

DEERFIELD SCHOOL
2 Deerfield
Irvine, CA 92604
(949) 936-5650

September 8, 2011

Welcome to Deerfield Elementary School!

The staff and I look forward to a most successful 2011-2012 school year! We are ready to greet old friends and for the opportunity to meet new ones. Please read the following enclosed information and keep it available for reference during the school year. This will facilitate a smooth school year for your child and for us. Please visit the Deerfield website throughout the year for updated information about what is going on at school at: www.iusd.org/de/. Also, please make sure that we have a correct and up to date email address for you as we continue forward with our efforts to conserve and go paperless.

OFFICE HOURS:

The office will be open from 7:45 a.m. to 3:30 p.m. daily. If your student forgets homework, please be sure they return prior to 3:30 p.m. After that time the doors will be locked. Thank you for your cooperation with our schedule.

DAILY SCHEDULE:

The daily schedule for *regular days*, *modified days* (every Wednesday) and *minimum days* (specific dates) is included in this packet as a separate sheet and posted on our web site.

REPORTING ABSENCES:

If you keep your child home from school, please call the attendance line at 936-5651 by 9:00 a.m. to verify **EACH** day your child is absent and the reason. You may request homework at the time you call in the absence. Homework may be picked up in the office after school on the days of request.

SUPERVISION BEFORE AND AFTER SCHOOL:

Children are not to be on the school grounds/playground prior to 7:55 a.m. or after 2:55 p.m. Playground supervision is provided before school from 7:55 a.m. to 8:20 a.m. Other than assuring that the children have safely left the school campus by 2:55 p.m. in the afternoon, there is no other supervision after school. The Deerfield Staff is working continuously to insure that each child knows and understands this. Please help us to provide for your child's safety by insisting that he/she goes directly home after school and only uses the playground equipment when supervised by a teacher or other school personnel during regular school hours. **(Please see separate sheet regarding Playground Policies.)**

CROSSING GUARD:

A Crossing Guard is on duty at the corner of Deerfield Avenue and Fawn Glen East from 7:30-8:30 a.m. and at dismissal times until 3:00 p.m. Students are to cross only where the crossing guard is present and able to assist children in safely crossing the street. PLEASE NOTE THERE IS NOT A CROSSING GUARD AVAILABLE FOR "LATE BIRDS" KINDERGARTEN.

OPEN DOOR POLICY/PARENT SIGN-IN:

Deerfield is very proud of its "Open Door" policy and we would like to keep it alive and well. To do this, it requires ALL parents and visitors to sign in at the Administration Building before going to the classroom. For the safety of our children, all parents and guests visiting the school are required to wear a visitor tag. These are available by the sign-in book. This also includes those parents who, on occasion, wish to have lunch with their child.

Teachers are not to be interrupted during the teaching hours of the school day. You might want to check with your child's teacher on what is the best time of day to conference with her/him. A note, phone or email message as to when a teacher can contact you when they are not instructing is the appropriate way to communicate.

We want our students to be responsible, but if you have a forgotten lunch, homework, jacket, etc. please come to the Administration Building only. Our students know to come to the front office for these items. In addition, the office staff will make every effort to see that your child gets what you brought in.

Again, for the safety and security of students, staff and parents, we need to know who is on campus at all times and our only way of knowing is through the sign-in book. Thank you for your cooperation and understanding.

LUNCH:

Lunch is available for \$3.25 per lunch on a daily basis. Deerfield participates in the district wide Lunch Box Program and we strongly encourage each family purchase lunches through this opportunity. To sign up for the Lunch Box Program and to pay for lunches on-line, please visit the district web site at www.iusd.org and click on the My IUSD.Org (parent portal) link to set up an account. For those children who bring sack lunches, milk is available for 75 cents. You will find the monthly menu posted on the district's web site. Please make sure that your child has a Lunch Box account, sack lunch, or cash before leaving for school each day. *The school cannot loan lunch money to students.* If you need to deliver your child's lunch to the office, please make sure the lunch has your child's name on it, and place it on the table in the front office.

