

Student Handbook

2026-2027



“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)

SHASTA LAKE MIDDLE SCHOOL VISION STATEMENT:

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

THE GATEWAY PROMISE:

In the Gateway Unified School District, we promise to ignite curiosity and hope in every student through engaging educational experiences. Together, with our families and community, we will promote student agency and self-belief. We promise to drive every student's discovery of purpose, empowering all to significantly and positively contribute to their communities. With unconditional commitment, we inspire lifelong learning and resilience, overcoming barriers to success.

STARTING AND ENDING TIMES:

Regular Day:	8:15 - 2:45	5 - 6 Lunch: 11:45 - 12:20
		7 - 8 Lunch: 12:23 - 12:58
Minimum Day:	8:15 - 1:45	5 - 6 Lunch: 11:04 - 11:39
		7 - 8 Lunch: 11:42 - 12:17
RAM Time Day:	8:15 - 1:45	5 - 6 Lunch: 11:04 - 11:39
		7 - 8 Lunch: 11:42 - 12:17

SHASTA LAKE MIDDLE SCHOOL STAFF

Principal	5th Grade Teachers	Para-Professionals
Kati Parsons	Christina Haines	Leann Anderson
Assistant Principal	Robert Moore	Tiffany Ball
Travis Hunt	Hannah Davis	Brittney Bethel
Keith Turner	Jamie Tracy	Connor Buckles
Office Staff	McKenna Westrip	Raphaella Carvalho
Sandy Ross - Secretary	Kristen Webster	Laurie Crull
Jennifer Dickson - Attendance	Tyler Spence 5-8 PE	Alan Cummings
Emma Ward - Clerk Typist		Simon Dean
Kim Wright - Office Mgr.	6th - 8th Grade Teachers	Jamin Diaz
	Cody Fisher- 6th English	Brianna Fuller
Counselors	Kendra Koehler - 6th Math	Payton Gienapp
Olivia Bergren - 6-8	Jacob Santos - 6th Earth Science	Kaleigh Graham
Kami Parsons - 6-8	Austin Grewell - 6th Social Science	Kelsey Kessler
	Elliott Fennell - 7th English	Deborah Irish
School Psychologist	Johathan Farley - 7th Math	Alyssa Martin
Taylor Renihan	Jennifer Cornelius - 7th/8th Math	Brianna Merritt
	Ken Dotson - 7th Life Science	Tiersa Meyers
Speech Therapist	Cassie Simons - 7/8th Science	Rebecca Miller
TBD	Mason Livingston - 7/8th History	Della Nash
	Shawn Brose - 7/8th US History	Shanna Prosch
Support	Kylie Connelly - 8th English	Kattalina Robles-Garcia
Kadee Strait - IC	Stephen Houggard - 8th Math	Colby Rutledge
DeLinda. VanDyke Intervention	Lori Cottengim - 8th Physical Science	Bethany Scheer
Lisa Endicott -EL/ Intervention		Shandae Schortgen
		Gage Silkwood
Behavior Aid	PE & ELECTIVE	Rebecca Unger
Andi Nelson	Caden Campbell - 6-8 PE	
Joe Tyner	Tyler Spence 5-6 PE	Cafeteria
	Jeannette Sommers - 6-8 Music	Ashely Torres
Library Info Specialist	Gail Perkins 6-8 Music	Michael Braga
Dawn Bell	Harleen Pabla - 5-8 Art	Patrick Johnson
	Brian Rueb - 6-8 KRAM	Shanon Roble
Campus Monitor		
Kenny Aitken	SDC Teachers	Parent Liaison
	Jule Kinder - 5 SDC	Rhonna Stacher
LVN	TBD - 5-6 SDC	
Torrie McCary	Garrett Elliott - 7-8 SDC	SAILS
	Vivian Castillo - 7-8 SDC	Kelly McDonald - Lead
Maint / Custodians	Al Knight - 4-8 SH SDC	Emma Ward
Kyle Covert	Gerald Pusch 5-8 RSP	Jasmine Carol
Summer Costa	Celeste Kelly 5-8 RSP	Dean Cowain
Austin Dickson	Susan Walesch - 6-8 RSP	Christina Morales
Jason Cano		Leann Anderson



