC Teachers	Cafeteria
	Vacant - TK- 2 SDC	Ashely Torres
Library Information	Richard Cicchillo - 3rd-5th SDC	Cami Langfield
Specialist	Vivian Castillo - 6-8 SDC	Rachelle Naas
Dawn Bell	Michele Makeham - TK-5 RSP	Nancy Costa
	Susan Walesch - 6-8 RSP	Cindy Masterson
Nurse	Joselyn Winograd - 4-6 REACH	Hanna Peasha
Hannah Hemping	Vacant - 4-8 SH SDC	
Sarah Geyer		



GATEWAY UNIFIED SCHOOL DISTRICT

2023-2024 SCHOOL CALENDAR

JULY 2023				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST 2023					14/180
M	T	W	TH	F	
	1	2	3	4	
7	8	9	10	11	
14*	15	16	17	18	
21*	22	23	24	25	
28*	29	30	31		

SEPTEMBER 2023					34/180
M	T	W	TH	F	
				1	
4	5	6	7	8	
11*	12	13	14	15	
18*	19	20	21	22	
25*	26	27	28	29	

OCTOBER 2023					56/180
M	T	W	TH	F	
2*	3	4	5	6	
9*	10*	11*	12*	13*	
16*	17	18	19	20	
23*	24	25	26	27	
30*	31				

NOVEMBER 2023					72/180
M	T	W	TH	F	
		1	2	3	
6*	7	8	9	10	
13*	14	15	16	17	
20	21	22	23	24	
27*	28	29	30		

DECEMBER 2023					85/180
M	T	W	TH	F	
				1	
4*	5	6	7	8	
11*	12	13	14	15	
18*	19	20	21	22	
25	26	27	28	29	

JANUARY 2024					101/180
M	T	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22*	23	24	25	26	
29*	30	31			

FEBRUARY 2024					117/180
M	T	W	TH	F	
			1	2	
5*	6	7	8	9	
12*	13	14	15	16	
19	20	21	22	23	
26*	27	28	29		

MARCH 2024					137/180
M	T	W	TH	F	
				1	
4*	5	6	7	8	
11*	12	13	14	15	
18*	19	20	21	22	
25*	26	27	28	29	

APRIL 2024					154/180
M	T	W	TH	F	
1	2	3	4	5	
8*	9	10	11	12	
15*	16	17	18	19	
22*	23	24	25	26	
29*	30				

MAY 2024					176/180
M	T	W	TH	F	
		1	2	3	
6*	7	8	9	10	
13*	14	15	16	17	
20*	21	22	23	24	
27	28	29	30	31	

JUNE 2024					180/180
M	T	W	TH	F	
3*	4	5	6*	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

DATES TO REMEMBER	
Aug. 9	Professional Development Day or Work Day
Aug. 10-11	ALL Staff Prof. Development Day or Work Day
Aug. 14	First Day of School (Minimum Day*)
Oct. 9-13	Parent/Teacher Conferences (Minimum Day*)
Nov. 20-24	Thanksgiving Recess (No School)
Dec. 20 - Jan. 8	Winter Recess (No School)
Jan. 8	Professional Development Day
Feb. 19-23	President's Week Recess (No School)
Mar. 29 - Apr. 5	Spring Recess (No School)
June 6	Last day of School (Minimum Day*)
June 7	Makeup Day

* 39 Minimum Days: PLC Mondays, Parent Conferences, & Last Day of School

HOLIDAYS	
July 4	Independence Day
Sept. 4	Labor Day
Nov. 10	Veterans Day
Nov. 22	Admissions Day
Nov. 23-24	Thanksgiving (11/23)
Dec. 22	Negotiated Holiday
Dec. 25	Christmas Eve (12/24) Observed
Dec. 26	Christmas Day (12/25) Observed
Jan. 1	New Year's Day
Jan. 15	Martin Luther King Jr. Day
Feb. 19	Washington's Birthday (2/22) Observed
Feb. 20	Lincoln's Birthday (2/12) Observed
Mar. 29	Easter (3/31) Observed
May 27	Memorial Day
June 19	Juneteenth

SESSIONS: MLHS
Session 1 Ends: September 22, 2023
Session 2 Ends: November 3, 2023
Session 3 Ends: December 21, 2023
Session 4 Ends: February 16, 2024
Session 5 Ends: April 12, 2024
Session 6 Ends: June 6, 2024

SEMESTERS: CVHS
First Semester
1st Quarter Ends: October 13, 2023
2nd Quarter Ends: December 21, 2023
Second Semester
3rd Quarter Ends: March 15, 2024
4th Quarter Ends: June 6, 2024

TRIMESTERS: BSA, GOES, SLS
1st Trimester Ends: November 9, 2023
2nd Trimester Ends: March 1, 2024
3rd Trimester Ends: June 6, 2024

180 Instructional Days
Board Approved: 02/16/2022

PROVIDING EXCELLENCE IN LEARNING: EVERY STUDENT, EVERY DAY

Mission

The Gateway Unified School District Will:

- Create and sustain a culture of learning embedded with high expectations, a positive work ethic, and accountability for students, staff, parents and community;
- Value the uniqueness of each student and their family;
- Foster caring relationships among students and adults through mutual trust and respect;
- Provide a safe, supportive and orderly learning environment for all to learn and work;
- Ensure adequate time for students to demonstrate proficiencies;
- Incorporate relevancy into rigorous academic learning experiences;
- Engage all students to develop character, social/emotional assets and prepare students to respect and celebrate diversity;
- Provide and maintain facilities that meet the future academic needs of students;
- Support staff members in their commitment to meeting the needs of all learners;
- Provide students with the education needed to be competitive, productive, and successful in the 21st century.

Belief Statement

We Believe:

- A clear and articulated mission through which the staff shares an understanding of and a commitment to instructional goals, priorities, assessment and accountability;
- All students can achieve mastery of the intended curriculum;
- The staff has the capacity and the responsibility to help all students achieve mastery;
- Students may not opt out of learning;
- Strong instructional leadership is imperative;
- Providing significant time for instruction in the essential skills promotes student learning;
- Students learn best when actively engaged in teacher-directed planned learning activities;
- A sage, supportive, caring, and respectful environment is critical to student learning;
- Parents and the community play a vital role in a student's educational success;
- Strong co-curricular and extracurricular programs support learning;
- Education is directly related to an improved quality of life.

Learning Goals

Learners Will:

- Exhibit appropriate interpersonal skills, self-discipline, and self-confidence;
- Exhibit respect for others and property;
- Demonstrate language literacy in a variety of settings as a reader, writer, listener, observer and speaker;
- Demonstrate competency in mathematical and scientific reasoning and apply critical thinking to solve problems in and out of school;
- Demonstrate an understanding and appreciation of the humanities and arts;
- Exhibit a commitment to health and wellness;
- Demonstrate technological literacy;
- Demonstrate understanding of the principles of democracy and develop skills to become responsible citizens;
- Demonstrate an awareness of career opportunities connecting personal strengths to various career pathways and develop a post-graduation plan.

