



Turtle Rock Elementary School

2015-2016 Informational Brochure

Respect
Organization
Cooperation
Kindness
Safety

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Turtle Rock
Elementary School
5151 Amalfi Drive
Irvine, CA 92603-3443
Office:(949) 936-6250
Fax:(949) 936-6259
Attendance:(949) 936-6251
www.iusd.org/tr

Welcome!

This brochure will provide you with basic information regarding school policies and procedures. Our web page is another source for current information: www.iusd.org/tr. We also use group e-mails and automated phone messages to communicate. Each Thursday you will receive the ROCKS Connection via e-mail detailing school activities and your child will bring home the Communication Conduit envelope with school work and flyers. In the near future, we hope to send all school literature via e-mail.

Cell phones

Students shall be permitted to have in their possession a privately owned electronic signaling/recording device on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee. Such devices shall be deactivated and remain out of sight. Their use shall be strictly prohibited on campus during the instructional day, as defined by the designated bell schedule for the day.

Bell Schedules

Playground supervision begins at 7:35 a.m. and students are not to arrive before that time. There is no supervision after school. *All students must go directly home when dismissed.* Students that are dismissed early cannot wait for older siblings unless they are supervised by a parent or guardian.

ROCKS Traffic Etiquette

Arrival and dismissal times are BUSY. Follow the procedures to keep kids safe.

Morning drop off

- Drop off begins at 7:35 a.m.
- Have child ready with backpack, lunch, etc., before pulling into lot
- Wait until the line moves forward
- Do not pull around other cars
- Adults stay in the car
- Staff and valets will help
- Students exit along the drop off
- Never leave your vehicle unattended in the carpool line

Park on Turtle Rock Drive or Amalfi and walk your child to our campus.

Afternoon pick up

- Pull forward in line and stay in your car
- When your child is safely in the car, pull forward with the line
- Do not pull around cars that are moving in the line
- Never leave your car unattended
- **Transitional Kindergarten-Staggered Day:**
- Early-7:50-11:10 / Later-9:50-1:20, **no change on Wednesdays for all TK students**
- **AM/PM Kindergarten:**
 - AM Kinders 7:50 - 11:10, **no change on Wednesdays for AM Kinders**
 - PM Kinders 11:15 - 2:35 on M,T,Th&F "Wacky Wednesdays" PM only 10:00-1:20
- **Primary (1-3):** 7:50 - 1:40
- **Upper (4-6):** 7:50 - 2:19
- **Wednesdays and all early dismissal days:** Grades 1 - 6: 7:50 - 1:18

School Office Policies and Procedures

Our school office staff works very hard to provide the best possible service and information to the students and community. For safety issues and so we can assist you if needed, we expect all visitors to our campus to check in with the office and get a visitor badge before proceeding to the classrooms. The office is open from 7:30 am through 3:30 pm Monday thru Friday except for holidays. Registration is ac-

cepted from 9:00 a.m.—2:00 p.m. Monday through Friday.

When taking your child from school due to an appointment in the middle of the day or dropping your child off from an appointment, **you must proceed through the office**, checking the student in and/or out.



As a reminder, teachers are not to be disrupted during the instructional day. Notes from

home, phone messages, or e-mail are appropriate ways of communicating with your child's teacher during the school hours. **Please do not deliver forgotten items to the classroom.** Musical instruments will not be accepted in the office or the classroom. Students know it is their responsibility to arrive with their instruments. One of our priorities is to have students develop responsibility.

Absence Hotline (949) 936-6251



Please notify the school office before 8:30 am each day your child will be absent from school. The above line is dedicated specifically to attendance procedures. Please assist us in this very important absence reporting safety issue.

If your child is **tardy** to school, he/she must report through the front office to allow us to change our attendance records.

Cross Walk

A safe route to school should be encouraged. All students must use the crosswalk with the crossing guard at Amalfi and Turtle Rock Drive. Safety is our number one concern. Please help us in these safety precautions. Thank you for supporting our efforts.