GATEWAY UNIFIED SCHOOL DISTRICT

2026-2027 SCHOOL CALENDAR

JULY 2026				
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

AUGUST 202614/180				
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
31*				

21SEPTEMBER 202635/180				
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		

22OCTOBER 202657/180				
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	30

15NOVEMBER 202672/180				
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*				

14DECEMBER 202686/180				
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	

18JANUARY 2027104/180				
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

15FEBRUARY 2027119/180				
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

19MARCH 2027138/180				
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		

19APRIL 2027157/180				
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	30

20MAY 2027177/180				
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
31				

3JUNE 2027180/180				
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		

DATES TO REMEMBER	
Aug. 7, 10 & 11	Professional Development Day or Work Day
Aug. 12	First Day of School (No Minimum Day)
Oct. 12 - 16*	Parent/Teacher Conferences (Minimum Day*)
Nov. 23 - 27	Thanksgiving Recess (No School)
Dec. 21 - Jan. 4	Winter Recess (No School)
Jan. 4	Professional Development Day
Feb. 15 - 19	President's Week Recess (No School)
March 26- April 5	Spring Recess (No School)
June 3	Last day of School (Minimum Day*)
June 4	Makeup Day (Minimum Day*)

HOLIDAYS	
July 3	Independence Day Observed
Sept. 7	Labor Day
Nov. 11	Veterans Day
Nov. 25	Admissions Day
Nov. 26- 27	Thanksgiving (11/26)
Dec. 23	Negotiated Holiday
Dec. 24	Christmas Eve
Dec. 25	Christmas Day
Jan. 1	New Year's Day
Jan. 18	Martin Luther King Jr. Day
Feb. 15	Washington's Birthday (2/22) Observed
Feb. 16	Lincoln's Birthday (2/12) Observed
March 26	Easter (3/28) Observed
May 31	Memorial Day
June 18	Juneteenth Observed

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

SESSIONS: MLHS
Session 1 Ends: September 18, 2026
Session 2 Ends: October 30, 2026
Session 3 Ends: December 18, 2026
Session 4 Ends: February 26, 2027
Session 5 Ends: April 16, 2027
Session 6 Ends: June 3, 2027

SEMESTERS: CVHS
First Semester
1st Quarter Ends: October 16, 2026
2nd Quarter Ends: December 18, 2026
Second Semester
3rd Quarter Ends: March 12, 2027
4th Quarter Ends: June 3, 2027

TRIMESTERS: GOES, RRES, SLMS
1st Trimester Ends: November 6, 2026
2nd Trimester Ends: February 26, 2027
3rd Trimester Ends: June 3, 2027

180 Instructional Days
BOARD APPROVED: 02-11-2026

Shasta Lake Middle School

2026-2027 Bell Schedules

REGULAR DAY

5th & 6th Grade			7th & 8th Grade		
Bell to class	8:13 - 8:15		Bell to class	8:13 - 8:15	
1st Period	8:15 - 9:05	50	1st Period	8:15 - 9:05	50
passing	9:05 - 9:08	3	passing	9:05 - 9:08	3
2nd Period	9:08 - 9:59	51	2nd Period	9:08 - 9:59	51
passing	9:59 - 10:02	3	passing	9:59 - 10:02	3
3rd Period	10:02 - 10:52	50	3rd Period	10:02 - 10:52	50
passing	10:52 - 10:55	3	passing	10:52 - 10:55	3
4th Period	10:55 - 11:45	50	4th Period	10:55 - 11:45	50
Lunch & Recess	11:45 - 12:20	35	passing	11:45 - 11:48	3
passing	12:20 - 12:23	3	5th Period - AR	11:48 - 12:23	35
5th Period - AR	12:23 - 12:58	35	Lunch & Recess	12:23 - 12:58	35
passing	12:58 - 1:01	3	passing	12:58 - 1:01	3
6th Period	1:01 - 1:52	51	6th Period	1:01 - 1:52	51
passing	1:52 - 1:55	3	passing	1:52 - 1:55	3
7th Period	1:55 - 2:45	50	7th Period	1:55 - 2:45	50