Shasta Lake School
6-8 REGULAR DAY BELL SCHEDULE 2023-2024

Bell to class	8:13-8:15	x		
1st Period	8:15-9:05	50	TK - 5th	8:30-2:45
passing	9:05-9:08	3	6th - 8th	8:15-2:45
2nd Period	9:08-9:58	50		
passing	9:58-10:01	3		
3rd Period	10:01-10:51	50		
passing	10:51-10:54	3		
4th Period	10:54-11:44	50	TK-2 Lunch	10:57-11:32
passing	11:44-11:47	3		
5th Period	11:47-12:17	30	3-5 Lunch	11:37-12:12
Lunch	12:17-12:52	35		
passing	12:52-12:55	3	6-8 Lunch	12:17-12:52
6th Period	12:55-1:45	50		
passing	1:45-1:48	3		
7th Period	1:48-2:45	57		

6-8 MINIMUM DAY BELL SCHEDULE 2023-2024

Bell to class	8:13-8:15	x		
1st Period	8:15-8:55	40		
passing	8:55-8:58	3	TK - 5th	8:30-1:45
2nd Period	8:58-9:38	40	6th - 8th	8:15-1:45
passing	9:38-9:41	3		
3rd Period	9:41-10:21	40		
passing	10:21-10:24	3		
4th Period	10:24-11:04	40	TK-2 Lunch	10:57-11:32
passing	11:04-11:07	3		
5th Period	11:07-11:34	27	3-5 Lunch	11:37-12:12
passing	11:34-11:37	3		
6th Period	11:37-12:17	40	6-8 Lunch	12:17-12:52
Lunch	12:17-12:52	35		
passing	12:52-12:55	3		
7th Period	12:55-1:45	50		

8/2/2023

Shasta Lake School Policies A-Z

(Subject to Administrative review, discretion and/or change at any time)

ACCIDENTS

Student accidents should be reported immediately to the teacher or supervisor on duty. Immediate first aid will be given. The nurse will be notified when available. Parents will be notified in case the school staff feels a physician should be consulted. Arrangements for the services of a physician shall be the responsibility of the parents.

ACCIDENT INSURANCE

Each school year, the Gateway Unified School District makes available to all homes a pupil accident insurance plan. The plan is voluntary. Coverage of each student is therefore the responsibility of parents. Letters are sent home early in the school year explaining the insurance policy that is available. Some type of insurance coverage is required for a student to participate in extracurricular activities.

AFTER-SCHOOL PROGRAM (S.A.I.L.S.)

The Students Achieving Incredible Learning Success (SAILS) program provides students with after school activities as well as homework help and tutoring. Students are enrolled in the program on a first come, first serve basis.

ASSEMBLIES

Student Body Assemblies are held at various times during the year in the cafeteria or Gymnasium. Students are expected to be respectful and quiet for all presenters.

ATTENDANCE EXPECTATIONS

According to state law, attendance at school is compulsory until the eighteenth (18) birthday or until graduation from high school—whichever comes first. Students will be expected to be in class daily, to be on time in order to receive maximum benefits from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Students who are absent from school for any length of time (one period, one day or many days) must verify the absence by a phone call or note from their parent or guardian. Students must check in with the office when returning from any absence.

Students with excessive absence issues and/or continual behavior issues will be referred to the Student Attendance Review Board (SARB).

- **EXCUSED ABSENCES**

The state of California authorizes certain absences to be classified as excused. These are for the following reasons:

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
 - (1) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
 - (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 the pupil's 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.
 - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.
 - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, attendance at an employment conference, or 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 pursuant to uniform standards established by the governing board of the school district.
 - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 - (9) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
 - (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

- (11) For the purpose of participating in a cultural ceremony or event.
- (12) (A) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence.
- (B) (i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one schoolday-long absence per school year.
- (ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- (13) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- (b) 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 therefore. 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.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) For purposes of this section, the following definitions apply:
- (1) A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.
- (2) "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people.
- (3) "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.
- (ALL OTHER ABSENCES ARE UNEXCUSED EVEN IF VERIFIED BY A PARENT.)**

● UNEXCUSED TARDY

Students are expected to be in class on time. Students are subject to the school policy on tardiness for consequences—**an Administrative Detention will be assigned to students who have been tardy five times.** Students must be in class before each final passing bell rings.

- Examples of unexcused tardies and trancies include, but not limited to, the following:
 1. Missing the bus or ride
 2. Alarm not going off
 3. Forget to get up

● DIRECTED STUDY

In addition to excused absences, Gateway Unified School District recognizes the need for directed study based on justifiable reasons. Directed study must be requested by the parent or guardian and approved by the school **prior** to the student being absent and will only be granted if the student is to be out five or more days. Students may obtain a directed study form from the attendance office. **This form must be completed three days before the directed study absence!**

AWARDS FOR OUR OUTSTANDING STUDENTS

Students who are consistently respectful, responsible, and continue to perform successfully will be rewarded. In addition to teachers giving classroom awards, students will be honored for good GPA's, behavior/citizenship, effort and attendance. Awards can be in the form of special privileges given to honorable students, such as honorary cards, field trips, dances, and special assemblies.

BICYCLES/SCOOTERS/SKATEBOARDS

These items ridden to school are to be parked or stored in the designated area when you arrive. Bikes are to be locked in the bike rack with your own lock, scooters and skateboards are to be stored in the designated area in the office. State law requires that minors **must** wear a helmet when riding these items. **The bike area is out of bounds throughout the school day.** Students who must leave school during the day shall report to the office for a permission slip. Do not leave bikes at school overnight. These items are **not** to be ridden on school grounds.

BUS TRANSPORTATION

Bus transportation is provided for our students outside a one (1) mile radius from the school or crossing a major boulevard. Courteous, responsible behavior is expected on bus trips, whether to or from school or on field trips. This is a safety concern as well as being a courtesy to other riders. Any questions about bus schedules or routes should be directed to the district's Transportation Department (245-7930). The bus citation consequences will be as follows:

Level 1 Infraction:

- | | |
|--------------------------|--|
| 1 st offense: | written warning to student |
| 2 nd offense: | bus privileges suspended for up to two days (bus driver discretion) |
| 3 rd offense: | bus privileges suspended for up to five days (bus driver discretion) |

- 4th offense: bus privileges suspended for up to one month, conference with parents, student placed on contract (transportation supervisor discretion)
- 5th offense: contract broken, bus privileges suspended for the remainder of the school year, parent given the opportunity to appeal at this level (transportation supervisor discretion)
- Level 2 Infraction:
- 1st offense: bus privileges suspended for up to five days
- 2nd offense: conference with parent, student placed on contract, bus privileges suspended for up to one month (transportation supervisor discretion)
- 3rd offense: bus privileges suspended for the remainder of the school year, parent given the opportunity to appeal at this level

Refer to: "A Guide to Student Responsibilities While Riding the School Bus" issued by the Gateway Transportation Department for information on what constitutes Level 1 and Level 2 behaviors.

CLOSED CAMPUS

Once a student arrives at school, either by walking, parent, or bus, he or she must remain on campus throughout the school day unless given permission to leave from the office. Any student leaving campus, for any reason, must check out through the office.