Homework Requests for Ill Students

If your child is absent from school due to illness, he or she will be allowed to make up missed work upon returning to school. While your child is home ill, we recommend spending the time resting and recuperating in preparation for returning to school. For typical 1-2 day absences, there is no urgent need for students to complete work at home. They will be given directions and missed work when they return to school. For absences that last 3 or more days, or if there are special circumstances, please contact your child's teacher directly via e-mail or voicemail to make arrangements to pick up work.



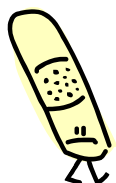
Health Office

Immunizations - It is vital that our site have complete and accurate records regarding student health issues. In order to enter public education in California, the following official immunization documents are required: Polio, DTP, MMR, Hepatitis B, and Varicella. A physical examination is required for kindergarten and first grade. The State now requires an oral health assessment by September 2, 2014 in either kindergarten or first grade, whichever is her/or his first year in public school. **Administration of Medicine:** The school must have on file a signed

authorization from the parent and physician to administer medicine to children. All medicines, including prescription and over the counter drugs, must be labeled and in their original containers showing diagnosis, medication, name, dose, route, and time. A new medication form is required at the start of each school year. You can access a new form at www.iusd.org: 1) click District Services, 2) click Health Services, 3) scroll down and click medication, 4) click medication form side one and side two - pdf, 6) print form.



Student Accident Insurance



The school district makes available a low cost accident insurance to parents for their children. Forms are distributed to parents the first week of school. Additional forms are available in the MPR entry. Such a plan can provide benefits and coverage when help is needed.

Walking To and From School

The following safety rules and good citizenship standards are expected from all students:

- Travel directly from home to school and back again.
- Stay on the sidewalks and use the crosswalks with the crossing guard.
- Do not litter or destroy our neighbors' property.
- Do not talk to strangers.
- Walk around the school parking lot. Do not walk across or through the parking lot for any reason.
- Report concerns to parents, teachers, or the school office.

After School Supervision



There is no after school supervision. Parents must pick up their children at dismissal time.

Excused Absences

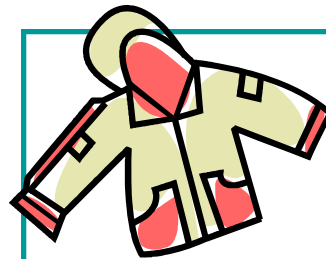
Educating your youngster is our goal. Your child's attendance is vital for her/him to be successful. Children must arrive at school on time. **The only absences that are considered Excused Absences are: illness, bereavement, the student's appearance in court, or religious holiday. Family business or vacation are not excused**

Lunch Program & Free/Reduced Lunch



A hot lunch program is available for 1st - 6th grade students. The elementary lunch price is \$3.25 (milk included). Milk is also available for \$.75. Money can be deposited into your child's LunchBox account. Checks should be made out to IUSD Food Services. Students access the funds by inputting their assigned number. The cost of the lunch is deducted from their account. Please be sure your child knows their assigned number prior to pizza day. If your income meets required income eligibility guidelines, complete a free/reduced lunch application. Your family will enjoy the financial benefits, and the school will receive Federal money to support at risk learners. Qualification for free/reduced lunch is confidential. Additional forms are available on-line from Nutrition Services and the Lunchbox website.

Lost and Found



We urge parents to LABEL EVERYTHING that is sent to school. Labeled items will be returned to the owner. Our "lost article bin" fills quickly with items that are never claimed. This bins are located in the multipurpose room entry. Children and parents are encouraged to check it for lost articles. Items are displayed six times a year and unclaimed articles are donated to charity.

MY.IUSD.ORG Website



We encourage you to use the information website available to IUSD parents on the internet. My.IUSD is a secure and private online resource which provides access to your children's attendance, emergency contact list, medical information, and trimester grades. To create a new account, all parents or guardians with an e-mail account on file at registration will receive an e-mailed message with a verification pass code. Visit <https://my.iusd.org> and click on "Create New Account." It is the parents' responsibility to update emergency information through the website whenever there are changes needed.