MINIMUM DAY

5th & 6th Grade			7th & 8th Grade		
Bell to class	8:13 - 8:15		Bell to class	8:13 - 8:15	
1st Period	8:15 - 8:55	40	1st Period	8:15 - 8:55	40
passing	8:55 - 8:58	3	passing	8:55 - 8:58	3
2nd Period	8:58 - 9:38	40	2nd Period	8:58 - 9:38	40
passing	9:38 - 9:41	3	passing	9:38 - 9:41	3
3rd Period	9:41 - 10:21	40	3rd Period	9:41 - 10:21	40
passing	10:21 - 10:24	3	passing	10:21 - 10:24	3
4th Period	10:24 - 11:04	40	4th Period	10:24 - 11:04	40
Lunch & Recess	11:04 - 11:39	35	passing	11:04 - 11:07	3
passing	11:39 - 11:42	3	5th Period - AR	11:07 - 11:42	35
5th Period - AR	11:42 - 12:17	35	Lunch & Recess	11:42 - 12:17	35
passing	12:17 - 12:20	3	passing	12:17 - 12:20	3
6th Period	12:20 - 1:01	41	6th Period	12:20 - 1:01	41
passing	1:01 - 1:04	3	passing	1:01 - 1:04	3
7th Period	1:04 - 1:45	41	7th Period	1:04 - 1:45	41

Shasta Lake Middle School

2026-2027 Bell Schedules

RAM Time (Tier 2) & Assembly

5th & 6th Grade			7th & 8th Grade			
Bell to class	8:13 - 8:15		Bell to class	8:13 - 8:15		
1st Period	8:15 - 8:55	40	1st Period	8:15 - 8:55	40	
passing	8:55 - 8:58	3	passing	8:55 - 8:58	3	
2nd Period	8:58 - 9:38	40	2nd Period	8:58 - 9:38	40	
passing	9:38 - 9:41	3	passing	9:38 - 9:41	3	
3rd Period	9:41 - 10:21	40	3rd Period	9:41 - 10:21	40	
passing	10:21 - 10:24	3	passing	10:21 - 10:24	3	
4th Period	10:24 - 11:04	40	4th Period	10:24 - 11:04	40	
Lunch & Recess	11:04 - 11:39	35	passing	11:04 - 11:07	3	Minimum Day Lunch
passing	11:39 - 11:42	3	5th Period - AR	11:07 - 11:42	35	
5th Period - AR	11:42 - 12:17	35	Lunch & Recess	11:42 - 12:17	35	
passing	12:17 - 12:20	3	passing	12:17 - 12:20	3	
6th Period	12:20 - 1:01	41	6th Period	12:20 - 1:01	41	
passing	1:01 - 1:04	3	passing	1:01 - 1:04	3	
RAM Time	1:04 - 2:01	57	RAM Time	1:04 - 2:01	57	
passing	2:01 - 2:04	3	passing	2:01 - 2:04	3	
7th Period	2:04 - 2:45	41	7th Period	2:04 - 2:45	41	