DANCES AND SOCIALS (6-8)

A number of dances for 6th-8th graders will be held. **School dress code will apply at dances and socials.** Students with discipline referrals may be excluded from attending dances and socials. Dances end promptly and students are expected to be picked up within 15 minutes of the dance ending. If students are not picked up within that time frame, they may be excluded from attending future dances. ***Students must be at school the day of the dance to attend.***

DISCIPLINE

Disciplinary action by school officials is a result of the action already taken by the student. A student is responsible for his/her behavior. This chart is a compilation of infractions most often committed by students at Shasta Lake School after all classroom discipline has been exhausted. You will note that repeat offenses elicit a more progressively serious disciplinary response than the initial violation. In most instances, continued violations of the same rule or regulation may result in an involuntary transfer. Every attempt will be made to follow the dictates of the consequences outlined below. However, the *Administration does reserve the right to objectively determine punishment based on the seriousness of a particular infraction and the previous discipline record of the student who commits the offense.*

	INAPPROPRIATE BEHAVIORS	FIRST OCCURANCE	SECOND OCCURANCE	THIRD OCCURANCE
Level Zero	<ul style="list-style-type: none"> ➤ Breaking class, playground, cafeteria, bathroom rules ➤ Disrespect to fellow students or staff ➤ Inappropriate language or gestures ➤ E.C. 48900 (i) (k) ➤ Disruptive behavior/ Defiance ➤ E.C. 48900 (k) ➤ Not being prepared for class ➤ Chewing gum ➤ Littering/ spitting ➤ First violation of dress code ➤ E.C. 48900 (k) ➤ First violation of cell phone ➤ E.C. 48900 (k) 	Possible Interventions: <ul style="list-style-type: none"> • Time out • Apology • Refocus • Parent contact • Lunch detention • School beautification • Loss of privileges 	Possible Interventions: <ul style="list-style-type: none"> • Time out • Apology • Refocus • Parent contact • Lunch detention • School beautification • Loss of privileges 	Possible Interventions: <ul style="list-style-type: none"> • Time out • Apology • Refocus • Parent contact • Lunch detention • School beautification • Loss of privileges • Level one discipline
Level One	<ul style="list-style-type: none"> ➤ Cheating, plagiarism, forgery ➤ Multiple tardies ➤ Second violation of dress code ➤ E.C. 48900 (k) ➤ Second violation of cell phone agreement ➤ E.C. 48900 (k) ➤ Violation of electronic agreement (iPad, internet, computer) ➤ E.C. 48900 (k) 	Possible Interventions: <ul style="list-style-type: none"> • Parent contact • Loss of privileges • Lunch detention • School beautification • Other 	Possible Interventions: <ul style="list-style-type: none"> • Parent contact • Loss of privileges • Lunch detention • School beautification • One hour after school detention 	Possible Interventions: <ul style="list-style-type: none"> • Parent contact • Loss of privileges • Lunch detention • School beautification • One hour after school detention • Friday school • Parent conference/SST • Level two discipline

	<ul style="list-style-type: none"> ➤ Not attending lunch detention ➤ Disruptive behavior/ Defiance E.C. 48900 (k) ➤ Three teacher level offences (class rules) ➤ Other (low level behaviors) 			
Level Two	<ul style="list-style-type: none"> ➤ Third violation of dress code E.C. 48900 (k) ➤ Third violation of cell phone agreement E.C. 48900 (k) ➤ Destruction of property or vandalism (under \$25) E.C. 48900 (f) ➤ Theft (under \$25) E.C. 48900 (g) ➤ Harassment, including sexual harassment E.C. 48900 (n) (2) ➤ Threatening to or hurting others, including bullying E.C. 48900 (a) (2) E.C. 48900.4 ➤ Shoving, pushing ➤ Poor behavior with a substitute ➤ Direct inappropriate language or gestures E.C. 48900 (i) (k) ➤ Overt defiance E.C. 48900 (k) ➤ Receiving stolen property (under \$25) E.C. 48900 (g) ➤ Taking pictures or videos without consent E.C. 48900 (k) ➤ Referencing acts of violence or weapons verbally or written E.C. 48900 (k) ➤ Three level one offenses 	Possible Interventions: <ul style="list-style-type: none"> • Parent contact • Loss of privileges • Lunch detention • School beautification • One hour after school detention • 30-Day exclusion list • Friday school • Restitution • In-house suspension • Parent conference/SST 	Possible Interventions: <ul style="list-style-type: none"> • Parent contact • Loss of privileges • Lunch detention • School beautification • One hour after school detention • 30-Day exclusion list • Friday school • Restitution • In-house suspension • Behavior contract • Referral to counseling • Parent conference/SST 	Possible Interventions: <ul style="list-style-type: none"> • Parent contact • Loss of privileges • Lunch detention • School beautification • One hour after school detention • 30-Day exclusion list • Friday school • Restitution • In-house suspension • Behavior contract • Referral to counseling • Parent conference/SST • Level three discipline

Level Three	<ul style="list-style-type: none"> ➤ Fighting on or off-campus E.C. 48900 (a) (l) ➤ Receiving stolen property (over \$25) E.C. 48900 (g) ➤ Truancy E.C. 48900 (k) ➤ Theft (over \$25) E.C. 48900 (g) ➤ Destruction of property or vandalism (over \$25) E.C. 48900 (f) ➤ Possession or use of stink bombs or smoke bombs on campus E.C. 48900 (b) ➤ Possession of drug paraphernalia E.C. 48900 (j) ➤ Possession or use of tobacco products or paraphernalia E.C. 48900 (h) P.C. 308 (b) ➤ Possession of a knife, explosive (incl. fireworks), or other dangerous object E.C. 48900 (b) (k) ➤ Sexual Harassment E.C. 48900 (n) (2) 	Possible Interventions: <ul style="list-style-type: none"> • 30-Day exclusion list • Friday school • Restitution • In-house suspension • Parent Conference/SST • Home suspension • Behavior contract • Referral to counseling • Referral to law enforcement 	Possible Interventions: <ul style="list-style-type: none"> • 30-Day exclusion list • Friday school • Restitution • In-house suspension • Parent Conference/SST • Home suspension • Behavior contract • Referral to counseling • Referral to law enforcement • Possible recommendation for SARB or expulsion 	Possible Interventions: <ul style="list-style-type: none"> • 30-Day exclusion list • Friday school • Restitution • In-house suspension • Parent Conference/SST • Home suspension • Behavior contract • Referral to counseling • Referral to law enforcement • Possible recommendation for SARB or expulsion • Level four discipline
Level Four	<ul style="list-style-type: none"> ➤ Assault and battery E.C. 48900 (a) (2) 	Possible Interventions: <ul style="list-style-type: none"> • 30-Day Exclusion List • Restitution 	Possible Interventions: <ul style="list-style-type: none"> • 30-Day Exclusion List • Restitution 	

	<ul style="list-style-type: none"> ➤ Possession or use of alcohol or other drugs E.C. 48915 (a) ➤ Sale or distribution of a controlled substance E.C. 48915 (c) ➤ Brandishing a knife, weapon, or other E.C. 48915 (c) ➤ Possession of a firearm E.C. 48915 (c) ➤ Arson ➤ Possession of an explosive E.C. 48915 (c) ➤ Sexual Assault-Battery E.C. 48900 (n) (2) 	<ul style="list-style-type: none"> • Parent Conference/SST • Home Suspension • Behavior contract • Referral to counseling • Referral to law enforcement • Possible recommendation for SARB or expulsion 	<ul style="list-style-type: none"> • Parent Conference/SST • Home Suspension • Behavior contract • Referral to counseling • Referral to law enforcement • Possible recommendation for SARB or expulsion
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DISTRICT DISCIPLINE GUIDELINES

The Governing Board of each school district maintaining grades one through twelve shall notify parents or guardians of the availability of rules regarding student Discipline (E.C., Section 35291).

