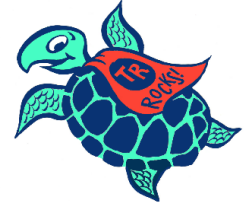


Turtle Rock Elementary School

A California Distinguished School: 2002, 2010, 2014, & 2018

Principal, Jeremy Stonebarger



Office Information

Hours

- 7:30 am-3:00 pm Monday, Tuesday, Thursday and Friday
- 7:30 am-2:00 pm Wednesday

Office Staff

- Administrative Assistant, Debbie Foret 949-936-6252
- Office Assistant, Darcie Ott 949-936-6253
- Health Assistant, Emily Hass 949-936-6261
- Nurse, Nicole Vicioso 949-936-6261

Customer Service Pledge

Our pledge is to provide all visitors an outstanding experience in our front office. We strive to smile, listen and help visitors however we can, and always with a positive attitude. If you leave our office and feel that we did not do our best to help you, please email our principal at jeremystonebarger@iusd.org.

Remember that our first priority is to help children and teachers so that they can get back to the classroom and the business of learning. Please be patient in our office.

Attendance & Tardies

Attendance/Absence Reporting Hotline 949-936-6251

Notify the school prior to 8:15 am if your child is going to be absent. Please contact us each morning that your child is absent, or the absence will be unexcused. If your child will be out for a planned extended time period, please contact our Office Assistant, Darcie Ott.

- Students are tardy anytime they arrive after 7:50 am, and need to check in with the front office for a tardy slip.
- The only absences that are considered excused absences are: illness, bereavement, student's appearance in court or religious holiday. Family business or vacation are not excused absences.
- **Please note: the teacher, office assistant or principal cannot approve your vacation or your child's absence. The school staff simply records the absence and reports it back to parents at least once a trimester either on the report card or by a letter sent via US mail.**

Messages, Items Dropped Off, Late Lunches, Late Instruments

The best way to get a message to your child during the day regarding an item left in the office, or regarding after school plans, is to email your child's teacher. We cannot guarantee that messages received after lunch will get to children but we will do our best. It's best to make sure you have a plan at the beginning of the day and then stick to that plan.

When dropping off something for a student, leave items on table in front of office. Please email your student's teacher to let them know you have dropped off an item. Do not walk directly to the classroom or call out to your student should you see them at recess or PE.

Drop off late lunches in the office **by 11:00 am**. They will be taken to the lunch area by a supervisor. Students know to check the table baskets for their lunch.

Late homework or assignments are not accepted in Grades 4-6.

Late instruments. It's the student's responsibility to pick up their instruments before music time; we do not call the classroom.

Homework Requests

Your child 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 a return 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 email. For unexcused and planned absences that last 6 or more days, please contact your teacher for an optional independent study contract.



Lost and Found

We urge parents to LABEL EVERYTHING that is sent to school. Our Lost and Found racks fill quickly with items that are unclaimed. The racks are located in the Multipurpose Room entry. Children and parents are encouraged to regularly check for lost articles. Unclaimed articles will be donated when racks fill up.

Dress Code

Appropriate school attire and closed-toe shoes are required.

Bicycle and Scooter Policy

Students in Grades 3-6 may ride bikes and scooters to school, but they must be locked in bike and scooter racks. A **helmet** must be worn. No riding on campus grounds.

Parking Lot Procedures



Parking spaces are designated for staff only. **We have staff that arrive later in the day** and need a parking spot. **We ask you to please park on the street when you are visiting or volunteering.**

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

- Morning Drop-Off
 - Drop off begins at 7:35 am. Children may NOT be on campus prior to 7:35 am.
 - Have your child ready with backpack, lunch, etc. before pulling into lot. Wait until the line moves forward. Adults stay in the car.
 - Staff and student valets will help children exit from cars.
 - Students exit along the drop-off curb.
 - **Never leave your vehicle unattended in the carpool lane.**
 - Park on Turtle Rock Drive or Amalfi Drive and walk your child to our campus.
- Afternoon Pick-Up
 - Pull forward in the line and stay in your car.
 - When your child is safely in the car, pull forward in the line.
 - Do not pull around cars that are moving in the line.
 - Supervision ends 10 minutes after dismissal. Students who are not picked-up will be brought to the front office.