Rally Day

5th & 6th Grade			7th & 8th Grade			
Bell to class	8:13 - 8:15		Bell to class	8:13 - 8:15		
1st Period	8:15 - 8:55	40	1st Period	8:15 - 8:55	40	
passing	8:55 - 8:58	3	passing	8:55 - 8:58	3	
2nd Period	8:58 - 9:38	40	2nd Period	8:58 - 9:38	40	
passing	9:38 - 9:41	3	passing	9:38 - 9:41	3	
3rd Period	9:41 - 10:21	40	3rd Period	9:41 - 10:21	40	
passing	10:21 - 10:24	3	passing	10:21 - 10:24	3	
4th Period	10:24 - 11:03	39	4th Period	10:24 - 11:03	39	
passing	11:03 - 11:06	3	passing	11:03 - 11:06	3	
6th Period	11:06 - 11:45	39	6th Period	11:06 - 11:45	39	
Lunch & Recess	11:45 - 12:20	35	passing	11:45 - 11:48	3	Regular Day Lunch
passing	12:20 - 12:23	3	5th Period - AR	11:48 - 12:23	35	
5th Period - AR	12:23 - 12:58	35	Lunch & Recess	12:23 - 12:58	35	
passing (7th check-in)	12:58 - 1:01	3	passing (7th check-in)	12:58 - 1:01	3	
RAM Time/Rally	1:01 - 2:01	60	RAM Time/Rally	1:01 - 2:01	60	
passing	2:01 - 2:04	3	passing	2:01 - 2:04	3	
7th Period	2:04 - 2:45	41	7th Period	2:04 - 2:45	41	

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.

Title I School-Level Parental Involvement Policy Shasta Lake Middle School

Shasta Lake Middle School has developed a written Title I parental involvement policy with input from Title I parents. This policy was developed with input from parents and staff that was gathered during the Title I Parent Information Night, School Site Council, and staff meetings. This collective information was then compiled and approved by the Shasta Lake Middle School Site Council and the Gateway District Board. It has been distributed to parents of Title I students in first day packets each year. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

Involvement of Parents in the Title I Program

To involve parents in the Title I program at Shasta Lake Middle School, the following practices have been established:

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program. Annual meetings will be held in the first trimester of each school year to provide parents with Title I information at the beginning of the school year.
- The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening. The following meetings are opportunities for parents to gather parent involvement information.
 - Back to School Night: August
 - Teacher/Parent Conferences - September-October
 - Title I Parent Information Night - October - November
 - School Site Council Meetings - monthly dates determined as a group
 - Personal meetings with the principal - Schedule an appointment 275-7020
 - Open House - April
- The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy.

Parents are encouraged to provide feedback to the Title I Parent Involvement Policy through the following opportunities:

 - Title I Parent Information Night - November
 - School Site Council Meetings - monthly
 - Personal meetings with the principal - Schedule an appointment 275-7020
- The school provides parents of Title I students with timely information about Title I programs through the following forms of communication:
 - School Messenger Phone System
 - The Shasta Lake Middle Website: <http://www.gateway-schools.org>
 - The digital School Reader Board located outside the front of the school
 - Staff and parent communication: Conferences and phone conversations
- The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.
 - Back to School Night
 - Parent/teacher conferences
 - Title I Parent Information Night
 - School Site Council Meetings

- If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.
 - Teacher/Parent Conferences - Conferences available by parent or teacher request
 - Title I Parent Information Night - November
 - School Site Council Meetings - monthly
 - Personal meetings with the principal - Schedule an appointment 275-7020

Building Capacity for Involvement

Shasta Lake Middle School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

- The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children.
 - Back to School Night - August
 - Teacher/Parent Conferences - September-October
 - Title I Parent Information Night - November
 - School Site Council Meetings - monthly
- The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement.
Materials such as parent involvement activities, homework strategies and reading support are provided at our literacy information nights which include the following:
 - Kindergarten Open House - August
 - Back to School Night - August
 - Teacher/Parent Conferences - September-October
 - Title I Parent Information Night - November
 - Dr. Seuss Literacy Night - March
 - Kindergarten Orientation - March
 - Support from Parent Liaison - throughout the year
- With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and on how to work with parents as equal partners.
Shasta Lake has a collective commitment to work collaboratively with all students, staff and parents. The staff uses our Professional Learning Community time to discuss ways to work with and include parents in student learning. The following are examples of this collaborative effort to maximize student learning:
 - Student/Parent/Teacher/Administrator School Compact
 - Parent/Teacher/Student conferences: as requested by parents or school
 - Parent volunteers in classrooms and as field trip chaperones
 - Parent Club meetings
- The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children.
 - The school works with parents and provides opportunities for parent involvement with activities such as:
 - School Site Council
 - Student Support Team Meetings
 - Positive Parent Program
 - Connection with community via Community Connect and our Parent Liaison