When a principal or school official releases a minor pupil to a peace officer in order to remove the minor from school grounds, the school official must immediately try to notify the parent or guardian of the removal and of the place where the minor is being taken (E.C. Section 48913, 13013).

Parent/Guardian Liability – Parents or guardians are liable for any willful conduct of their minor children which results in injury to another pupil or to school district personnel, or for any willful cutting or defacing of any school property belonging to a school district or to a school district employee, or for any property belonging to the school district and loaned to the minor student and not willfully returned. Such liability shall not exceed \$7,500.

Any parent, guardian, or other person who upbraids insults or abuses any teacher of Public Schools in the presence or hearing of a pupil, is guilty of a misdemeanor (E.C. 4481). Any parent, guardian, or other person who insults or abuses any teacher in the presence of other school personnel or pupils and at a place which is on school premises or at some other place if the teacher is required to be at such other place in connection with assigned school activities is guilty of a misdemeanor, and is punishable by a fine of not less than one hundred dollars (\$100) nor exceeding one thousand dollars (\$1000). (Amended by Stats. 1983, Ch. 1092) (E.C. 44812)

CONDUCT AND DISCIPLINE

The responsibility for fostering desirable standards of conduct in the Gateway Unified School District is shared by the Board of Education, administrators, teachers, support personnel, parents and students alike. The Board of Education has adopted uniform policies and procedures for student conduct and discipline with the goal of promoting a school atmosphere conducive to learning and to the safety and welfare of students and school staff. **All students are expected to follow the valid authority of all school personnel.**

The policy, summarized below, sets the minimum standards of student conduct, the disciplinary action procedures to be used in school throughout the District and rights and responsibilities of students, parents and school personnel. Jurisdiction of the school - Education Code, Section 48900 specifies those acts for which disciplinary action may be taken and prescribes the school's jurisdiction or area of authority in matters of school attendance or activity as the following: (1) while on school grounds, (2) while going to or coming from school, (3) during lunch period whether on or off campus, (4) at school activities whether on or off campus, or (5) during or while going to or from a school sponsored activity.

GROUND FORS SUSPENSION

- a. Causing, attempting or threatening to cause physical injury to another person
- b. Possessing, furnishing or selling a firearm, knife, explosive or other dangerous object
- c. Possessing, selling, furnishing, using, or being under the influence of any illegal drug, alcoholic beverage, or intoxicant
- d. Arranging the sale of a controlled drug, alcoholic beverage or intoxicant and then selling or furnishing another liquid, substance or material
- e. Committing robbery or extortion
- f. Causing or attempting to cause damage to school or private property
- g. Stealing or attempting to steal school property or private property

- h. Possessing, or using tobacco
- i. Committing an obscene act or engaging in habitual profanity
- j. Offering or selling any drug paraphernalia
- k. Disrupting school activities or willfully defying the valid authority of school personnel
- l. Knowingly receiving stolen property or private property
- m. Possessing an imitation firearm
- n. Committed or attempting to commit a sexual assault or a sexual battery as defined by the Penal Code
- o. Harassing, threatening, or intimidating a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being witness, or both
- p. Sexual Harassment
- q. Causing, threatening to cause or participating in an act of hate violence
- r. Bullying, including threatening behaviors, verbal or written threats, rumors, electronic devices, etc.

Suspension is the temporary removal of a student from regular school activities imposed for adjustment purposes.

- Suspended students are not allowed to be in or near any school in the District, but may be required to complete all assignments and tests.
- Except in emergencies, suspension is preceded by an informal conference at which the student is informed of the charges of misconduct and is given the opportunity to present his/her version of the facts and evidence in his/her defense.
- Suspensions may be imposed for up to five (5) days at a time for a maximum of twenty (20) days in a school year.
- Students who have been transferred to another school may be suspended for ten additional days.
- The parent/guardian may be required to attend a formal conference and/or classes.

RECOMMENDATION FOR EXPULSION

Recommendation for expulsion shall be made for students who commit any of the following acts: (1) brandishes any weapon or other dangerous object at school, (2) sexual assault, (3) sexually battery, (4) sells drugs or other controlled substances, (5) battery. In such cases, the offense must be reported to a Law Enforcement Agency and the student and his/her parent/guardian must be referred to a District Discipline Hearing Panel for a due process hearing. In addition, a student may be recommended for expulsion for any of the causes outlined above in grounds for suspension (a-r).

- When expulsion is recommended, a District Discipline Hearing Panel is convened to review the case and determine if expulsion is appropriate.
- The student and his/her parents are notified of their rights, which include their right to appear and to be represented by counsel.
- The Discipline Panel findings and recommendations are submitted to the Superintendent who, in turn, submits the case to the Board of Education. The Board of Education decides finally if expulsion is appropriate.

INVOLUNTARY TRANSFERS

A student may be involuntarily transferred for adjustment purposes to the District Alternative Program, REACH Academy, and Community Day School if he/she has committed an act listed as grounds for suspension or has been habitually truant or has irregular attendance. The student will be referred to the Student Attendance Review Board prior to a transfer.

DRESS CODE

While clothing may be a personal choice, there are basic standards for dress in the Gateway Unified School District. Listed below are basic guidelines to help students dress appropriately for their work setting, which is school.

Student dress shall not be disruptive to the educational process. Students may be requested to change into loaner clothes or turn inside out objectionable shirts. **Due to the rapid changes, it may become necessary, at the judgment of the site administrators, to modify the dress code and personal property code in order to promote safety and to eliminate any distractions from the educational process.** All changes or additions will be addressed with individuals or through school-wide announcements. Clothing worn to school must be appropriate for participating in all school activities without causing injury or disrupting the instructional process. A student should consider whether an article of clothing is



Shasta Lake School Dress Code

Clothes worn by staff and students should safely and adequately cover bodies during any normal school activities, and should promote positive and responsible messaging.

What we **SHOULD** wear...



Hoodies are allowed. Please remember to take your hoods off in the classroom.



Pants with holes or tears that do not expose skin too high on the thigh



Hats can be worn outside of the classroom



Clothing with positive messages or slogans and that adequately cover our bodies



Shorts/skirts that are long enough to adequately cover our body parts during any school activity



Shoes that are safe for physical education and recess

What we should **NOT** wear...



Midriffs or anything exposing the stomach or clothing, including tops and bottoms, that need to be constantly pulled down to adequately cover body parts



Holes in pants that expose undergarments or higher than allowable shorts/skirt length



Spaghetti straps, strapless, backless, or tube tops



Spikes on belts, bracelets, necklaces, or any other unsafe accessory



Short Shorts or shorts/skirts that have pockets exposed below the inseam



Slippers or shoes without a back strap/high heels

- ★ Tops with straps thick enough to cover undergarments and not too thin to be easily torn are acceptable
- ★ Hats, including beanies and hoods, need to be taken off while indoors.
- ★ If clothing exposes undergarments, it is not acceptable on campus or at school events.
- ★ No clothing advertising drugs, alcohol, tobacco, and/or firearms are allowed.
- ★ Pajama bottoms are discouraged. Administration will address, ensuring appropriate clothing.

Due to rapid changes, it may become necessary, at the judgment of the site administrators, to modify the dress code and personal property code in order to promote safety and to eliminate any distractions from the educational process. Dress code is subject to review and may change at any time.

appropriate for the school setting before wearing it to school. A student's teacher, front office staff, assistant principal, counselor, or the principal will discuss questionable attire with him or her.