MESSAGES TO STUDENTS/TELEPHONE USE:

Unless it is an emergency, it is difficult for the school office to deliver messages to students. Please make all after-school arrangements with your child(ren) before school and be sure your child(ren) know how and with whom they are getting home. Also, please establish a "rainy day" schedule with your child(ren).

If you know that you will be picking up your child(ren) early, please send a note to the teacher that morning. Often times classes are outside for P.E., in the Computer Lab, or at an assembly and if the teacher knows in advance that a student will be leaving early he/she will make every effort to make sure your child is ready to leave at the time you've requested. You will also need to come to the office to sign your child(ren) out.

Students are not allowed to make or receive telephone calls at school unless instructed to do so by school personnel. Students may not use the school telephone to make after-school arrangements. These plans must be made prior to coming to school.

Cell phones are allowed on campus during the day, but they are not to be turned on **AT ANY TIME** during school hours. If students use a cell phone during school hours, it will be confiscated by school personnel, turned into Ms. McKeown and it will be returned to parents upon clarification of our policy.

PARKING and DROP OFF/PICK UP:

When parents or other adults come to school to take a student off campus, they must not double park or park by the (red) fire curb. **THE RED CURB IS A FIRE LANE** and in case an emergency vehicle is needed this must be OPEN. We have had many problems with people parking in unauthorized areas that have presented unsafe conditions for our children at dismissal time. Please give us your full cooperation as we don't want to restrict parking altogether before and after school in the lot, but we are committed to keeping the parking lot safe for all children and parents. Also, please do not drive through the second lane of traffic and call children to the car through the first lane of traffic. Staff members will not allow children to step off of the curb through traffic in an effort to prevent unsafe conditions.

The parking lot is painted to identify staff parking spaces and allow all staff members to park on campus. Please do not park in any numbered spaces during the school day. We often have staff members whose schedules alternate or are different than our traditional school hours that arrive throughout the school day. Also, please remember that spaces painted blue are reserved by law for individuals with the handicapped placard. You must not block or park in these spots at any time unless you have a placard.

Please note that there is one entrance to the parking lot and one exit as established in partnership with the city of Irvine and the Irvine Police Department. Please drive carefully through both the Deerfield and Venado parking lots.

MEDICATION AT SCHOOL:

Any time your child requires medication to be given at school the medication **MUST BE KEPT IN THE NURSE'S OFFICE** to be given by school personnel. Legally the school must require: (1) medication in the original pharmacy container, properly labeled by the pharmacist; (2) parents' signed consent; and (3) doctor's signed order. The Orange County Department of Education consent form is available in the school office. Medication must be brought to school by the parent. These regulations apply to both prescription drugs and NON-prescription drugs such as aspirin and cough drops! Please do not ask personnel to administer medication without the above needed permission forms and please do not send medication with your child in backpacks.

REPORT CARDS AND PROGRESS REPORTS:

Report cards will be available on-line via the Parent Portal in December, March and June with progress reports in between when desired or necessary. Parent Conferences are held in November and early April. However, you are encouraged to call or email your child's teacher or the school whenever you have a question or concern. The classroom teacher should always be your first level of contact in resolving classroom concerns.

SCHOOL-HOME COMMUNICATION:

Communication can best be accomplished by having dependable information carriers. Your child is that carrier. Please help the school by encouraging your child to be dependable in getting messages home to you. Each child will be issued a conduit folder where both school and classroom communications will be kept. Ask for information; look in backpacks for monthly calendars, PTA highlights and upcoming meetings and social functions. Also, please refer to our school web site for upcoming events, news and announcements.

Thursday has been designated as our "conduit day". Most school information will come home in your child's folder on this day – please check your child's backpack weekly.

In addition, we will be sending home weekly updates and announcements via email in our **Falcon Friday Flyer**.

