

**Ralph A. Gates
Dual Language Immersion Elementary School**

Parent / Student Handbook 2023-2024 School Year



23882 Landisview Ave, Lake Forest, CA 92630

(949) 837-2260

Social media:

Check out Ralph A. Gates DLI Youtube channel for school videos

We are *RalphGatesDLI* on Instagram, Facebook, Twitter

***This handbook does not contain all school or district policies.**

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DAILY SCHEDULE

Monday, Tuesday, Thursday, Friday: Kindergarten 8:15-2:30, 1st-6th grade 8:30-2:45
Wednesdays / modified days: Kindergarten 8:15-1:00, 1st-6th grade 8:30-1:15

EMERGENCY INFORMATION

Each child attending school must have a current Registration Information Card, signed by a parent, on file in the front office. It is imperative that we maintain up-to-date information with each question answered completely. This includes vital information needed in the case of illness, accidental injury, or an emergency at school. If at any time during the school year there should be a change in family address or phone numbers (home, work, or cell), please notify the school office immediately. Failure to keep the office informed could mean a loss of precious minutes in the event of an emergency.

ATTENDANCE / ABSENCES (AR 5113)

The California Education Code, Section 48200, makes full time education compulsory for children from ages six to 16, or high school graduation. It is the legal responsibility of parents or guardians to see that their school-aged children are enrolled and attending school every day unless they have a valid excuse. Under the law, a child may be legally excused from attending school only for health (physical or emotional), quarantine, funeral service of a member of the immediate family, or for medical/ dental services. Staying home to visit with out-of-town relatives, baby-sitting a younger brother or sister, accompanying their parent(s) on a day off, etc. are not legally valid excuses for a child missing a day of school.

REPORTING ABSENCES

Each absence must be verified, preferably by a parent's telephone call to the school attendance line on the day of absence. This is the quickest and surest method of accounting for the whereabouts of our students. If your child is going to be absent, please call the **attendance line: 949-837-2260**

Please call each day your child is absent. If we have not been informed of your child's absence, we must assume that something is wrong and proceed as follows:

- *Call the student's home.*
- *Call the parent's place of employment.*
- *Call the neighbor or relative listed on the emergency card.*

If a parent is not reached, please send a note stating the reason for absence and the days absent when the child returns to school. You can save the office staff a considerable amount of time by remembering to call each time your child will be absent. We wish to thank you in advance for helping us with this important safety procedure.

Homework can be requested on the third day of a student's absence but not for absences of fewer than three days.

TARDINESS

It is vital that every child attend school promptly and regularly. Our instructional day for children in kindergarten begins at 8:15 AM and grades 1st- 6th begins at 8:30 AM. Students arriving after the instructional day has begun are to report to the office to receive a tardy pass.

ARRIVAL TIME AND SUPERVISION

Safety is our number one priority. There is supervision available for 15 minutes before school. Students should not arrive more than 15 minutes before school. Students should be prepared to immediately exit the car. Parents can say goodbye to their student at the gate or in the car at the car drop off area. For the safety of every student, we ask that students walk directly to their line and wait quietly seated for the teacher to pick up the class. You may send a small hand towel if desired, for your student to sit on. There is no playing on the playground or play equipment before or after school.

DOCUMENTATION OF PARENT CUSTODY

If you have specific limitations related to the release of your child to a natural parent, please be aware that we must comply with various sections of the civil code relating to the dissolution of marriage. We must have documentation specifying which parent has legal custody of the child. Therefore, we are requesting that you present us with a copy of the court order signed by the judge, which stipulates the conditions of custody. Please understand that if we do not have this on file, we have no other choice but to release your child to the other natural parent upon their request

COMMUNICATING WITH YOUR CHILDREN AT SCHOOL

We seek your cooperation and assistance in establishing in every classroom an atmosphere conducive to the development of good study habits and uninterrupted academic learning time. You can help us by:

- Limiting the messages you wish us to deliver to your children after school has begun. This should only be in the case of an emergency.