- a. All clothing shall be clean, neat, and free from excessive tears and holes above the knees, even if they are manufactured that way.
- b. Shorts and skirts shall be of appropriate length-when standing with arms hanging at the side, the skirt or shorts must come down to the fingers-An appropriate length has an inseam length (3") that provides modesty while seated or participating in an activity.
- c. Tops and shirts must cover mid-section, back and sides of the body, even when arms are raised. Undergarments shall not be visible. Shirts and other clothing shall not have offensive slogans, advertising of illegal substances, refer to tobacco, alcohol or weapons.
- d. No Spaghetti Straps alone. No low-cut blouses or dresses.
- e. Under garments shall not be worn as outer garments. **No pajamas, sleepwear or blankets** can be worn to school.
- f. No hats are to be worn indoors except for dress up days or with a doctor's note needed for medical reasons. Hats may be worn outside for recess only. Baseball style hats must be worn so the bill faces forward. No hoods worn during school hours.
- g. No sagging clothes. Pants must be worn around the waist.
- h. Clothes and/or backpacks must not display any gang insignia.
- i. ***Dress code is subject to review and may change at any time.***

DRESS CODE DISCIPLINE

Students who violate the dress code will, on initial infractions, be asked to change and parents will be notified. Students who consistently violate the dress code will be subject to disciplinary action, including administrative detention and/or suspension.

ELECTRONIC DEVICES

Electronic devices are to be stored and silenced during the school day. It is strongly discouraged to bring cell phones, etc. on campus as there are phones on campus for student use and parents may contact their child through the office. Students who violate the electronic device policy will have the device confiscated. First offense, it will be returned to student at the end of the day. Second offense, parent/guardian pick up. On third offense, parent conference and administrative detention will be assigned. Any further violations may result in a school suspension. Students using any electronic devices in **any illegal** way will have the phone confiscated and be suspended. Electronic devices could be turned over to the authorities as evidence.

There are many reasons why such items should be kept in a backpack. A few follow: Students take unauthorized photos/record events of other people, test items, etc. Taking unauthorized photos is illegal and photographing test items constitutes cheating. Personal electronic items are a distraction in an educational environment. Such personal items are expensive and may be stolen. Law enforcement recommends that students do not have such items on campus; in the event of a real emergency, law enforcement may have difficulty with communications.

Shasta Lake School Electronic Device Discipline Matrix

Level 1: Minor Offenses

1. Improper care or misuse of device/applications. 2. Installing "banned" and inappropriate apps/games, wallpapers, etc.
<ul style="list-style-type: none"> • <u>Use of non-educational social media networks or apps that are prohibited</u> • <u>Device out in the locker room</u> • <u>Failure to return the device at the end of the day</u> • Sending chain letters, broadcast, chats, texts, or instant messages to a list of others • Slander, libel, political lobbying, commercial activities, and advertising • Failure to return the device at the end of the day • Any other use which would violate the policies of the Gateway Unified School District concerning proper student conduct • Damage to the device or device accessories (may be escalated to Level 3, if determined by I.T. and Administration) <p><i>Possible Consequences:</i></p> <ul style="list-style-type: none"> • Loss of privileges for 1 week outside of the classroom • Removal of specific apps/programs and/or apply additional device restrictions as determined by I.T. and Administration • Amends/reparation specific to offense

Level 2: Moderate Offenses

<ol style="list-style-type: none"> 1. Removing/changing school email, iTunes account, settings, configurations, or account information. 2. Uninstalling profiles, Jailbreak, resetting/wiping device, deleting Gateway Apps or any other district-installed apps
<ul style="list-style-type: none"> • <u>Excessive level one offenses</u> • <u>Device being used in the locker room</u> • Disabling or attempting to disable District and school installed applications/profiles such as Internet filtering, remote management software, and antivirus applications • Using the network for any illegal activity, including violation of copyright or other contracts • Gaining unauthorized access to resources or entities • Accessing inappropriate material on the Internet within the school day or outside of the school day (may be escalated to Level 3, if determined by I.T. and Administration) • Wastefully using finite resources, degrading, or disrupting equipment or system performance • Placing unlawful information on a device <p>Possible Consequences:</p> <ul style="list-style-type: none"> • Loss of privileges for 2-3 weeks outside of classroom or permanent loss of privileges outside of classroom. • Removal of specific apps/programs and/or apply additional device restrictions as determined by I.T. and Administration • Amends/reparation specific to offense • Suspension, in-house/at-home • SARB referral

Level 3: Major Offenses

<ol style="list-style-type: none"> 1. Violation of Gateway Unified School District Internet user's policies. 2. Program/device hacking or use of others' accounts.
<ul style="list-style-type: none"> • <u>Using technology capabilities for cheating</u> • <u>Intentional misuse/damage of device or device accessories</u> • <u>Taking pictures or videos of a student or teacher without their consent, or taking inappropriate pictures or videos with or without consent</u> • Vandalizing/hacking/invading the privacy of the account or data of another user • Posting personal communications without the author's consent • Posting anonymous messages • Sending messages that are likely to result in the loss of recipients' work or systems • Degrading the good name of the District or schools in any technological communications both within and outside of school via personal or public communications/postings <p>Possible Consequences:</p> <ul style="list-style-type: none"> • Permanent loss of privileges outside of classroom. • Fee charged to replace proper case/device/accessories • Removal of specific apps/programs and/or apply additional device restrictions as determined by I.T. and Administration • Amends/reparation specific to offense • Suspension, in-house/at-home • SARB referral

EARBUDS/ HEADPHONES POLICY

Students may only wear headphones within class upon approval of teacher.

EMERGENCY ANNOUNCEMENT

Snow Days, School Cancellations: School may be canceled due to extreme weather conditions or emergencies. Information will be provided by local radio stations by 6:30 a.m. (KQMS, KVIP, KSXO, and TV Channel 7R). Please do not call these stations directly as it makes it impossible for the staff to get messages to the announcer.

EXTRA-CURRICULAR ACTIVITIES (K-8) (ATHLETICS, CLUBS, ETC.)

There are many opportunities for students to participate in after school sports activities. Students who become part of a team join in after school games with other schools. There are one or two games during each week. Sports that may be offered are soccer, volleyball, track, cross-country, basketball, softball, and baseball. In order to be eligible for all sports, you must maintain a 2.0 GPA with no "F's" on bi-weekly grade checks. Exceptions may be made on rare occasions, according to the school site administration in conjunction with the Athletic Director. You must have adequate health insurance to participate. After school sports builds a sense of community within the school and a competition between schools is fun and challenging. All participating students are reminded that they represent the school and the community and their actions and behavior must be a credit to both. All school rules apply to extra-curricular activities. **Students are not allowed to leave campus before practice and/or a game unless they are going directly home. This is a closed campus violation.**

- **SCHOLASTIC ELIGIBILITY**

Each athlete will maintain a minimum 2.0 GPA with no F's as established by grade checks, mid-term grades and trimester grades. A bi-weekly grade check will be conducted. Any athlete receiving a failing grade and/or falling below a 2.0 GPA during the season, will be placed on Academic Probation, a two-week period in which the student will have the opportunity to raise his or her grades. 2 or more F's on a grade check will result in immediate removal from the team. During Academic Probation, players may be eligible to participate at the discretion of the coach; however, they will not be able to participate in any competitive events. If the student athlete meets a 2.0 GPA and has no F's by the end of Academic Probation, they will be reinstated to regular status. If the student athlete does not return to regular status within the 2-week period, he/she will be dropped from the team. A student athlete may only be placed on Academic Probation once per sport season. Any additional Academic Probation during that time period will result in an immediate removal from the team. A season is defined as a time period between the 1st tryout/meeting through the end of the last competitive event.