- The school distributes Information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand.
 - School Messenger Phone System
 - The Shasta Lake Middle Website: <http://www.gateway-schools.org>,
 - The digital School Reader Board located outside the front of the school
 - Staff and parent communication: conferences and phone conversations
- The school provides support for parental involvement activities requested by Title I parents.
 - Resources are provided to help support parental involvement including:
 - Reading strategies to use at home with students
 - Homework strategies to use at home with students
 - Literacy nights are available where academic support strategies are taught

Accessibility

Shasta Lake Middle School provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand.

- ELAC Meetings - August
- IEP meetings
- Parent/Teacher conferences

Revised: 01/30/23

Site Council Approval: 01/30/23

Shasta Lake Middle 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

Students who ride bicycles, scooters, skateboards, or similar devices to school must follow all applicable traffic and safety laws. These expectations are in place to protect students and help ensure safe travel to and from school.

- Students are required to wear a properly fitted helmet when riding a bicycle, scooter, skateboard, or similar device to or from school. Students who arrive without a helmet will not be permitted to ride the device home. A parent/guardian will need to pick up the device, or a helmet must be provided before the student may ride it.
- Bicycles and scooters must be street legal and comply with applicable laws and regulations for use on public roads and sidewalks. Motorized devices that are not street legal are not permitted on campus (Vehicle Code 21113).
- Bicycles and scooters must have a functioning lock supplied by the student and must be secured in the designated area upon arrival. Skateboards and other equipment must be stored in the designated area .
- Students must get off and walk bicycles, scooters, and skateboards once they reach school property. These items may not be ridden on school grounds, including parking lots and other school property outside gated areas.
- The designated bicycle/scooter storage area is out of bounds during the school day. Students who need to leave campus during the school day must first report to the office.
- Bicycles, scooters, skateboards, and other equipment should not be left at school overnight.

These protocols are in place out of an abundance of caution for student safety and to help ensure students are following the rules of the road while traveling to and from school.

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:

- 1st offense: written warning to student
- 2nd offense: bus privileges suspended for up to two days (bus driver discretion)
- 3rd 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 (6-8)

A number of dances for 6th- 8th graders will be held (and a special opportunity for 5th grade). **School dress code will apply at dances and other school activities.** Students with discipline referrals may be excluded from attending dances, socials, and other school activities. Any student who has disciplinary action resulting in a suspension or refocus intervention is placed on a 30-day exclusion list and may not attend any dances or extracurricular activities for 30 days following the incident. 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 Middle 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	➤ 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: • Time out • Apology • Refocus • Parent contact • Detention • School beautification • Loss of privileges	Possible Interventions: • Time out • Apology • Refocus • Parent contact • Detention • School beautification • Loss of privileges	Possible Interventions: • Time out • Apology • Refocus • Parent contact • Detention • School beautification • Loss of privileges • Level one discipline
Level One	➤ Cheating, plagiarism, forgery ➤ Multiple tardies ➤ Second violation of dress code E.C. 48900 (k) ➤ Second violation of cell phone agreement E.C. 48900 (k)	Possible Interventions: • Parent contact • Loss of privileges • Detention • School beautification • Other	Possible Interventions: • Parent contact • Loss of privileges • Detention • School beautification • One hour after school detention	Possible Interventions: • Parent contact • Loss of privileges • Detention • School beautification • One hour after school detention • Friday school