- Establishing a system at home which helps eliminate forgotten lunches, homework, musical instruments, etc.
- **We do not interrupt classroom** instruction to inform students that lunches, homework, musical instruments, etc. are in the office. We remind all students to come to the office at their recess or lunch break to see if items have been dropped off for them.

VOLUNTEERING / VISITING AT SCHOOL

Teachers will make specific arrangements with parents regarding wonderful volunteer opportunities. In the interest of safety, all visitors/volunteers must report to the office to sign in with identification. Upon approval, visitors/volunteers will be issued a sticker to wear, indicating to the students and staff that they are authorized to be on campus. Please make childcare arrangements for toddlers/children not enrolled at Gates when volunteering. All volunteers/visitors must be under the supervision of a staff member and should never be alone with children. Please be advised that the school principal or principal's designee may refuse to allow any visitor/volunteer whose acts or presence is judged to be disruptive to the normal operation of the school, threatens the health or safety of students and staff, or causes property damage. Please understand that in the interest of safety and due to district liability concerns, parents/family members may not be on the blacktop/playground/outdoor learning spaces unless specifically volunteering with the teacher. Parents/guardians may sign their student out to have lunch off campus.

Parents wishing to visit the classroom should make an appointment with the teacher 24 hours in advance. To reduce distraction to the instructional program, visits are limited to 20 minutes or less. Parents must be accompanied by an administrator or designee. Teachers are not able to conference with a parent during class. We suggest that a conference be scheduled with the teacher at a mutually convenient time if you wish to discuss the visitation.

There are so many ways to be an involved parent. Please read our Parent Involvement Policy at the end of the Parent Handbook to find out the many ways you can participate and support Gates!

SCHOOL LUNCH

All students should eat something nutritious for lunch. We encourage students to bring their lunch or request a school lunch which is currently free to all students. If a child requests a school lunch, they will also be provided a breakfast to take home at the end of the day for the following morning.

CELL PHONE/ELECTRONIC DEVICE POLICY

Student possession and use of cellular telephones, tablets, smart watches or other similar types of electronic devices on school grounds, at school sponsored activities, and while under supervision of school district employees, are subject to the policies below:

- Students may use these devices before or after school only if needed to communicate with a parent or guardian beyond the regular arrival/ pick up time. If a child needs to reach a parent during the school day, they may ask any staff member to use a school phone.
- These devices must be turned off and kept in their backpack during the school day. The school does

- not assume responsibility for lost or damaged devices.
- Unauthorized use will result in confiscation of the device by the staff. Device will be returned at the end of the day.
 - Any subsequent offenses will require a parent to pick up the item from school.
 - Students may be held accountable for any offensive or inappropriate messages sent to other students, even if outside of school hours.

MARKING VALUABLES - LOST & FOUND

Please clearly label all lunch pails, sacks, personal books, records, articles of clothing, etc., with your child's name. Many items, often brand new, go unclaimed in a school's lost and found bin. After the close of the school year, all unclaimed articles will be given to a charitable organization. Parents are welcome to come in after school to visit our Lost & Found. Students must assume responsibility for loss or damage to any personal property such as jackets, books, instruments, or play equipment. The school staff will try to protect all properties but is not responsible for them. Children should not bring excessive amounts of money or valuable items to school.

PETS AT SCHOOL

Pets are not permitted on the school grounds except under specific conditions. Please be sure that your pet does not wander on the playground or follow children to school. A parent must have prior approval from the principal before bringing a pet to school. The pet must be caged properly and have a clean bill of health from a veterinarian. Service animals are permitted with appropriate documentation.

RALPH A. GATES SCHOOL RULES

Gates encourages a positive approach to teaching students appropriate behaviors and appropriate responses to the behaviors of others utilizing Positive Behavior Interventions and Supports (PBIS). At Gates we expect students to be: Respectful, Responsible, Kind and Safe.