- **BEHAVIOR ELIGIBILITY**

Student athletes must demonstrate personal responsibility and good citizenship throughout the season. **Students with behavior issues inside or outside the classroom will be subject to school discipline, and may be subject to additional discipline from the extra-curricular leader, such as the Athletic Director, coach, and/or advisor. This discipline may include the removal from the extra-curricular activity.** A student may be removed or suspended from an athletic team or other extra-curricular activity for behavior or conduct that violates school rules, civil, or criminal laws. **ALL STUDENTS ARE SUBJECT TO ALL SCHOOL RULES.**

- **DOCUMENTARY ELIGIBILITY (Athletics)**

Parent consent forms, insurance forms, and other forms shall be recorded and on file in the School Office before any participation or practice is allowed. A signature by a parent or legal guardian is required. A prospective athlete shall either obtain student insurance or have his/her parent's or legal guardian's insurance coverage. Student athletes must provide an emergency contact that is available at all times. Complete the Statement of Responsibility for Athletic Insurance.

- **DOCUMENTARY ELIGIBILITY (Other Extra-Curricular Activities)**

Appropriate parent permission forms and emergency consent forms must be on file in the School Office. A parent or guardian signature is required. The extra-curricular advisor shall determine rules concerning appropriate conduct for the specific activity.

- **ABSENCE FROM SCHOOL**

Students are required to be present at school at least 4 periods that day to participate in practice, games or meets, activities, or dances. Players will not participate in games or meets that are scheduled on Saturday unless they have attended school on the previous Friday for the minimum time required to be eligible. The principal or designee may give clearance for the athlete to participate in the event of special circumstances. Students who receive school disciplinary actions will be ineligible to participate in extracurricular activity that day.

- **QUITTING A SPORT/ACTIVITY**

Any student who drops a sport or activity before the season of participation ends shall not be allowed to participate in the next sport, activity season.

- **EQUIPMENT**

All equipment issued by the school to a student shall be returned at the conclusion of the season or activity. **The student to whom the equipment was issued shall pay for equipment that is damaged or not returned.** For a

student to be eligible for any subsequent sport or activity, all equipment must be turned in or paid for at the conclusion of the season.

- **TRANSPORTATION**

Parents/Guardians are responsible for arranging the transportation of their child to all games and activities. Parents/Guardians are responsible for making sure the appropriate forms are completed, signed, and on file in the Main Office of the respective school prior to such travel. All students must be picked up by the appropriate individuals within 15 minutes of the end of the event, or the student may be subject to school/extracurricular disciplinary actions.

- **GENERAL RULES AND DISCIPLINARY ACTION**

Use of alcohol, drugs, and/or under the influence of at any time during the academic year, or possession thereof will result in the following consequences: This will follow school disciplinary procedures and removal from the team or activity for the remainder of the season. Eligibility to participate in sport activities for the remainder of the school year will be at the discretion of school site administration.

FIELD TRIPS

Permission slips must be turned in to the school the day before the scheduled trip. Attendance rules apply to field trips and students are required to be present at school at least 4 periods that day to participate in the field trip. (If you are kicked off the bus for behavior, you may not ride the bus for a field trip.)

FRATERNITIES, GANGS, AND SECRET ORGANIZATIONS

It shall be unlawful for any student, enrolled as such in any elementary or secondary school in this state, to join, become, or dress as a member of any secret fraternity, sorority, secret club, or gang wholly or partly formed from the membership of students attending such public schools, or to take part in the organization or formation of any such fraternity, sorority, secret club, or gang.

GUM AND CANDY ARE NOT ALLOWED AT SCHOOL

Violators are subject to campus clean up, Administrative Detention assignment, and/or suspension for multiple infractions (defiance).

HEALTH SCREENINGS

Your child will have the following mandated screenings at school by the District Nurse:

Hearing & Vision - Kindergarten, Second Grade, Fifth Grade and Eighth Grade

IMMUNIZATION POLICY

- **UNCONDITIONAL ADMISSION**

Any student who has documented receiving all the immunizations against poliomyelitis, diphtheria, tetanus, pertussis, measles, rubella, mumps and hepatitis B and TDAP for 7th through 12th grade students required of his/her age, or who has documented a permanent medical exemption to immunization shall be admitted to the Gateway Unified School District.

- **CONDITIONAL ADMISSION**

Any student seeking admission to the Gateway Unified School District who lacks documentation of having received all required vaccinations, and has not received an exemption, may be admitted conditionally if:

1. The student has not received all the immunizations required of his/her age group but has commenced receiving doses of all the vaccines required, and is not due any doses at the time of admission. The parent or guardian will be notified of the date by which the student must complete all the required immunizations. (Administration Code 6035)
2. The student has obtained a temporary medical exemption from immunization, and the parent or guardian is notified of the date by which the pupil must complete all the required immunizations. (Administrative Code 6035)
3. The student can provide documentation of the required immunizations within five (5) school days, or he/she will be excluded from school.

4. All students entering the 7th-12th grade will need proof of an adolescent whooping cough booster shot (TDAP) before starting school. Students who have not received this booster shot prior to the beginning of the school year will not be allowed to start school.

All children entering a California school for the first time must present an immunization record prior to enrollment. The record must indicate the date the immunization was administered as well as the doctor or clinic administering the immunization. Children transferring from other schools in California may present either a personal immunization record or a state school immunization record. Students must provide evidence that they have received all currently due required immunizations in order to be admitted to class.

Current requirements for Kindergarten entry are:

Polio	4 doses at any age, but 3 doses meet the requirement if the last one was after the child's 4 th birthday
DTP	5 doses at any age, but 4 doses meet requirement if at least one dose was on or after the 4 th birthday
MMR	2 doses, both on or after the 1 st birthday
Hepatitis B	3 doses
Varicella	one dose or a health care provider-documented evidence of chicken pox disease or immunity
Proof of physical examination (CHDP)	
Birth Certificate	

INTRA-DISTRICT TRANSFERS

Under limited conditions, intra-district transfers may be made between District schools. An intra-district transfer application may be obtained from the office and must be filled out and returned to the principal of your school of residence. Interested parents should file an application with their school by May. **(Parents are responsible for providing transportation.) Intra-district transfers may be revoked for attendance, academics, or behavioral concerns.**

INTER-DISTRICT TRANSFERS

Occasionally it is necessary for students to attend school in another school district. Those wanting to make such a request may pick up the inter-district request forms at the district office. They should be returned to the Gateway District Office. Inter-district requests are made at the district level and will take approximately thirty (30) days.

MEDICATION AT SCHOOL

Ideally, children should be given medication at home, not at school. If a child's medication does require having medication during school hours, specific procedures must be followed. Students taking prescription pills or medication at school **are to report to the office immediately, accompanied by parent or guardian** upon arrival at school and register the information with the school secretary. All medications must be kept in the office. A permission slip to receive medication must be signed by the student's physician and kept on file in the school office. A student carrying an inhaler must also have a permission slip signed by the student's physician and kept on file in the office.