Special Programs and Support Services

In addition to our outstanding general education program, Turtle Rock has a variety of other programs and services.

Gifted and Talented Education Program

The G.A.T.E. Program is available to identified students grades 4-6 with exceptional learning abilities. The program consists of small clusters of identified students within the general education classrooms with a teacher who has been trained in meeting the needs of the gifted student. Appropriately differentiated instruction including depth, complexity, acceleration, and novelty is taught within the core curriculum. You may obtain further information by calling the district office at (949) 936-5000, or visiting the Gifted and Talented Education page of the IUSD web at www.iusd.org/parent_resources/gate/



Psychological Services

Our part-time school psychologist provides assistance for the behavioral, social/emotional, and cognitive problems of students. Diagnosis of student needs, counseling/guidance for students and parents, testing, site supervision of guidance groups and intern, and consultation with staff are available services.

Resource Specialist Program



This program is designed to assist children who demonstrate significant deficits in academic skills. A student can qualify for this program by demonstrating a specific learning disability or a significant discrepancy between

ability and academic achievement. After a student is identified as qualifying for this program, an Individualized Educational Plan is designed to assist the student to make reasonable academic gains utilizing his/her strengths and remediation of weaknesses. This program is designed and implemented by the resource specialist in classrooms and in a one-on-one or small group-learning situation.

ACE

After Class Enrichment sponsored by IPSF offers fun after school classes. Watch for info in ROCKS Connection.

Alternative Program for Academically Accelerated Students (Grades 4-6): A.P.A.A.S.

Turtle Rock provides district-sponsored alternative gifted classes for children who are either identified as gifted or are high achieving academically. These classes place heavy emphasis on critical thinking and structure of the intellect while still giving priority emphasis to a thorough understanding and acceleration in basic skills. Placement is determined by the district's coordinator of Gifted and Talented Education. For further information, you may call the district office at (949) 936-5000 or visit the Gifted and Talented Education page of the IUSD web at www.iusd.org/parent_resources/gate/

CDC Child Care (949) 854-5060

Child Development Center provides Turtle Rock families with affordable day care in a warm, encouraging environment. CDC's program offers children a variety of educational and recreational activities which encourage growth and development. Open from 7:00 am to 6:00 pm.



Special Programs and Support Services

Health Services



District nursing staff (on site one day per week) and a part-time health clerk provide students with vision and hearing screening (grades K, 2, 5, 6), 1st grade boys only-color vision screening and assist students who have physical impairment and health related problems. Information and guidance is provided to staff, parents, and students when medical conditions affect academic and social growth. A complete health and developmental history of a student is obtained when considering placement in the Resource Specialist Program. For further information, call IUSD Health Services Office at (949) 936-7920.

Other Services and Special Programs

- Art: 4-6 Art Specialist
- Instrumental Music: 4-6
- Music: K—3rd grade
- Chorus: 4 -6
- P.E.
- Library/Media Center: K-6
- Health Education: K-6
- Science Specialist: instruction to grades 4-6 and a resource to grades K-3
- Student Success Team: a problem-solving team approach for students, parents, and staff
- D.A.R.E. Program: This special drug awareness program, sponsored by the Irvine Police. Sixth grade has a special 12-week program.

PTA Sponsored Services

- Art: Art Masters K-6
- PE: 1-6 Physical Education Paraprofessional
- Health Clerk: Nine hours or more per week



Nondiscrimination Statement

The Irvine Unified School District is committed to equal opportunity for all individuals in education. District programs and activities including membership in student clubs shall be free from discrimination based on race, color, ancestry, nationality, ethnic group identification, age, religion, actual or potential parental, family, or marital status, or the exclusion of any person because of pregnancy or related conditions, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

English as a Second Language

Our staff recommends that children learning English as a second language enroll in the IUSD Newcomer Program. Students are much more successful in English acquisition through this specialized district program. After students reach an intermediate level, they will return to their neighborhood school. Students at TR are supported by an English language instructional assistant with appropriate instructional strategies.

