

Revised August 2017

# Stonegate Elementary 2017-2018 Parent Handbook

## Welcome!

Welcome to the 2017-2018 school year at Stonegate Elementary! Stonegate is a school focused on the success of the whole child. We hold high expectations for all members of the Stonegate family; students, staff and community members alike. Our expectations are that all students will perform at the highest academic levels, treat others with the utmost respect and courtesy, and be active and contributing members of our school culture. Our instruction is founded on the belief that critical thinking and problem solving are essential to students becoming 21st century citizens. We believe that strong, foundational skills in reading and math provide the platform from which students launch into higher

Our collective goal is to develop 21st century global citizens who embrace academic rigor, critical thinking, and social and cultural responsibility.

order thinking strategies and successes. In order for our students to be 21st century learners, we must be 21st century teachers. With a commitment to strong professional development, a powerful Professional Learning Community, and a focus on technological integration, we attend to the academic, social-emotional and personal well-being of all students. It is equally important that we foster deep and meaningful relationships with the families we serve.

Please take time to read the information provided in this handbook and review pertinent sections with your children. Additional information and updates will be disseminated throughout the year via the weekly Stonegate Hawk Highlights e-blasts, the Principal Hawk Talks at PTA meetings, and our Stonegate and classroom websites. Each of these can be accessed through the main website at [www.iusd.org/sg](http://www.iusd.org/sg). Here's to a great year! -*Harmony Briscoe, Principal*

## Attendance Procedures - (949)936-6451

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 school attendance and to make every effort to send your child to school on a regular basis. Please call **949-936-6451 before 8:45 AM each day** if your child will be absent or tardy. The above line is dedicated specifically for this purpose. All tardy students must sign in at the front office before going to class. Attendance and tardies are monitored at the District level and, per CA Ed Code, letters will be generated if your child has three or more tardies of 30 minutes or more, ten tardies of less than 30 minutes, or three unexcused absences. Per CA Ed Code, a student shall be excused from school when the absence is due to: illness, medical/dental appointments, funeral for immediate family members, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or student's appearance in court.



**100 Honors**  
**Irvine, CA 92620**  
**Phone: 949-936-6450**  
**[www.iusd.org/sg](http://www.iusd.org/sg)**

### Inside this handbook

Attendance and Lost & Found ...	1-2
Dress Code .....	3
PBIS & Behavior .....	4-5
Arrival and Dismissal .....	6-8
Health and Emergencies.....	9-10
Parent Involvement.....	11-13
Academic Programs .....	14-17

## Stonegate Hawks Always Show...

**P**ositive Mental Attitude

**R**espect & Responsibility

**I**ntegrity

**D**etermination

**E**mpathy

## Student Supervision



school day, and are not open to siblings during school hours. Students are not permitted to bring their own balls or playground equipment to use before school or during recess or lunch. The school provides equipment for recess and lunch periods.

**Supervision begins at 8:00 AM.** Students are not to arrive on campus before that time. There is no supervision after school on the playground. All students must go directly home when dismissed. Primary students who are dismissed before upper grade students may wait for older siblings at the lunch tables or at the drop-off/pick-up locations on either the Honors or Majesty.

**There is supervision for 15 minutes after dismissal in the parking lots. After 15 minutes all students will be brought to the office to call home and wait at the Oak Tree.**

The school grounds/playground are for the sole use of Stonegate Elementary students during the

***Supervision is provided from 8:00 am to 3:05 pm.***

### Forgotten Items

One of our priorities is to have students develop personal responsibility. To this end, **staff members will not accept homework or library books once school begins.** The front office staff will accept forgotten instruments. Late lunches are to be labeled with your child's and teacher's name and placed in the late lunch box bins located in front of the cafeteria.

### Lost and Found

A lost and found cart is located in the MPR. We encourage parents and students to check the cart regularly for lost items. Please label **everything** that is sent to school with your child's first and last name.

## Additional Attendance Information

### Tardy/Leaving Early

**Students are considered tardy if they are not in their class at 8:35 a.m for primary, and 8:20 a.m for upper grades.** If your child is tardy to school, he/she must report through the front office to allow us to update our attendance records for that day. Doors to the building are locked.

Should you find it necessary to schedule a medical appointment during your child's class time, please sign out your child in the office. Do not go directly to the classroom at any time. This minimizes disruption to our instructional program and maintains student safety. Students leaving school before dismissal time must be signed out in the front office by a parent, guardian, or other adult listed in the Emergency Contacts on the computer. Students will be released only to those whose names are listed on the Emergency Contacts. **Students will not be called out of class until the parent arrives.**

### Independent Study Contracts

We realize that there are times during the school year when families are out of town for one reason or another. These are considered UNEXCUSED absences. We do not offer independent student contracts to excuse these unexcused absences.

