



## Informational Brochure

Visit our website at [www.iusd.org/ab](http://www.iusd.org/ab)

### Policies and Procedures

#### ❖ YOUR CHILD'S ACCOUNT

MyIUSD is a secure and private online resource that provides access to the Report Card, your child's attendance, emergency contact list, medical information, and other useful educational data. Use your student's I.D. number and Verification Passcode to access your child's account. **Please keep the contact/e-mail information up-to-date!** If you need to change a secured area, contact the school office. We will make changes for you as needed.



#### ❖ ATTENDANCE

**NO CHILD MISSING. . . . .**  
Absences are audited by the State and we need a message from the parent on the attendance tape for **each absent day**. Please call 949-936-5401 before 8:30 a.m. if your child will be absent or tardy. All tardy students must sign in at the front office before going to class.



Please note that all absences and tardies will be monitored by the staff and will be referred to the school Attendance Review Board, if necessary. School begins at 8:15 a.m. and students are to be in their seat at that time.

If you find it necessary to keep your child out of school for reasons other than an illness, we encourage you to send your child to school for at least a part of the day so that your child will not be counted absent and also will not miss out on important school assignments.

Studies show that there is a direct correlation between good school attendance and student achievement; therefore, we encourage you as parents to reinforce the importance of good school attendance and to make every effort to send your child to school on a regular basis. Again, we

encourage your continued support to promote good school attendance and student achievement.

Please notify the teacher **IN ADVANCE** if you must pick up a student prior to dismissal time. This will prevent interruption in the program.

If your child is absent, you may telephone the teacher in the morning to request homework. It will be available for pick up at the school office AFTER class is dismissed.

#### ❖ SUPERVISION

Before and after-school playground supervision is as follows:



- Kindergarten students may arrive on campus **10 minutes** before the start of their day.
- Students in grades 1-6 may arrive on campus at **8:00 a.m.**
- All students should be picked up **on time** but no later than **10 minutes** after dismissal **OUTSIDE** of the building.

**PER IUSD BOARD POLICY #5142, PARENTS ARE NOT TO DELIVER THEIR STUDENT TO SCHOOL PRIOR TO 15 MINUTES BEFORE THE START OF SCHOOL OR LEAVE THEM AT SCHOOL LONGER THAN 10 MINUTES AFTER THE END OF THE SCHOOL DAY. WE EXPECT A PARENT TO BE ON TIME WHEN PICKING UP A CHILD ON A DAILY BASIS OR FROM AN AFTER-SCHOOL PROGRAM.**

**STUDENTS ARE NOT PERMITTED TO WAIT IN THE OFFICE FOR LATE ARRIVING PARENTS! If you will be late to pick up your student, please make arrangements for another ADULT to supervise your child outside until you arrive.**

*"A California Distinguished School"*

2005 Knollcrest • Irvine • CA 92603 • 949.936.5400 fax 949.936.5409





## ❖ WHEN YOUR CHILD IS ILL

Germs spread so very quickly. If your child tells you that he/she does not feel well, TAKE TIME TO TAKE HIS/HER TEMPERATURE BEFORE SENDING YOUR STUDENT TO SCHOOL. We know that a child does not always have a fever when feeling ill, but most often we find ourselves sending home children who do. Listen to your child and when in doubt, TAKE THAT TEMPERATURE! A temperature of 99.8° will more than likely be an invitation for you to pick up your ill child.

Please make certain that your child eats breakfast before arriving at school. Often times, a "sick" child is just hungry!

## ❖ CHILD CARE

Child care operates independently of the Alderwood Elementary School and its programs. You may visit the child care program located on our campus or telephone them at 949-856-3018.

## ❖ SCHOOL RULES

The Alderwood staff seeks to provide a safe and orderly learning environment for each student — one in which each child can be maximally productive and enjoy his/her classroom and friends. Each student is expected to make a commitment to the following school rules:



1. Treat others with respect and courtesy.
2. Respect the rights and property of others.
3. Always give one's best effort.
4. Come to class prepared and well organized.
5. Listen carefully and follow directions.
6. Raise one's hand before speaking.
7. Participate in class activities appropriately.
8. Work quietly and use time effectively.
9. Neatly complete and turn in assignments on time.
10. Students are expected to dress appropriately in keeping with a learning environment.