When needed, students will be reminded, redirected, and re-taught. Behaviors are identified as either minor or major. When necessary, a progressive discipline approach will be utilized. We appreciate that our school community recognizes that our children are not only learning academic skills, but also are still developing their social and emotional maturity.

PLAYGROUND SAFETY RULES

Students are to report an accident on the playground to the adult on duty. Please encourage your child to let the teacher know if he/she is ill or injured, and to report any dangerous condition which may be noticed. Our main rule of conduct on the playground is that students only engage in safe activities. **Students are not to bring balls, toys, electronics, or other play equipment from home.** Due to the necessity of providing direct supervision and instruction football, baseball, and dodge ball are only permitted during periods of physical education.

BULLYING (B.P. / A.R. 5131.2)

Students are taught to respect each other and the adults on campus. Appropriate behavioral expectations are emphasized during school wide assemblies and in classroom discussions. Students are instructed to report any form of bullying or harassment to an adult on campus. The teacher or principal, with a verbal warning, behavior alert, or detention, will handle this infraction. It should be noted that while the term "bullying" is often used, bullying is specifically defined as pervasive and is different from the more common situations we encounter in which a student may make an impulsive decision or reaction or say or do something unkind.

*Per CDE: "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in sections 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following: (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property. (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health. (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance. (D) Causing a reasonable pupil to experience substantial interference with his or her ability to

participate in or benefit from the services, activities, or privileges provided by a school.

BEHAVIOR EXPECTATIONS

Possession of any dangerous object is not tolerated at any time. This includes pocket knives, Boy Scout Knives, Swiss army knives, look-alike toy guns or knives, sharp objects, etc. The no weapons policy is strictly enforced. **Please help us avoid any unfortunate incidents by reminding your children that they may NOT bring any dangerous object to school or school events. Possession of these items may result in suspension or expulsion.**

Possession or use of illegal substances, such as alcohol or drugs, may also result in suspension or expulsion from the school district. Our curriculum emphasizes healthy lifestyles and teaches a strong **no use** message for all illegal substances. Students who choose to violate district policy by being involved with drugs or alcohol may be suspended or expelled.

Threatening to cause, or causing physical injury to another person, is not permitted. Please talk to your children about alternatives to fighting. Students who engage in fights risk suspension or even expulsion. Intimidation, verbal threats, or similar behavior is also strictly prohibited.

Vandalism, damage to property and participation in graffiti incidents can also lead to suspension or expulsion. We maintain clean, attractive campuses and are committed to doing so.

Parents play an integral role in helping to maintain safe schools. Parents should reassure their children that reporting dangerous situations such as the presence of weapons, does not translate as disloyalty to peers. Reporting may actually prevent injury. Please call the office at 949-837-2260. All calls will be handled with the utmost confidentiality. Keeping schools safe is everyone's business. Please help us by talking to your children about the consequences of violence. Report suspicious individuals or unusual activity around the campus.

SAFETY TO AND FROM SCHOOL

We make every effort to ensure your child's safe arrival to school and return to home. But we do also want to make them aware of potential dangers. Please instruct your child to go **directly** to their destination (school or home). It is always best for them to walk with at least one other child. They should never allow a stranger to approach or talk to them. Any unusual occurrences should be reported to the sheriff and the school. Any time a child's after school routine is changed (different child care and/or transportation, etc.), please let us know so that we can assist if circumstances dictate.

NUTRITIONAL GUIDELINES AND SCHOOL PARTIES

School organizations are encouraged to use items other than non-nutritious food for fundraising purposes. Gates staff members will avoid the use of foods as a reward for students' academic performance. Parents, guardians, or other volunteers shall be encouraged to consider nutritional quality when selecting any snacks that they may donate for occasional class celebrations. Donated foods or beverages that do not meet nutritional standards shall be limited to no more than one food or beverage per child. Class parties shall be held after the lunch period whenever possible and shall be limited to no more than three per school year.