Home and School Communication



There are several important websites that you should Bookmark on your devices so that you can stay up to date on school events.

- The school website is <https://turtlerock.iusd.org>
- The Parent/Teacher Association website is <http://pta.rock>

Additionally, families with current email and cell phone information entered on the Parent Portal will receive a weekly School Messenger notification from the principal titled “Week at a Glance”. This on-line communication is a quick check of upcoming school-wide events and important notifications. The School Messenger system will also be used as needed for instantaneous communication between home and school. **Please open these emails for important messages from your principal.**

The Conduit System is a hardcopy home/school communication envelope that each student will bring home on Thursdays. This folder may contain important hard copy information as well as classwork. Please check the envelope on Thursdays and return it to school each Friday.

Our goal is always to reduce the amount of paper we send home, as well as to efficiently respond to your communication. Email is always the best way to reach a staff member. Please remember that we are busy working with children, so instantaneous responses are not possible for our staff. We will respond to communication requests within 24 hours or the next school day.

My.IUSD.org

My.IUSD.org is a secure and private online resource which provides access to your child’s attendance, emergency contact list, medical information and trimester grades. To create a new account, all parents or guardians with an email account on file at registration will receive an emailed 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.**

Food Services and Lunch

A hot lunch program is available for 1st-6th Grade students. The elementary lunch price is \$3.25 (milk included). Prices scheduled to change each school year. Milk only is also available for \$.75. Money can be deposited into your child’s LunchBox account. Checks should be payable to IUSD Nutrition Services. Students access the funds by inputting their assigned pin number. The cost of lunch is deducted from their account. Please help your child to memorize his/her number. If your income meets required income eligibility guidelines, complete a free/reduced lunch application. Qualification for free/reduced lunch is confidential. Additional forms are available on-line from Nutritional Services and the Lunchbox website.



Campus Safety



The campus is a closed campus once school has started. **Parents and visitors are not allowed to walk on campus without first speaking with someone in the front office.**

- Adults must check-in with the front office and state the reason they are on campus.
- We have the Raptor system for visitors and volunteers. Please start online thru the PTA link on our website, then bring your driver’s license into the office to complete the application. You will be issued a badge once you are cleared through the system. If you do not have identification you will be asked to leave campus.
- Smile! You are on camera at all times.

- If you bring items to the front office for your child...email your child's teacher and let them know. **We do not interrupt the teacher for non-emergency calls.**
- If you are interested in a classroom observation, please contact the principal. You may only be in the classroom if you have pre-arranged a volunteer time with the teacher.
- Adult restrooms are at the front of MPR (locked). Please see our office staff if you or a non-school aged child needs to use a restroom. Adults may not use restrooms located near playground areas.
- We know our lunch tables are a relaxing place to dine and our cafeteria food is awesome, but unfortunately these experiences are for students only. If you must dine with your child at lunch, please sign him/her out through the office to leave campus and return once the lunch period ends.
- Students must be picked up no later than 10 minutes after school dismissal. There is no supervision on campus after the 10 minute period. **Primary students must wait with a parent (in car or out front) if parent is staying for Upper Grade dismissal.** Please arrange alternative child care for your student if a parent/caregiver will be arriving late.

Emergency Drills

- Each month your child will take part in an emergency drill.
- We practice keeping ourselves safe in the event of an earthquake, fire or lockdown situation.
- Teach your child to listen to adults in charge. We practice regularly so that our behaviors are automatic in the event of an actual emergency.
- Please be sure your contact information is up-to-date. We will contact you via email, text or phone call during an emergency using the data you provide us. **If you do not give us up-to-date information, contacting you in an emergency will take an extended period of time.**

Medications at School

No medications may be sent to school with a student. An IUSD Medication Administration Form must be filled out by a physician, each school year, for all prescription and over-the-counter medications at school. See the Health Office for forms and questions.

Before and After-School Care Providers - A contact list is available in the front office.