Speech and Language Program

This program is designed to diagnose and provide therapy for students who demonstrate difficulty in speech, language development, and language based skills. Students who qualify for this program have an Individualized Education Program (IEP) designed for them and receive individual or small group assistance as appropriate.

Guidance Resource Services

Time Together Program: (K-2) Funded by a grant, and School and Library Improvement funds, this program provides individual and small group interaction focusing on social skills.

Stars & Stages: (3-6) We receive the services of a Guidance Assistant who works with small groups in the areas of classroom behavior, academic achievement, self-concept and social skills. In addition, the assistant focuses on managing reactions to major changes in home or at school.

The District does not discriminate in enrollment in or access to any of the activities and programs available. Admission to these programs is based on age appropriateness, class space, interest, aptitude, and prerequisite coursework where applicable. The lack of English skills shall not be a barrier to admission to or participation in the District's activities and programs. The Irvine Unified School District also does not discriminate in its hiring or employment practices.

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Student Behavior



Our school-wide positive behavior support system, ROCKS, motivates and rewards students for following our high expectations. Children are taught appropriate behaviors during our annual Kick-Off Celebration. Each trimester new students are given a quick overview to ensure their success at our school. When a child misbehaves an Office Referral is completed and sent home with the child. This is a communication tool between the school and parents when students make poor decisions. We work as a team to improve student behavior. Our goal is for all children to be contributing members at our school empowered with skills, knowledge, and values necessary to meet challenges. We are proud of our students' positive behavior.

Dress Code and Grooming Standards

Students are encouraged to follow good grooming and dress practices. However, in the final analysis, appropriate student attire is a parental responsibility. No hats are permitted within the school buildings. Please label clearly all articles of clothing, lunch boxes, sacks, books, school materials with your child's name. Your cooperation is greatly needed in helping children care for their belongings.

Appropriate dress and personal appearance at school and school related activities shall not include clothing, attire, or accessories that by its manner of appearance, arrangement, trademark, fit, or any other attribute, is unsafe; disruptive; unhealthful; obscene; profane, ethnically, racially or sexually-degrading; libelous or slanderous; provocative or revealing; exposing of undergarments; advo-

cating unlawful behavior or illegal substances; or suggesting or promoting any affiliation with any street gang or other group that commits unlawful acts.

Students who violate dress code policy, its regulations, or school rules adopted pursuant to this policy shall be subject to appropriate disciplinary action.

Students May Not Wear the Following:

- Dangling, pierced earrings
- Make-up, jewelry, hair styles, or clothing that detracts from the educational program
- Attire which is suggestive or brief, including narrow straps, or bare midriffs
- Sagging, baggy clothes or clothing which can be construed to be "gang like"
- Clothing that allows undergarments to be exposed, including baggy pants or narrow straps
- Attire that advertises any type of alcohol, drugs, violence or is obscene
- Make-up, body glitter, or colored hair gel
- Jewelry or other accessories which pose a safety threat to the wearer or the safety of other students
- Bandanas, sweatbands, rags, or scarves (except for religious reasons)
- Hats, caps, or visors inside the building
- Sunglasses (except for medical reasons)
- Flip-flops, sandals, sock-like footwear, sport shoes with retractable roller blades, slides, backless shoes, high platform shoes or slippers are not safe and not allowed. Students should wear athletic shoes when PE is scheduled.

Appropriate closed-toe shoes must be worn at all times.