BICYCLES

Students in grades 3, 4, 5, and 6 may ride bicycles to school. Each bicycle must be equipped with a lock and parked only in the bicycle rack. Children will be expected to abide by traffic safety laws when going to and from school. Completion of the **Bicycle Permission Form** is required of all students who wish to ride their bike to school. Any student not abiding by the school rules relating to bicycles, will have bicycle privileges suspended. All students **MUST WEAR A BICYCLE HELMET** when riding their bicycle to school. Students not adhering to this important safety measure will be asked to find an alternative form of transportation. Students are encouraged to use bicycle locks. The district will not be responsible for bicycles that are lost, stolen, or damaged. **ROLLER BLADES, ROLLER SKATES, RAZORS, SCOOTERS, SKATEBOARDS, AND HEELIES, ETC. are prohibited.**

DRESS CODE

Students are expected to show proper attention to personal cleanliness and to wear clothes that are suitable for school activities. Parents have the primary responsibility for student dress, and we appreciate your support and cooperation in ensuring that the student dress code is adhered to.

- Clothing displaying language or logos, slogans, words, or pictures promoting or depicting alcohol, tobacco, drugs, or profanity is not permitted. Clothing which displays sexual references, sexism, racism, vulgarity, profanity, violence, hate messages or any derogatory message directed towards any person or group is prohibited.
- Strapless shirts are not permitted. Shirts must completely cover undergarments and the midriff area. Undergarments should not be visible at any time. Sheer or cutout tops may only be worn with another top underneath as the midriff must be covered.
- Shorts, skirts, and dresses must be an appropriate length for school. As a guide, the length should meet or be longer than the tip of the thumb when arms are extended down at the side of the body.
- For safety reasons, all shoes must be close toed and appropriate for school activity.
- Hats with a brim are allowed outside for sun/rain protection only. Baseball hats are to be worn with the bill forward. Hats and hoods may not be worn in the classroom.
- Sharp/spiked accessories or belts or chains that could be dangerous or are unsafe for student play, and are not permitted at school.
- Any combination of clothing or specific items or apparel that law enforcement considers to be gang-related is prohibited. As trends change, this may change over time. Some current examples may include but are not limited to clothing that displays gang insignia, belt dangling below the waist, pants worn low below waist level or sagging, or long shorts to or below the knees with socks pulled up to the knees, when these items can be reasonably construed as gang-related.

*As trends change, administration reserves the right to amend the dress code policy as needed in order to keep a safe and orderly school environment.

**School Administrators reserve the right to make exceptions for specific school activities

HEALTH SERVICES

In case of an accident or illness at school, a qualified person will administer first aid and the parents will be notified. Except for first aid at the time of injury, the school cannot treat injuries. If it is necessary for a student to go home because of illness or injury, it will be the responsibility of the parent or guardian to pick up the child. Please understand that we are not permitted to readmit a child to class if their temperature is over 100 degrees. Students should not attend school until they have been fever free for 24 hours without medication. Students should not attend school if they have vomited within the past 24 hours.

MEDICATION

The Education Code allows school personnel to administer medication if the following steps are taken:

1. Physician's request form completed by physician and given to the office.
2. Parental release form on file in the office.
3. The container of medicine is labeled by the pharmacy with the name of the child, name of the medicine, dosage requirements, and physician's name.

Students may not bring aspirin, cough drops, eye drops, or any other medication to school to take on their own. There is the possibility of another child taking the medication and having a severe reaction to it. **ALL medication**, no matter how harmless it may appear to be, **must be kept in the office** during school hours. Please contact the school for the forms required if school personnel are to administer medication to your child.