	➤ Violation of electronic agreement (iPad, internet, computer) E.C. 48900 (k) ➤ Not attending lunch detention ➤ Disruptive behavior/ Defiance E.C. 48900 (k) ➤ Three teacher level offences (class rules) ➤ Other (low level behaviors)			• Parent conference/SST • Level two discipline
Level Two	➤ 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: • Parent contact • Loss of privileges • Detention • School beautification • One hour after school detention • 30-Day exclusion list • Friday school • Restitution • In-house suspension • Parent conference/SST	Possible Interventions: • Parent contact • Loss of privileges • 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: • Parent contact • Loss of privileges • 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	➤ 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	Possible Interventions: • 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: • 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: • 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
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	E.C. 48900 (n) (2)			
Level Four	➤ Assault and battery E.C. 48900 (a) (2) ➤ 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)	Possible Interventions: • 30-Day Exclusion List • Restitution • Parent Conference/SST • Home Suspension • Behavior contract • Referral to counseling • Referral to law enforcement • Possible recommendation for SARB or expulsion	Possible Interventions: • 30-Day Exclusion List • Restitution • Parent Conference/SST • Home Suspension • Behavior contract • Referral to counseling • Referral to law enforcement • Possible recommendation for SARB or expulsion	

● 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'S FOR SUSPENSIONS

- 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, providing, or using tobacco or nicotine products

- 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 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 the 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, head coverings, and/or hoods indoors. Beanies, sun hats, or other weather-appropriate headwear may be worn as needed and outdoors only. Baseball caps are not considered adequate for warmth or sun exposure.
- g. No sagging clothes. Pants must be worn around the waist.

- h. No spikes, chains, collars, tails (or anything that unsafely dangles), headbands with protruding features (such as ears or antennae), or any other unsafe objects are to be worn on or as jewelry, belts, wallet extension, etc.
- i. No toys, stuffed animals, etc. are allowed.
- j. Clothes and/or backpacks must not display any gang insignia.
- k. ***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.



Shasta Lake Middle School Dress Code



This dress code supports a safe and respectful learning environment across the Shasta Lake School campus.

Student attire should be appropriate for school activities and not disrupt the educational process.

The Shasta Lake School dress code is derived from and in compliance with adopted GUSD board policy and expectations.

Tops



NO short or low-cut shirts that expose stomach, midriff, or chest.

NO excessively loose or ripped shirts.

NO backless, strapless, or see-through shirts of any type.



NO shirts that have straps too thin to cover undergarments or undergarment straps.

NO profanity, messages that are sexually suggestive, promote violence/intolerance, are deemed gang-related, or that advertise/promote drugs, tobacco, alcohol, or firearms, etc.

Bottoms

NO excessively short shorts, skirts, or dresses that expose undergarments or buttocks.

NO pants, shorts, skirts, or dresses that are excessively torn or have holes that expose undergarments or buttocks.

NO excessively baggy or loose pants/shorts or pants/shorts worn to show inappropriate parts of undergarments.

NO pajama pants (fleece, plaid, cartoon, etc.).



Hats, Shoes, and Accessories



NO hats, head coverings, and/or hoods indoors. Beanies, sun hats, or other weather-appropriate headwear may be worn as needed and outdoors only. Baseball caps are not considered adequate for warmth or sun exposure.

NO earbuds and headphones are allowed to be worn during school hours, both indoors and outdoors.



NO slippers, sandals, or shoes without back straps. During P.E. classes, shoes must also be safe for physical activity, without excessive soles or heels.



NO spikes, chains, collars, tails (or anything that unsafely dangles), headbands with protruding features (such as ears or antennae), or any other unsafe objects are to be worn on or as jewelry, belts, wallet extension, etc.

NO toys, stuffed animals, etc. are allowed.

NO blankets or flags to be used to walk around campus, etc.

*Violations of the dress code policy will require students to change as needed and may result in progressive disciplinary action.

*Due to rapid changes, it may become necessary for site administrators to review and modify the dress code at any time.

*Exceptions may be made for special events and/or for cultural, religious, or medical reasons with administrative approval.

ELECTRONIC DEVICES

Electronic devices are to be stored and silenced during the school day. They are not to be used. 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 and taken to the office, in every occurrence. Consequences for having phones out during the school day will range from warning, parent phone calls, detentions, phone contracts, and parent conference. 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.