These expectations are meant to be positive guidelines to teach responsibility, identify productive and caring student behaviors, and to guarantee that no one interferes with another's right to learn. We encourage our parents to review these rules of student conduct with their children and to cooperate with the staff in enforcing them.

Please visit our website ([www.iusd.org/ab](http://www.iusd.org/ab)) to learn more about Student Behavior Expectations.

## ❖ LUNCH

1. Our lunch program is cashless (except for milk only purchases). Lunch is available for **\$3.25** (includes milk) and will be deducted from your child's online account. For those bringing a sack lunch, milk will be sold for 75¢ (3 quarters). Funds need to be deposited by you into your child's lunch account online or you may send a check to the school office payable to IUSD Nutrition Services (10 lunches = \$32.50). Students are not to share their lunch funds with other students.



2. **EACH CHILD IS EXPECTED TO HAVE A SACK LUNCH OR SUFFICIENT FUNDS IN HIS/HER LUNCH**

**ACCOUNT EVERY DAY!** It can be quite upsetting for a young child to learn at lunch time that he/she has no money in his/her lunch account and no sack lunch. **It is the parent's responsibility to monitor lunch funds online so that the student does not run out of funds prior to the last day of school.** The office does not have access to your account and we do not loan lunch money.

3. A labeled lunch delivered in the morning may be left on the black lunch cart near the food service door. **INSTRUCTION WILL NOT BE INTERRUPTED WHEN A LUNCH IS DELIVERED. IT IS THE PARENT'S RESPONSIBILITY TO TELL THE CHILD BEFORE COMING TO SCHOOL TO PICK UP THE LUNCH FROM THE BLACK LUNCH CART NEAR THE FOOD SERVICE DOOR AT LUNCH TIME. THE CLASSROOM WILL NOT BE CALLED!**

It is important to discuss proper nutrition with your child to ensure that the lunch is eaten each day. Ask your child what he/she will eat. This may seem unnecessary, but we find that **dozens of lunches are tossed into the trash each day because the parent is not packing what the student will eat.**

A menu for the month is available at <http://www.iusd.org>. When the IUSD homepage opens, click on Business Services!

Alderwood Elementary School has a closed campus. Children may not leave campus during school hours unless the school office is notified by a parent in writing.

## ❖ MEDICATION AT SCHOOL

Any time your child requires medication at school, the medication must be kept in the nurse's office to be given by school personnel. LEGALLY, the school requires:



1. Medication MUST be in ORIGINAL pharmacy bottle, labeled by the pharmacist.
2. The parent MUST sign a consent form prior to medication being administered (form available from the school office).
3. The physician MUST sign a consent form prior to medication being administered (form available from the school office). Medication will not be administered unless instructions are specific.
4. Medication MUST be brought to school by a parent. At no time should medication arrive at school in a lunch box, Baggie, etc.

These regulations apply to NON-PRESCRIPTION medications as well. Non-prescription drugs include aspirin, vitamins, cough syrup, cough drops, ointments, etc.

PLEASE DO NOT ASK SCHOOL PERSONNEL TO ADMINISTER MEDICATIONS SUPPLIED BY YOU UNTIL THE ABOVE MENTIONED REQUIREMENTS HAVE BEEN MET.

PLEASE DO NOT ASK SCHOOL PERSONNEL TO SUPPLY YOUR CHILD WITH MEDICATION AS NO MEDICATIONS ARE SUPPLIED BY THE SCHOOL.

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL WITH MEDICATIONS OF ANY KIND.