Parent/Family Involvement at School

Parent Teacher Association (PTA)

The Turtle Rock PTA is composed of volunteer parents who devote their time and talents to supporting school efforts. The PTA builds bridges between home and school, integrating the efforts of parents with those of the principal and teachers. By getting involved in the PTA, parents are taking a major step towards improving their child's school experience, developing connections within the Turtle Rock community, and participating in pro-school advocacy at the state and national levels. To become involved in our PTA, please visit the PTA website at <http://pts.rocks/Home>.

Irvine Public School Foundation (IPSF)

The mission of the Irvine Public Schools Foundation is to enrich the educational experience of each child in every school. IPSF achieves this by providing programs, raising funds and uniting the community in support of educational excellence. IPSF believes that every student deserves an educational experience complete with access to music, art and science programs, both during the school day and outside of the classroom. With community support and investment, IPSF provides enrichment opportunities for Irvine children that will help foster the next generation of thinkers, innovators and creators.

For more information about IPSF, visit its website at <https://ipsf.net/about/who-we-are/>.

School Site Council (SSC)

The School Site Council (SSC) is a group of teachers, parents and classified employees that work with the principal to develop, review and evaluate school improvement programs and budgets. The members of the SSC are elected by their peers for a term up to 3 years. The Council meets 3-4 times a year with the principal to establish school goals and a Single Plan for Student Achievement. The Council might consider school test scores, attendance records, discipline records, parent surveys and input from students to evaluate progress on the Plan's goals. School Site Council members don't just represent their own interests, they have an obligation to make decisions that will best serve the whole school community. Elections for any open positions on the School Site Council will be publicized and held during the first trimester of school.

Cultural Celebrations

Turtle Rock is a community of families from many nationalities, linguistic backgrounds and cultural/religious traditions. We encourage children and their families to share their traditions and cultural history at the PTA-sponsored Multicultural Festival each spring. Because we are such a large and diverse community, we are unable to decorate the school campus or hold school-wide festivals for individual groups. Please speak with your child's teacher if your family wishes to do a small personal heritage presentation for his or her classmates.

Special Academic Programs

Science

Next Generation Science Standards are taught at all grade levels. Students in Grades TK-3 receive science instruction from their classroom teachers. Students in Grades 4-6 attend science lab twice a week. Additional lessons are taught by the upper grade classroom teachers. Students in 5th Grade take a California science assessment in April/May. Scores on these tests are reported to parents and become part of students' academic records.

Music

Music is an important part of the IUSD experience and is heavily supported by the Irvine Public Schools Foundation.

Students in Grades TK-3 receive music lessons twice a month from a district music teacher. The lessons in TK and Kindergarten are approximately 30 minutes and 40 minutes for Grades 1-3.

Students in Grades 4-6 have an option to take either a choral music class or an instrumental music class. These classes are held twice a week for 50 minutes.

Art

Students in Grades 1-6 receive six one-hour art lessons from a credentialed art teacher each school year. All classroom teachers integrate art as part of their regular instruction.

Physical Education

At Turtle Rock we believe that developing the whole child includes a strong physical education program. Each student in Grades TK-6 receives three PE lessons each week, taught by highly qualified physical fitness instructors. TK and Kindergarten students receive 1-2 lessons per week. Our instructors also provide organized recess activities and social/emotional support to students. Core to the physical education program is the development of good sportsmanship, conflict resolution skills, self-regulation skills, anti-bullying/pro-kindness behaviors, as well as gross motor development.

Our PTA contributes heavily to our physical education program. We are pleased that with their support we have developed a program that positively impacts all children and benefits our overall school environment.

1:1 Chromebook Program

At Turtle Rock we are pleased to be able to provide every child in Grades 1-6 an individual Chromebook. These computers have become as integral to our instruction as traditional pencil and paper. Basic computer skills are taught in the classroom by our teachers. Additionally, our Media Techs provide additional instruction on specific programs and applications. We provide all students who use a computer with Digital Citizenship lessons. Use of the Chromebooks is a privilege and may be revoked if a Chromebook is damaged or misused.