● CELL PHONE POLICY

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

- Cell phones **may not** be used during the school day (7:30 - 2:45) at any time, anywhere.
- Cell phones **must remain turned off or on silent and be put in backpacks.**
- Cell phones **may not** be turned on or used during school fire drills or other emergency preparedness exercises.

B. Cell phones and other electronic devices 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 7:30 a.m. and after 2:45 p.m.

C. Confiscation and return of cell phones

- Having cell phones out or being used during school hours will result in confiscation of the device and it will be taken to the office. The device will remain there until the end of the day.
 - **First Infraction** - The device will be confiscated and taken to the office for the remainder of the day with a warning.
 - **Second Infraction** - The device will be confiscated and taken to the office for the remainder of the day with a parent phone call.
 - **Third Infraction** - The device will be confiscated and taken to the office for the remainder of the day with a parent phone call and issued detention.
 - **Fourth Infraction** - The device will be confiscated and taken to the office for the remainder of the day with a parent phone call and 1 week device contract.
 - **Fifth Infraction** - The device will be confiscated and taken to the office for the remainder of the day with a parent phone call and 2 week device contract.
 - **Sixth Infraction** - The device will be confiscated and taken to the office for the remainder of the day and a parent conference will be scheduled.
- Inappropriate usage (cyber harassment, texting, filming or taking pictures without permission, etc.) or usage will result in additional consequences at the discretion of administration.

PLEASE NOTE: Shasta Lake Middle School and school personnel are not responsible for lost, stolen, or damaged phones, headphones/ear buds, tablets, gaming devices, or any other personal electronic device. Students who bring these items on school premises assume all risks.

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 or social media information 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 or social media posts.
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 or social media accounts.
8. I understand that my cell phone may only be used before (7:30 a.m.) and after school (2:45 p.m.).

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 interacting with 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.
5. I acknowledge that Shasta Lake School has the right to enforce the Policy for Use of Cell Phones.

Shasta Lake Middle School Electronic Device Discipline Matrix

Level 1: Minor Offenses

1. Improper care or misuse of devices, applications, programs, and software. 2. Installing or accessing "banned" and inappropriate apps/games, wallpapers, etc.
• Use of non-educational social media networks, websites, or apps that are prohibited • Device out in the locker room or restroom • Failure to return the device at the end of the day • Sending chain letters, broadcast, chats, texts, or instant messages to a list of others • Slander, libel, political lobbying, commercial activities, and advertising • 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) <i>Possible Consequences:</i> • Loss of privileges • Detention, campus beautification, refocus • 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

1. Unauthorized modification of district-issued devices or accounts, including but not limited to Google Workspace accounts, Chromebook settings, device configurations, administrative settings, security features, installed applications, extensions, or management profiles. 2. Attempting to reset, wipe, unlock, bypass, or otherwise circumvent district technology management or security systems.
• Excessive level one offenses • Device being used in the locker room or restroom • Disabling or bypassing, or attempting to disable or bypass 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 <i>Possible Consequences:</i> • Loss of privileges (temporary or permanent) • Removal of specific apps/programs and/or apply additional device restrictions as determined by I.T. and Administration • Amends/reparation specific to offense • Detention, campus beautification, refocus, suspension (in-house/at-home) • SARB referral

Level 3: Major Offenses

1. **Violation of Gateway Unified School District Internet user's policies.**

2. **Program/device hacking or use of others' accounts.**

- Using technology capabilities for cheating
- Intentional misuse/damage of device or device accessories
- Taking pictures or videos of a student or staff without their consent, or taking inappropriate pictures or videos with or without consent
- Vandalizing/hacking/inventing 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

Possible Consequences:

- **Loss of privileges (temporary or permanent)**
- 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
- Detention, campus beautification, refocus, suspension (in-house/at-home)
- SARB referral

EARBUDS/ HEADPHONES POLICY

Students may not use headphones on campus during the school day. If headphones are needed in class, they will be supplied to them by their 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 (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.