PTA:

Parent Teacher Association for Deerfield Elementary will be actively establishing and encouraging maximum participation between the school and the home and facilitating social interaction, parent education and fund raising. All parents are encouraged to belong, to attend and be involved! Please check the outstanding and informative PTA website at: www.dfpta.com. Become a member of our PTA; Together we can!

LOST AND FOUND ARTICLES:

We urge parents to label their children's belongings for easy identification. All lost articles will be placed in the lost and found barrels or hanging rack located in the multi-purpose room. Children and parents are welcome to check it for any items which are lost. Please check the classroom area also. Jewelry, keys and items of any value other than clothing are kept in the office. At the end of the calendar year and school year, all clothing articles not claimed are donated to charity. Musical instruments left at school are also placed in the MPR if they are seen by staff members.

ANIMALS ON CAMPUS:

Due to the severe allergies of some staff and students, and in accordance with Irvine City Municipal Code Section 4-5-701 and posted school district regulations, animals, particularly dogs, are not allowed on campus. Some children are afraid of animals even though they are pets and sometimes animal behavior is unpredictable, so we request that parents not bring their family pets to school with them when they drop off or pick up children. This includes animals that are on a leash. Thank you for your continued cooperation.

PICKING STUDENTS UP AT SCHOOL:

Please meet your child in front of the school or on the playground area at dismissal time, not in classrooms. If you need to have your child leave school other than the regular dismissal time, you must come to Administration Building and sign your child out and the office staff will notify the teacher to send your child to the office. **NO CHILD IS PERMITTED TO LEAVE CAMPUS WITHOUT YOUR SIGNED PERMISSION OR THAT OF AN ADULT OF YOUR CHOOSING.** Any adult who signs a child out **MUST** be on that child's emergency card. This also includes older siblings, cousins, grandparents, caregivers, neighbors, etc.

HOMEWORK POLICY:

All Deerfield School homework assignments are given to provide practice and reinforcement of newly learned skills; to help develop a sense of personal responsibility; to encourage self-discipline; and to extend each child's ability to study independently. Your child's homework assignments could include any or all of the following:

- Finishing work assigned during the regular school day
- Reinforcing skills previously taught
- Long-term assignments such as book reports and research projects
- Weekly assignments such as spelling, vocabulary, and math facts

The amount of time spent on homework can vary with the individual child, however research supports a maximum of about one hour of homework per evening. Research also shows the single most valuable activity for developing children's comprehension is reading itself. Therefore, we strongly encourage that each child read or be read to for at least 20 minutes at home daily. Since research supports a maximum of about one hour of homework per evening, and many students are involved in other activities, we will adhere to these time frames. Classrooms may occasionally have more or less homework on a given evening, and long term assignments and daily reading may also be assigned at each teacher's discretion. (APAAS students will generally have more homework because of the specialized program they are in.) If parents would like their children to do more academic work than the amount of homework we assign, they may purchase supplementary materials at a teacher's supply store. However, as a staff we would instead encourage parents to take their children out into the community to museums, theater, nature parks, the beach, mountains/snow, and the library. Other great learning experiences for students beyond paper and pencil tasks are things such as learning to play a musical instrument, Boy/Girl Scouts, participating in a theater or musical group, playing on a sports team, and cooking to practice math and reading skills. Giving children more hands-on, real life experiences and a wide general knowledge base will make them well rounded citizens and good students!

Parents can also assist us with homework in the following ways: **SUPPORT** your child with a quiet place to work and necessary supplies; **ENCOURAGE** your child to complete his/her studying at home, **PROMOTE** doing one's very best work, and **CHECK** to see that all homework has been completed and offer feedback so that your student is able to make her/his own corrections.

Again, welcome to Deerfield School. The staff and I look forward to a most successful 2011-2012 school year!

Sincerely,

Kathy McKeown

Kathy McKeown
Principal