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Zero Tolerance

The Irvine Unified School District enforces a policy of zero tolerance. This means that the following violations will result in immediate suspension and expulsion:

- Causing serious injury to another
- Possession of any knife or other dangerous object
- Sale of a controlled substance
- Robbery or extortion
- Assault or battery

In addition, the following violations will result in immediate suspension and determination of further actions which

may result in expulsion:

- Causing or attempting to cause damage to school or private property
- Possession of or use of tobacco
- Stealing
- Committing an obscene act or habitual profanity
- Possession of a controlled substance
- Disrupting school activities or willfully defying authority
- Receiving stolen property

Student Council & Service Opportunities



Student Council representatives are an asset to the school. Representatives from each 4, 5 and 6 grade class are chosen to serve as members. 6th grade students are allowed to run for President and Vice President. Members have leadership opportunities and take part in some decisions at our school site. Student Council sponsors spirit dress-up days; recess activities; service opportunities such as valet, Super T chaperone, ROCKS committee and Green Rock Club and holds fundraisers for useful items for the school.

Sexual Harassment – Students

Board Policy 5145.7

The Board of Education is committed to maintaining a learning environment free from harassment, intimidation or insult, student-to-student or adult-to-student, on the basis of an individual's actual or perceived sex, sexual orientation, gender, gender expression. Positive action will be taken when necessary to eliminate such practices or remedy their effects.

Sexual harassment, as defined and otherwise prohibited by state and federal statutes, constitutes an unlawful form of sex discrimination in violation of Title IX of the Education Amendments Act of 1972 and Title VII of the Civil Rights Act of 1964. In addition, sexual harassment constitutes violation of the California Education Code, regulations of the State Board of Education, and District Policy. As such, sexual harassment may constitute just cause for discipline pursuant to applicable Education Code Sections.

The following persons have been designated to handle inquiries and complaints regarding the sexual harassment policy:

Turtle Rock Elementary School: Karen Catabijan, Principal, 5151 Amalfi Drive, Irvine, CA 92603 (949) 936-6250

District Office: Title IX Coordinator - Keith Tuominen, Director, Secondary Education, 5050 Barranca Pkwy, Irvine, CA 92604, (949)936-5047.

Green Rock Club

Turtle Rock recycles bottles and cans in the blue recycling bins at the lunch tables and paper in the classroom. All students are encouraged to Reduce, Reuse, Recycle!

Parent Involvement

Parent Volunteers



We welcome and value our generous volunteer parents. Without volunteers, many programs and activities offered at our school would not be possible. If you wish to volunteer in the classroom or for various fundraising activities, please contact your

child's teacher or call the front office. All volunteers must complete a form prior to their first day. Thank you for your support of our wonderful programs.

Volunteer Parking



We appreciate each and every one of our volunteers. Please use the permitted Visitor parking spaces within the school parking lot or park on Amalfi Drive in an appropriate space. Numbered parking spaces are reserved for the staff.

Parent Teacher Association

The Turtle Rock Parent Teacher Association is composed of volunteer parents who devote their time and talents to supporting school efforts. PTA builds bridges between homes and school, integrating the efforts of parents with those of principals and teachers. By getting involved in PTA, parents are taking a major step toward improving your child's school, and community, as well as state and national education and health policies. The PTA meets every 1st and 2nd Wednesday at noon in the multi-purpose room. Contact Mary von dem Bussche with any questions about what we do and how to get involved.

IUSD Board of Education

The Board of Education meets on the 1st and 3rd Tuesdays of each month at 6:30 p.m. Meetings take place in the Board Room at the Irvine Unified School District Office, 5050 Barranca Parkway, Irvine. Everyone is invited to attend or you may watch Channel 39 for televised meetings.



Legislative Action Network

Turtle Rock School maintains an active network of people committed to respond in writing or by telephone to our Sacramento legislators on critical legislative issues effecting education. We feel that the expressed voice of the people is one of the best ways to ensure legislative support for our schools. We need your help! If you are interested in being a part of this network team, please contact Vaness Lewis, PTA president, via e-mail at lew-ismv@alumni.uci.edu.