- **SPORTS SPECTATOR RULES**

Students who are attending extracurricular activities or athletic events as a non-participant or spectator ***must be at school the day of the event to attend.*** Students attending an athletic function as a spectator ***cannot stay on campus until the event starts,*** they must go home when the school day ends and can return when the campus opens for event attendees. School dress code will apply at athletic and extracurricular activities. Students attending athletic or extracurricular activities need to be accompanied by an adult. Any student who has disciplinary action resulting in a suspension or refocus intervention is placed on a 30-day exclusion list and may not attend any extracurricular activities or athletic events as a spectator for 30 days following the incident.

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 for 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.

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. **Inter-district transfers may be revoked for attendance, academics, or behavioral concerns.**

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 & 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 the 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 Middle 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 on various Mondays throughout the school year at 3:00 p.m. Check the website for the most up-to-date meeting schedule. 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. Students and parents can keep up with grades, assignment completion, and attendance. 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.

PARENTSQUARE

GUSD staff use ParentSquare as a parent communication tool. This app gives you up-to-date information about your child's classrooms and school. Besides email, this is an effective way to communicate with teachers and staff.

SHASTA LAKE WEBSITE

Shasta Lake Middle 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 (ParentSquare)

The Shasta Lake Middle 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. School construction located at the front of the school will affect the use of this mode of communication.



8th Grade Promotion Policy

Students will earn 8th grade end-of-year promotion activities by meeting academic, behavior, and attendance expectations. These activities **may** include the promotion ceremony, a class trip, and a school dance.

This policy is intended to support student success through clear expectations and consistent communication, while holding students accountable for their academic performance, behavior, and attendance.

ACADEMIC

Students must maintain **Good Academic Standing** throughout the school year to be eligible for promotion activities.

Good Academic Standing is defined as: Maintaining a **2.0 GPA or higher** overall on trimester report cards.

- If a student is not in Good Academic Standing at the end of a trimester, they will lose one promotion activity.
- Continued ineligibility over subsequent trimesters will result in the loss of additional activities.
- Students may still be eligible to participate in the promotion ceremony as long as academic recovery expectations are met and behavior and attendance requirements are satisfied.

BEHAVIOR

Students are expected to meet behavioral expectations as outlined in the Student/Parent Handbook.

- **3 or more major disciplinary infractions requiring administrative action** during the year may result in the loss of one or more promotion activities.
- A combination of **Refocus & Intervention, and/or Suspension** totaling:
 - **3 days** = loss of 1 promotion activity
 - **6 days** = loss of 2 promotion activities
 - **9 or more days** = loss of **all promotion activities**, including the promotion ceremony
- Any **major disciplinary infraction** (including during May or June) may result in immediate exclusion from promotion activities, subject to 30 day exclusion policy and administrative review.

ATTENDANCE

Consistent attendance is vital for academic success and eligibility for 8th grade activities.

- Students must maintain **90% attendance for the school year** to be eligible for promotion activities.
- **Incomplete Directed Study or Independent Study** days will count as absences.
- Individual situations may be reviewed if there are extenuating circumstances.

Board Approved 6/25/2025



FINAL NOTES

- Progress and eligibility will be reviewed **at the end of each trimester**, and families will be informed through regular school communication methods if their student has lost an activity (e.g., meetings, phone calls, or conferences).
- Administration will have final discretion on a student's participation in promotion activities.
- The school is committed to helping students be successful. Parents/guardians are encouraged to contact the school with any concerns or questions about this policy.

Parent(s)/guardian(s) will be notified of the loss of any promotional activities and/or ceremony prior to the scheduled activity.

Every effort will be made to help students be successful. Ultimately, the outcome lies on the choices made by the student. **For any questions or concerns regarding this policy, parents/guardians are encouraged to contact the school office.**

I have **read** the 8th Grade Promotion Policy and understand the academic, behavior, and attendance requirements that are expected.

Student Name (printed): _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____