The Chromebooks and additional technology at Turtle Rock is heavily supported by the PTA, IUSD, the City of Irvine and private donors.

Innovation Lab/Library

At the center of our campus is our Innovation Lab and our Library. The focus of these classrooms include reading, multimedia presentations and Maker Space activities. Creativity, collaboration, communication and critical thinking are skills that are fostered and developed through the activities in our Innovation Lab and Library. Students in all grade levels visit the Lab and Library each week for approximately 50 minutes.

Our PTA heavily supports our Innovation Lab and Library.

Student Support Services

Gifted and Talented Education Program (GATE)

The GATE Program is available to identified students in Grades 4-6. This program consists of small clusters of identified students within the general education classrooms. Differentiated instruction is provided in these classrooms by teachers who have been trained in gifted instruction. Please visit the GATE webpage on the IUSD website for more information.

Alternative Program for Academically Accelerated Students (APAAS)

Turtle Rock is an IUSD magnet site for the APAAS program. This district program is intended for those students in Grades 4-6 whose capacity for intellectual achievement and need for acceleration go beyond what can be provided in a GATE clustered classroom. Please visit the APAAS webpage on the IUSD website for more information about the application process for this program.

English as a Second Language (ESL)

The Irvine Unified School District supports students who are Newcomers to the English language by offering regional Newcomer classrooms. These rooms have clusters of students who are new to English and are taught by highly trained teachers. The designated Newcomer program for Turtle Rock is at University Park Elementary School. Students who attend this program are guaranteed a spot at Turtle Rock once they complete the program. Typically, a child is in the Newcomer Program for 1 school year. Students who qualify for this amazing program will be offered the opportunity after taking an initial language assessment upon enrollment.

Students who have spent a year or more in a U.S. school and have an intermediate understanding of English will be placed in a general education classroom. Our teachers will support their language needs as part of their regular instruction.

Social/Emotional Support Services

Turtle Rock Elementary School has a credentialed Elementary Resource Counselor (ERC) who provides short term counseling to students needing social/emotional support. The ERC can provide parents referrals to local agencies and support providers for long term counseling and/or therapy. You may inquire about ERC services through your child's classroom teacher.

Turtle Rock has an Educational Psychologist who tests students for special education services. The Educational Psychologist does not counsel students.

Special Education Services

Students who demonstrate significant discrepancies between their ability and achievement, as determined through a defined battery of nationally-normed assessments, may qualify for special education services. Irvine Unified School District provides appropriate services to students who qualify for, or enroll with, an Individualized Education Plan. Contact your child's teacher or the Educational Psychologist, to inquire further about special education services for your child.

504 Plans

Students who have medical conditions or learning needs that require accommodations within the classroom, may qualify for a 504 Plan. Contact your child's teacher to inquire further about the 504 Plan process.

After School Enrichment Programs and Child Care

Child Development Center (CDC)

The Child Development Center provides Turtle Rock families with affordable day care in a warm, encouraging environment. The CDC's program offers children a variety of education and recreational activities which encourage social/emotional growth and development. The CDC provides daycare from 7:00 am to 6:00 pm. The CDC is an independently-run child care center. The employees of the center are not employed by IUSD and the school administration is not involved in the operation of the CDC.

After Class Enrichment (ACE)

After class enrichment opportunities are available for students in Grades 1-6. These classes are organized by the Irvine Public School Foundation (IPSF). ACE classes are conducted by independent contractors and enrollment takes place via the IPSF website. A variety of classes, ranging from art to physical education, to science/technology, take place in three 10-week sessions each year. Classes last for approximately 1 hour and are held 1-2 times a week. Families pay for the classes through the IPSF website. There is no transportation available for students who stay after school for ACE classes.

Positive Behavior Support Program

At Turtle Rock we believe that behaviors need to be taught, reviewed and reinforced, just like any other subject matter. On the next page, please review our Schoolwide Matrix of Expected Behaviors. Every staff member on campus will recognize and reinforce these behaviors through verbal praise and rewards.