SEXUAL HARASSMENT (BP5145.7a)

To promote an environment free of sexual harassment, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing standards and providing appropriate student instruction and/or counseling and staff in-service. Students shall be made aware of this policy through appropriate curriculum. Unlawful sexual harassment of or by anyone in or from the district is prohibited. Any student who engages in sexual harassment or anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal. The district prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Each complaint of sexual harassment shall be promptly investigated in a way that represents the privacy of all parties concerned. The Board expects students or staff to immediately report incidences of sexual harassment to the principal/designee or to another district administrator. Any student who feels that he/she is being harassed should immediately contact the principal or designee at his/her school. If a situation involving sexual harassment is not promptly remedied by the principal or designee, a complaint of harassment can be filed in accordance with Board Policy 1312. The Superintendent or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the

privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person. (Board Policy 5145.7a) The policy defines sexual harassment as follows: "Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting."

SOLICITATION OF FUNDS

Solicitation of funds from students on school premises by any organization other than a school organization is prohibited.

STUDENT GOVERNMENT/ RAM BUDDIES/ OTHER CLUBS

Students will be expected to participate in events the group organizes. Students are to maintain a C average. Any suspension may result in the removal of program or club pending on the advisor and administrator. Students are to conduct themselves within the school's behavior and dress-code policies at any after-school event.

THEFTS AT SCHOOL

Students should immediately report any thefts of their personal property to the administration. The school is not responsible for thefts. If it is necessary to bring valuables to school, these are to be checked at the main office. If a student is using a valuable piece of equipment such as a musical instrument at school, the equipment should be insured. School or personal property found on campus must be returned to lost and found.

PARENT INVOLVEMENT ACTIVITIES

ASSEMBLIES

Student Body Assemblies are held every trimester during the year. Recognition is always something to strive for when students invest their energies in learning, behavior and attendance. Student recognition is a commitment to recognizing and rewarding positive student behavior. Students are recognized for the following: personal responsibility and citizenship, attendance and school service, and academic achievement. We encourage parents to come and participate in the celebration of student success. Parents will be notified if their student will be receiving an award. During assemblies there should always be silence out of respect for the speaker or performer. Students should enter the assembly quietly and come to order promptly and at the conclusion, remain seated until directed to safely exit

ELAC/DELAC

English learner families are encouraged to participate in the ELAC (English Language Advisory Committee). This committee comes together for families to understand our English Learner program at Shasta Lake School and to provide feedback on the program as well as learn about other available opportunities. Parents will be notified the date and times for the meetings. DELAC (District English Language Advisory Committee) meets 3 times a year to discuss district wide English learner opportunities.

PARENT CLUB

The Shasta Lake School Parent Club is our parent and home/school organization. This Club sponsors many activities at the school and supports both instructional and extracurricular programs. Membership is open to all parents of students at Shasta Lake School and meetings are held monthly.

PARENT RESPONSIBILITIES

To give the greatest possible support for their child's education, parents are encouraged to make certain their child attends school every day except when ill, has the proper nutrition and rest and has a quiet place to study and read each day at home. Parents are also urged to make appointments for their child outside of school hours whenever possible so the instructional time will not be missed.

PARENT VOLUNTEERS

To apply for Supervised or Unsupervised Volunteer status you can submit a one-page application form available in the school's main office. A valid picture I.D. and active TB testing is required

SITE COUNCIL

Shasta Lake Site Council meets the third Thursday of each month at 2:20p.m. This council consists of an equal number of staff and parent/community members selected by their peers. The monthly meetings discuss the academic achievement of the school. Goals are determined and then monitored for their effectiveness. Any parent or community member is invited to participate in the monthly meetings. Check the school website for specific dates and times.

VISITORS

Courtesy and consideration should be shown to all visitors to our school. Remember, they are our guests. All visitors are to go to the school office for information and permission to visit classrooms. ***It is the law.***

PARENT AND COMMUNITY COMMUNICATION

AERIES

AERIES is our online student information system. Sixth through eighth grade students and parents can keep up with grades and assignments by frequently checking this website. Kindergarten through eighth grade students and parents can also remain up to date on attendance information. Each student has a personal login and password. Please contact your teacher or the school office if you forgot your child's access information.

CLASS DOJO

Some teachers at Shasta Lake use Class Dojo as a parent communication tool. This app gives you up the second information on your child's classroom participation. Students are rewarded for good behavior and reminded when they forget to follow classroom expectations. Providing contact information with participating teachers can get you access to this parent teacher communication system.

SHASTA LAKE WEBSITE

Shasta Lake School has a website page located on the Gateway Unified School District Website <http://www.gateway-schools.org/>. Updated school events and opportunities can be found on this site. The online grading system for fourth through eighth graders can also be found here.

PROGRESS REPORTS AND REPORT CARDS

Progress Reports are sent home halfway into each trimester. Report Cards are sent home at the end of each trimester. Academic progress of your student is communicated on these reports. Make sure to read the personal comments by your child's teachers to help you support academics at home. For further interpretation of the information please call your child's teacher.

SCHOOL ACCOUNTABILITY REPORT CARD

Upon request parents and community members may have access to a hard copy version of the School Accountability Report Card. Please check at the school's front office to view this document.

SCHOOL MESSENGER PHONE SYSTEM

The Shasta Lake School believes communication with parents and community is the key to a good home/school partnership. You may look forward to an informative all call every Sunday evening from the principal. Calls will be made as needed to help keep families informed and promote family participation in school activities.

SCHOOL READER BOARD (MARQUEE)

The electronic digital reader board, located in the front of the school, is updated frequently with upcoming events/information to help parents and community be involved in school activities.

8th GRADE PROMOTION POLICIES

Students will earn 8th grade promotion and activities by meeting academic, attendance, and behavior guidelines as listed below. Examples of eighth grade activities may include an 8th grade trip, the promotion dance, and the promotion ceremony.

ACADEMICS: A student must maintain Good Academic Standing during their 8th grade school year to participate in the activities related to promotion. Good Academic Standing is defined as having a Grade Point Average of 2.0 or above *and* having no Fs in any core academic class. If a student does not remain in Good Academic Standing they may be assigned to an intervention class.

Trimester 1:

- Students assigned to interventions during the first trimester may be expected to:
 - Complete grade checks including: pick up grade checks from office every Friday, get them signed by all teachers, and take the original home to their parents.
 - Meet with designated teacher for a minimum of 6 weeks, 30 minutes daily.
- If a student does not maintain Good Academic Standing status, the student will lose the opportunity to participate in one of the promotion activities offered.

Trimester 2:

Any student that does not maintain Good Academic Standing will result in the following:

- Intervention class assignment may occur.
- If a student ends second trimester and is not in Good Academic Standing, one promotion activity will be lost. If a student has already lost one activity due to grades at the end of the first trimester, the lost activity will be the next additional activity offered.

Trimester 3:

Any student that does not maintain Good Academic Standing will result in the following:

- Intervention class assignment may occur.
- If a student ends third trimester and is not in Good Academic Standing, one promotion activity will be lost. If a student has already lost one activity, the next additional activity offered will be lost, or if two activities have already been lost, the student will not be able to participate in the promotion ceremony.

BEHAVIOR: Behavior can affect any part of promotion based on lack of compliance with the conduct and discipline section outlined in the handbook.