NONDISCRIMINATION

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The

Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying of any student based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, disability, sex, sexual orientation, gender, gender identity, gender expression or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school (Education Code 234.1)

Visit the SVUSD website for more information: <https://www.svUSD.org/non-discrimination>

STUDENTS SEXUAL HARASSMENT

The Governing Board is committed to maintaining a school environment that is free from harassment and/or bullying based on gender, gender identity, or gender expression. The Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school-sponsored or school related activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy. Visit the SVUSD website for more information: <https://www.svUSD.org/non-discrimination>

School Vision and Mission

Vision

Gates Elementary School is a snapshot of California's population. We serve students of diverse cultural, ethnic, and socio-economic backgrounds. The uniqueness of our student population is addressed through a stimulating learning environment with instruction that meets students' appropriate academic level. We strive for high academic standards and expectations for all students.

Self-esteem is a critical facet in the education of the whole child. Through an environment of mutual respect, positive reinforcement, and opportunities to build good character, our students develop a positive self concept. This positive self-esteem is the vehicle through which all students become responsible citizens and learn the skills necessary to adapt to a constantly changing society.

We encourage our parents to be active partners in the education of their children by providing information and resources that allow them to take an appropriate role in supporting their child's learning. The team of child, teacher, and parent working together is key to the success of our students. With this team support, as students leave Gates School they will be able to successfully meet the challenges that lie ahead of them in this multifaceted world.

Mission

The mission of the Gates School community is to meet the needs of the whole child so that each child can be a successful individual and a contributing member of society.

What is Title I?

Gates is a Title I school. Title I is a federally funded program available to select schools, based on the percentage of students eligible for free and reduced lunch. Title I funds are supplemental to district funds given to schools and are to be used to increase student achievement.

Gates Elementary School Supports the Title I Requirements Below:

- Develop with parents a written Parent Involvement Policy

- Hold an annual meeting to inform parents of the school's participation in the Title I program • Jointly develop with parents a school-parent-teacher-principal compact.
- Provide staff training on parent involvement
- Provide information to parents about the Title I program
- Provide (if requested) an opportunity for meetings to allow parents to participate (as appropriate) in decisions about their child's education and respond to suggestions
- Offer flexible meeting times
- Ensure that information sent to parents is in a format and language, to the extent is in a format and language that parents can understand.

Title I School-wide Program at Gates Elementary may use Title I funds to increase student achievement for all students by providing:

- Title I teacher to support students in ELA/ELD
- Extended Learning Time both before and after school to support students in ELA/ELD and Math • Staff Development- teacher release time and/or academic hourly pay to attend staff development, pay consultants to provide staff development
- Support Materials for instruction in Common Core Standards in ELA/ELD and Math • Parent Involvement Meetings – including childcare during events
- Parent Communication
- Technology Hardware and Software to support CCSS and intervention
- Student Study Team- teacher release time and intervention coordinator

Parent Involvement Opportunities at Gates Elementary School:

- Annual Title I Meeting in the fall
- Back to School Nights in the
- Fall Parent – Teacher Conferences
- Spring Parent – Teacher Conferences
- School-wide Showcase
- SSC Meetings
- ELAC Meetings
- PTA Meetings
- A.L.L. Meetings
- Volunteering at school in your child's classroom- Arrangements can be made with your child's teacher.

Schools/Families/Community Partnerships

The School Site Council (SSC) is a school team made up of the principal, school staff members, and parents. Its role is to plan for and promote highest student achievement in the school. Each year the SSC reviews and offers input into the school improvement plan, parent involvement policies, parent-teacher principal school compact for learning and how funds are used to support student achievement.

English Learner Advisory Council (ELAC) is a school team made up of the school principal, bilingual parent advocate, and parents of English learning students. Its role is to plan for and promote student achievement for students in our school. Each year the ELAC reviews the School Parent Involvement Policy and the Annual English Learner Survey. ELAC is kept informed about English Language Development (ELD) program at Gates. Parents also participate in workshops that will support the learning of students at home.

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