PTA Executive Board 2015-2016

President	Mary von dem Bussche
Executive Vice President	Akshee Gandotra
VP/Fundraising	Matt Bernard
VP/Membership	Carmela Rossi-Lane
VP/Family Events	Aarti Jain
Secretary	Grace Kim
Auditor	Michelle Chivarra
Treasurer	Eman Abdelkader
Historian	Theresa Olah
Parliamentarian	Cheherazad Raetz
Financial Secretary	Erin Hyland

Parent Involvement

IUSD on the Web



You can discover detailed information about our district, our school, and general information by visiting the Irvine Unified School District web site at www.iusd.org. Our school web page is located at www.iusd.org/tr. You can find a link to our weekly ROCKS Connection posted on the front page.

School Site Council

School Site Councils (SSC) are established by California law as the forum in which school officials and parents get together to review school performance and implement plans to improve it. School Site Council elections are held at Back-to-School Night. Being a parent on the SSC is only a 1 - 2 hour commitment per month and a great way to help shape the future of our school. If you are interested in serving on SSC, please contact Ms. Cat-abijan at karencatabijan@iusd.org.

Parents Visiting the School



All visitors are required to register in the front office before being allowed access to school grounds. A staff member, usually the principal, will accompany you while visiting classrooms. Visitors may be asked to leave by school officials if there appears to be interference with the peaceful conduct of the school's educational activities. Section 627.7 of the California Penal Code makes it a misdemeanor to fail or refuse to leave the school grounds promptly after the principal or principal's designee or school security officer requests it. All visitors are asked to wear a badge obtained from the office when on school grounds. These regulations were enacted for the protection of students.

English Language Advisory Council



The English Language Advisory Council (ELAC) is composed of the principal, staff members, and parents of English Language Learners attending the school. The ELAC committee has the decision-making role of aiding the development of the School and Library Improvement Program (SLIP) as related to second language learners. Thank you to all of the ELAC members.

School to Home Communication

Important information can be found on our web page www.iusd.org/tr. The *ROCKS Connection*, which lists upcoming events, is posted weekly on the Turtle Rock web site. The Turtle Rock PTA web site is another great resource for information pta.rocks.



School Messenger: School Messenger is the school-to-home communication system used weekly to email the link for the ROCKS Connection to families. This system is also used to remind parents about upcoming events and allows for near-instantaneous communication via phone, email and text messages in the event of an emergency.

Conduit System: In an effort to assure that materials reach home, each child has an envelope that parents may expect to be brought home every Thursday afternoon of the school year. The envelope will contain both school communications and class work. The staff asks that parents take time each Thursday evening to review the contents with their children, and return the envelope with the child on Friday. Extracurricular activity and community fliers can be picked up in the MPR entry or on the web at www.iusd.org/apps/communityflyers.

Bicycles and Scooters



The following guidelines are established to prevent injury or loss of property:

1. Bicycles & scooters are allowed in grades 3-6 only.
2. Parents assume full responsibility and liability for the rider's conduct and equipment.
3. **Bicycles & scooters must be locked and parked in the bike rack.**
4. Students are required to wear a bicycle helmet.
5. Bicycle area is **off limits** during school hours. The bicycle racks are located near the school office.

Infraction of rules may result in loss of permission to have the bicycle on school grounds. The school can assume no legal responsibility or liability in connection with the child's bicycle if it becomes lost, stolen, or damaged. We suggest that every bicycle is licensed through the Irvine Police Department. Skateboards, roller blades, and roller skates are not allowed at school.

Classroom Celebrations



We promote healthy lifestyles. If you would like to celebrate your child's birthday in the classroom, you are welcome to bring in school supplies such as pens, stickers, highlighters, bookmarks, or healthful food such as grapes or carrot sticks, for each of the students in the classroom. You are also welcome to donate a book to the classroom library in honor of your child's birthday. There are many great ways to celebrate without using unhealthy food items.

Classroom celebrations planned by the teachers should also consist of healthful foods. Fruit cups and vegetables are a good alternative. Yogurt and other low-fat products are other great options. Juices which are low in sugar and bottled water are acceptable classroom beverages.