- 3 or more total days of suspension during the school year will result in the loss of an activity.
- 5 or more total days of suspension will result in the loss of two activities.
- 7 or more total days of suspension will result in the loss of all promotion activities including the promotion ceremony.
- 6 or more after school detentions assigned by school administration will result in the loss of two activities.
- Any disciplinary infraction that results in suspension during the month of May and/or June resulting in the exclusion of school activities for 30 days may result in the loss of one, two, and/or all promotion activities.

ATTENDANCE:

- 90% attendance for the school year must be maintained.
- Individual situations will be reviewed if there are extenuating medical circumstances.
- Any day of incomplete Directed Study and/or Independent Study will be counted as an absence.

Any student who doesn't meet the attendance requirements as described above will not be eligible for promotion activities. Administration will have final discretion on a student's participation in promotion activities.

Parent/guardian will be notified of non-promotion prior to promotion AND ALL activities are forfeited. **Non-promotion means loss of participation in promotion ceremonies and activities. Students will not receive a promotion certificate.**

CELL PHONE CONTRACT

Student Expectations:

1. I understand that having a cell phone is a privilege and I will not take advantage.
2. I will protect my privacy and will not give my cell phone number to anyone with whom I am not familiar.
3. I will follow all school rules regarding the use of cell phones.
4. I will not send inappropriate, hurtful or threatening text messages.
5. I will not take, send or post any pictures or videos of anyone without my parents' and the person's permission.
6. I will only use my cell phone with the guidelines that my parents and the school have set.
7. I understand that I am responsible for the safekeeping of my cell phone and will not loan out or let others use my cell phone.

Parent Expectations:

1. I will reinforce the school's cell phone policy with my child.
2. I will monitor my child's use of his/her cell phone.
3. I will ensure my child understands the dangers of texting people they are unfamiliar with, posting pictures and/or videos and posting to social media.
4. I understand and agree that Shasta Lake School is not responsible for the theft, loss or damage to my child's cell phone.

Shasta Lake School's Policy for Use of Cell Phone

PLEASE NOTE: Shasta Lake School and school personnel are not responsible for lost, stolen, or damaged phones.

Students who bring these items on school premises assume all risks.

Students are permitted to bring the following electronic items to school: Cell Phones

A. The use of cell phones and other electronics devices at school is subject to the restrictions below.

- Cell phones **may not** be used in the classroom unless specified by the teacher.
- Cell phones **must remain turned off or on silent.**
- Cell phones **may not** be turned on or used during the administration of any school quiz, test or examination.
- Cell phones **may not** be turned on or used during school fire drills or other emergency preparedness exercises.
- Cell phones **may not** be used in bathrooms or locker rooms.

B. Cell phones may be used as set forth below:

- Cell phones may be used outside of the school building prior to the start of the day at 8:15 a.m., lunch period (6-8), and after 2:45 p.m.

C. Other electronic devices may be used as set forth below:

- Other electronic devices such as; iPods, MP3 players, PSP and Nintendo DS, **should not** be brought to school or on to school premises. If a student brings such a device to school, Shasta Lake School is **not** responsible for the theft, loss or damage to that device.
- Students who bring such devices to school are subject to the confiscation policy set forth below.

E. Confiscation and return of cell phones

- Inappropriate usage (cyber harassment, texting, filming or taking pictures without permission, etc.) during restricted times will result with the following consequences:
 - **First Infraction** – Warning
 - **Second Infraction** – Confiscation of cell phone by teacher or school personnel. Cell phone will be sent to a school administrator's office. Student's cell phone will be returned at the end of the school day.

- **Third Infraction** – Confiscation of cell phone by teacher or school personnel. Cell phone will be sent to a school administrator’s office. Parents will be notified by the school personnel. The cell phone will be returned to a parent at the end of the school day.
- **Fourth Infraction-** Confiscation of cell phone by teacher or school personnel. Student will be required to turn in the cell phone daily to the office and pick it up at the end of each school day.

*Shasta Lake School feels students, parents, teachers, and administration all need to be committed to learning.
We ask all those involved to sign a School-Parent Compact each year to reaffirm this belief.*

**GATEWAY UNIFIED SCHOOL DISTRICT - Shasta Lake School Partners in Learning
Child – Parent – Teacher – Administrator Compact**

We know that learning can take place only when there is a combination of effort, interest, and motivation. As we are all committed to your child’s progress in school, we are working to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the state standards. This agreement is a promise to *communicate and* work together. We believe that this agreement can be fulfilled *together as a team*. *Collectively* we can improve teaching and learning.

As a child I pledge to:

Be respectful by using good manners to students and staff.
Resolve conflicts by using good problem-solving skills and positive words.
Work as hard as I can on my school assignments.
Discuss with my parents what I am learning in school and deliver all school notices
Ask my teacher questions when I don’t understand something.
Limit my recreational use of electronic equipment (TV, computer, video games, social media, etc.) and select worthwhile activities instead.

Student’s Signature_____ **Date**_____

As a parent I pledge to:

Make sure my child gets to and from school on time and notify the school on days my child is absent.
Attend annual fall parent/teacher conferences and all other requested meetings.
Respect school, staff, students and other families.
Support and reinforce responsible behavior and discuss the school rules.
Provide a quiet study time at home and encourage good study habits.
Talk with my child about his/her school activities daily and ask for newsletters and bulletins.
Encourage my child to read by reading to him/her and by reading myself.
Communicate celebrations and/or concerns of my child with school staff through conferences, phone or electronics.
Monitor my child’s use of electronic equipment (TV, computer, video games, social media, etc.)
Help select worthwhile activities *and participate in school activities such as classroom support or afterschool events.*

Parent’s Signature_____ **Date**_____

As a teacher I pledge to:

Respect school, staff, students and families.
Provide motivating, interesting, and standards-based learning experiences in my classroom.
Explain my expectations, instructional goals, grading system and *student progress* to children and parents.
Find out what learning style techniques and materials work best for my students.
Measure academic progress of each student and provide ongoing support to achieve academic growth.
Communicate with parents at the fall parent/teacher conference and with student progress reports.
Provide parents reasonable access to staff, opportunities to volunteer, observe, and participate in classrooms.
Ensure a safe, warm, orderly learning environment.

Teacher’s Signature_____ **Date**_____

As a principal I pledge to:

Respect school, staff, students and families.
Create a welcoming environment for children and parents.
Communicate to students and parents the school’s mission and goals.
Ensure a safe and orderly learning environment.

Reinforce the partnership between child, parent, and staff.
Act as an instructional leader of leaders by supporting teachers in their classrooms.
Provide appropriate in-services and training for teachers and parents.

Principal's Signature _____ Date _____

Revised: 11-5-2020

Shasta Lake School
Student Handbook
Agreement Form
2023-2024



Please sign and return to your student's teacher.

I have read the student handbook and understand where to find it on the website if I need to review it.

Student Name: _____ Student Signature: _____

Parent Signature: _____ Date: _____ Grade: _____

Cell Phone Contract

(Please see Cell Phone Policy on page 20 of Student Handbook)

I understand and accept the school's policy on cell phones. I agree that if I violate any part of the expectations within this contract, I will have my phone confiscated.

Student Name: _____ Student Signature: _____

Parent Signature: _____ Date: _____ Grade: _____

_____ My child **does not** bring a cell phone to school. _____ Parent Initials