❖ **STUDENT RESPONSIBILITY**

One of our goals each year for both ourselves and our students is the teaching and fostering of individual responsibility. As we all know, this is a very important life skill for every individual in our society. As parents and teachers, we tend to "do" for our children and "take care" of their forgetfulness. Examples of this occur daily at school when children forget homework, books, musical instruments, or their after-school plans. As school personnel, we are generally lenient because we want children to have their books, homework, etc., and we want them to be successful. However, one of our priorities is to have students develop their own responsibility. **To this end, Alderwood staff members strongly discourage students from using the telephone for anything less than an emergency.** We will make every effort to clarify for children exactly what is expected of them, and we will reinforce personal responsibility and discourage forgetfulness by NOT allowing students to telephone home without permission from the classroom teacher.

Students are not allowed to call home for forgotten musical instruments. If you deliver a labeled musical instrument to the multi-purpose room after school begins, make sure your student knows to pick it up on the way to music class. The office does not interrupt instruction to notify students of late arriving instruments.

During the year, we will communicate with you on a regular basis by sending flyers and e-mails home. All students are expected to deliver flyers to their parents! Check your child's backpack! Also, the district may send you e-mails from time to time. We also ask that you keep your e-mail address up-to-date on MyIUSD.org.

❖ **LOST AND FOUND**

Lost article/item barrels are located at the end of each wing (by Rooms 6, 11, and 19). They are NOT grade specific. We urge parents to LABEL EVERYTHING that is sent to school. Each year, our "lost article barrel" fills quickly with items that are never claimed. Children and parents are encouraged to check it for lost articles. All unclaimed articles are donated to charity at Winter Recess, Spring Break, and on the last day of school.

❖ **CROSSING GUARD**

A safe route to school should be encouraged. The crossing guard is an employee of the City of Irvine. . . not the Irvine Unified School District. Our crossing guard will be on duty 15 minutes before all arrival and departure times. We expect all students to respect the direction of the crossing guard at all times.



❖ **BICYCLES**

Bicycle riding is enjoyed by all ages as both a practical form of transportation plus an enjoyable form of recreation and exercise. It is requested that each parent discuss the school bicycle rules below with your bike rider.

1. Parents assume FULL responsibility and liability for the rider's conduct and bicycle.

2. Bicycles are allowed in grades 3-6 only.
3. Each student will be required to wear a bicycle helmet.
4. All bicycles MUST be parked in the bike rack and LOCKED. Students MAY NOT share a bicycle lock - only one bicycle per lock!
5. All bicycles MUST be walked while on school grounds.
6. Children should never ride two on one bicycle.
7. Bicycles must be in safe working condition.
8. No student is to loiter in or around the bike rack area at any time.

Infraction of rules may result in loss of permission to have the bicycle on school grounds. The school, legally, can assume NO 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. Also, please remember that Heelys, skateboards, roller skates, roller blades, and scooters/razors are NOT allowed at school.

❖ **PARKING AND STUDENT SAFETY**

Parking and traffic issues are two areas of concern that are very difficult to manage in a manner that is agreeable to all involved. Student, staff, and parent safety is our main priority. Please visit our website ([www.iusd.org/ab](http://www.iusd.org/ab)) for specific drop-off and pick-up information. Please do not double or triple park and let your child out or have them come to your car. Having children move in between cars in traffic lanes to get to a car or the sidewalk is very dangerous. Please observe all school-zone traffic laws especially the decreased speed. Be safe!



**Alderwood Elementary School has a closed campus. All visitors (parents, volunteers, guests) are required to sign in at the school office PRIOR TO CONDUCTING BUSINESS ON CAMPUS. NO PARENT IS TO BE ON CAMPUS AT ANY TIME DURING THE SCHOOL DAY WITHOUT SIGNING IN AT THE OFFICE FIRST! PLEASE DO NOT ENTER ANY CLASSROOM, THE PLAYGROUND, OR LUNCH TABLE AREA DIRECTLY FROM THE PARKING LOT!!**

❖ **REPORTING TO PARENTS**

Teachers meet with parents (Parent-Teacher Conference Week) in October and March to discuss each child's academic progress, study habits, and attitudes. Report cards will be available on-line in December, March, and June. Keep your MyIUSD.org information up-to-date.