Behavior Consequences:

- When students demonstrate difficulty following our expected behaviors, it may become necessary to communicate directly with parents via email, phone or parent conference. Students will work with their classroom teacher, the Teacher on Special Assignment (TOSA), parents, the Elementary Resource Counselor and/or the principal to develop a behavior modification and support plan until the child consistently demonstrates the desired behavior. We believe the best place for a child to learn positive behaviors is in his or her classroom at school.

- Certain behaviors that violate school board policy or California Education Code, such as bringing dangerous/illegal objects to school, causing serious injury to another student or staff member, bullying/sexual harassment, engaging in assault and battery, theft and causing or attempting to cause damage to school property, may result in immediate disciplinary action. We always take into consideration a child's age and his or her previous disciplinary history when assigning disciplinary action.
- **A child's disciplinary history is confidential information and cannot be shared or discussed with anyone other than the child's parent(s)/guardian(s), school officials and protective authorities.**

Turtle Rock Elementary	Turtle RockSTAR students are...			
	Safe	Thoughtful	Accountable	Respectful
Hallway	<ul style="list-style-type: none"> • Keep their feet and hands to themselves • Keep areas clear • Walk at all times 	<ul style="list-style-type: none"> • Pick up trash that isn't theirs • Use kind words 	<ul style="list-style-type: none"> • Go directly to their destination • Are only in hallways during appropriate times or with permission 	<ul style="list-style-type: none"> • Stay quiet - other classes are in progress • Touch only their own belongings
Restroom	<ul style="list-style-type: none"> • Wash their hands • Report any problems • Walk at all times 	<ul style="list-style-type: none"> • Return bathroom passes that are left behind 	<ul style="list-style-type: none"> • Throw trash in the trash can • Go quickly, flush, and wash hands • Keep doors closed 	<ul style="list-style-type: none"> • Respect privacy • Use the equipment and supplies properly • Wait their turn
Assembly	<ul style="list-style-type: none"> • Keep their hands and feet to themselves • Walk at all times • Stay in their assigned spots 	<ul style="list-style-type: none"> • Remind neighbors to be polite • Show appreciation to all presenters 	<ul style="list-style-type: none"> • Sit appropriately • Follow directions from adults • Only bring permitted items to assemblies 	<ul style="list-style-type: none"> • Keep their eyes and ears on the speaker • Use appropriate applause • Enter and exit quietly
Playground	<ul style="list-style-type: none"> • Keep their hands and feet to themselves • Report any problems • Walk to and 	<ul style="list-style-type: none"> • Invite others to play • Use kind words and actions 	<ul style="list-style-type: none"> • Line up when the bells ring • Use equipment appropriately • Stay in designated areas 	<ul style="list-style-type: none"> • Take turns • Use kind words and actions • Play by the school rules

	from buildings			
Lunch Tables	<ul style="list-style-type: none"> • Walk at all times • Eat only their food • Raise their hand to be excused 	<ul style="list-style-type: none"> • Invite others to sit • Use kind words and actions • Pick up trash that isn't theirs 	<ul style="list-style-type: none"> • Throw trash in the trash can • Place belongings in appropriate areas • Sit appropriately • Wait to be dismissed 	<ul style="list-style-type: none"> • Respect directions from adults • Respect other's space • Use a Level 3 voice
Library/Lab	<ul style="list-style-type: none"> • Follow directions from adults • Walk at all times 	<ul style="list-style-type: none"> • Help others find books/materials • Support others with projects when allowed 	<ul style="list-style-type: none"> • Stay on task • Put things in proper place • Return materials on time 	<ul style="list-style-type: none"> • Respect other's ability to learn • Use a Level 1 voice
Classroom	<ul style="list-style-type: none"> • Use materials appropriately • Walk at all times • Keep their hands, feet, and materials to themselves 	<ul style="list-style-type: none"> • Help others when allowed to • Use kind words and actions • Welcome and support guest teachers 	<ul style="list-style-type: none"> • Complete their work • Keep their work/materials organized • Stay on task • Are ready to LEARN! 	<ul style="list-style-type: none"> • Pay attention to the teacher/speaker • Follow instructions • Raise their hand to speak

Non-Discrimination 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. 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.