❖ **PARENT PARTICIPATION**

Parents are encouraged to come to the School Site Council meetings and the Parent-Teacher Association meetings to establish maximum communication between the school and home. For further information about our School Site Council or our PTA, please visit our website ([www.iusd.org/ab](http://www.iusd.org/ab)).



## ❖ VOLUNTEERS

A volunteer/visitor must sign in with the office staff upon arrival. Volunteers provide much-needed assistance to our educational program. As a volunteer, you are a valuable resource to our schools. We want your experience as a volunteer to be a successful one. Here are some suggestions that might be of benefit to you when you come to help out:



1. Meet the students in a relaxed, friendly manner.
2. Learn student names and pronounce them correctly.
3. Let the students know that you are truly interested in them by asking about interests, friends, etc.
4. Give students your full attention. Listen to what they have to say.
5. Set an example for students by being courteous and respectful to them.
6. Build students' self-confidence. Let them know you expect them to try and to succeed.

As you work with students, keep these ideas in mind:

1. Be consistent when working with the students.
2. Learn school rules and be sure students follow them.
3. Be dependable. The teacher and students are depending on you.
4. Be prepared. Have everything ready when you start to work with students.
5. Reward students for success. Praise is usually enough, but once in awhile something special can be given as a reward.
6. Help students learn HOW to do their work.
7. Ask for help when you find a problem that you feel you may not be able to handle.
8. Your interest and enthusiasm as a volunteer may be the single most important part of success in learning for many students.

One last thought--serving as a volunteer can only improve and enrich the lives of our students. You are important!

## ❖ TELEPHONE

Please dial your teacher direct. You will reach voice-mail during the teaching day. Please take care of all arrangements for the day with your children before they leave for school. If the forecast is for rain, give them a plan for pick up/dismissal for foul weather (children do not call home if it is raining at dismissal time). If dance or music lessons are scheduled, be certain that they know what is expected of them before they leave for school. We ask that only emergency messages be telephoned to children. A message telephoned into the school late in the day may not reach the child at all due to field activities. If you will be late picking up your child, please make arrangements for another ADULT to supervise your child outside.



## ❖ PLAYGROUND RULES TO REMEMBER

1. Students are not to play in the restrooms at any time.
2. Fire hydrants are not toys. No climbing on the fire hydrants.
3. Students are not to loiter at the lunch tables during recess.
4. No hitting balls against the school walls.



5. Students should not walk on or through the planters nor play on the retaining wall.
6. All trash should be placed in the trash cans.
7. Students should not cross into the child care or kindergarten areas.
8. Students should play on the black top only. No playing on the cement areas alongside the classrooms.
9. Treat everyone and our school with respect.
10. Visit our website to learn more about Student Behavior Expectations.

## ❖ CELL PHONES

With more and more students coming to school with cell phones it is imperative that you be aware of the following:



1. The school cannot assume any responsibility for any loss or damage to a cell phone.
2. Cell phones must be turned completely **off** (not on any silent or vibrate mode) during the school day at all times.
3. Cell phones must be kept in the student's backpack at all times during the school day.
4. Students may **not** talk on their cell phones or listen to messages at any time during the school day.
5. Cell phones confiscated for failure to adhere to these rules will be turned into the principal and will be returned to the student's parents only.
6. Cell phone communication may be done **only** before and after school. There will be no exceptions!

Due to the expense and fragility associated with cell phones, parents should carefully consider any decision that allows an elementary school student to bring a cell phone to school.



## ❖ TECHNOLOGY RESOURCES

School computer systems and technological resources are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and is subject to criminal and civil penalties under Federal Laws. Access to the district's technological resources and the Internet is provided for educational purposes only and is to be used only for activities that support the curriculum, the professional role of staff, and approved school activities. Only students with parent permission (signed form on file) will be allowed to access the district's technological resources and the Internet. Anyone using the school's technological resources/Internet expressly consents to monitoring and adherence to school rules and/or codes of conduct. Any student who makes use of technological systems and resources for inappropriate reasons may have his/her privileges revoked for a time period to be determined by the nature of the misconduct.

## ATTENDANCE REPORTING

949-936-5401