## Student Dress Code

Stonegate Elementary School promotes a standard of appearance which enhances the learning environment while allowing for reasonable comfort and individuality for all students. With the support of the student's guardian, each student is expected to appropriately groom and dress themselves, keeping clothing clean, comfortable, and appropriate for all elementary school activities. A student's clothing should not be a distraction or disruption in the classroom. The following is Stonegate Elementary School's Dress Code:

- ◆ Shoes should be practical, appropriate and sturdy enough for all school activities, including physical education. **For students' safety, no flip flops, crocs, clogs, open-toed sandals or backless shoes can be worn at school.**
- ◆ Approved school hats, hoods and caps are acceptable for outside activities only. No headwear may be worn inside the building, except if it is worn for a special event. This includes hooded sweatshirts.
- ◆ No distracting hairstyles or hair colors. No distracting makeup.
- ◆ No jewelry that distracts from the educational environment or could be unsafe during physical activities should be worn. No earrings that dangle and could become dangerous when playing. Sunglasses may be worn outside the building.
- ◆ Clothing may not contain inappropriate graphics or messages.
- ◆ Shirts must be long enough to keep the midriff covered when the arms are raised. Bare midriffs, sheer or see-through clothing, bare backs, off-the-shoulder tops, tank tops, spaghetti straps, muscle shirts, and other revealing garments are not allowed.
- ◆ Shorts and pants must be of appropriate size. Overly baggy or saggy pants will not be allowed. No short shorts or skirts. The hemlines should be no higher than mid-thigh (pockets should not hang below the bottom of shorts).
- ◆ Undergarments or boxer shorts must be totally covered by outer clothing. Sleep and loungewear are not appropriate.

Parents can help monitor the dress code by purchasing clothing that is in good taste; seeing that each child leaves for school properly dressed, and encouraging each child to take pride in his/her appearance. The school will monitor this dress code and inform students and parents in the event that a student's dress or grooming is not appropriate for school.



Below is an excerpt IUSD's Board Policy governing Dress and Personal Appearance: *Appropriate dress and personal appearance at school and school-related activities shall not include any clothing, attire, or accessory 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; exposing undergarments; provocative or revealing; advocating unlawful behavior or illegal substances; or suggesting or promoting any affiliation with any street gang or other group that commits unlawful acts* [see Board Policy 5132(a)- Dress and Personal Appearance and Board Policy 5136(a) - Gang Affiliation].

## Bell Schedules

**Kindergarten**  
(Monday-Friday)  
AM 8:00-11:20  
PM 10:40-2:00

**Grades 1-3**  
(M, T, Th, F)  
8:30-2:33  
(Wednesday)  
8:30-1:25

**Grades 4-6**  
(M, T, Th, F)  
8:15-2:51  
(Wednesday)  
8:15-1:40

See [www.iusd.org/sg](http://www.iusd.org/sg)  
for school calendar and  
more information

## Animals on Campus

For the safety and comfort of our students and staff, animals are not permitted on campus, even if they are on a leash or are carried.

Please be aware that pursuant to Orange County Ordinance 41.46, dogs are not to be on school grounds at any time.

## Lunches

The Irvine Unified School District offers a hot lunch program for students. **Stonegate also offers snack options that cost between \$.50 and \$2.00. The cost of an elementary lunch is \$3.25 per meal and milk alone is \$.50. Stonegate is also proud to daily offer a salad bar with fresh vegetables and fruits.** Each student has been assigned a personal identification number. Parents are asked to deposit funds in the student's account either electronically or by sending a check to school with your student. The goal for the school and the school district is to be cashless. Money will not be handled in the lunchroom—please do not take your money to the cafeteria.

**Option 1-** Go to [www.MySchoolBucks.com](http://www.MySchoolBucks.com) and register for an account.

**Option 2-** Send a check to the school office made payable to IUSD Nutrition Services. Include your student's Lunch Pin number on the memo line of the check.

Another option to consider: the National Lunch Program. Complete a free/reduced lunch application by October 1st. If you qualify, your child never has to purchase a lunch at school. Qualifications for free/reduced lunch is confidential. Applications are available on the school website.

## General School Rules

- Personal belongings such as skateboards, roller blades, scooters, Heelys, and hand-held laser pointers are not permitted on school grounds.
- Students may not talk or text on their cell phones or listen to messages at any time during the school day. Cell phones confiscated for failure to adhere to these rules will be turned in to the principal and will be returned to the student's parents only. Any student cell phones (not being used as BYOD devices during designated times) must be kept in the child's backpack and off at all times.
- Students are not allowed to use the front office phone for non-urgent matters. In order to minimize classroom interruptions, we also do not deliver non-emergency phone messages from the office to individual classrooms. We ask that you take care of all after-school arrangements with your child before he/she leaves for school. Your assistance is greatly appreciated.
- Students will use appropriate language both in the classroom and on the playground.
- Students must have a pass to be in the buildings or atriums before school, during recess, or during lunch periods.
- Students are allowed on campus no earlier 8:00 am and must be picked up within 15 minutes after their school day ends.
- Students must use cross-walks or a corner when crossing the street, even if an adult is with them.
- Playing in or near the bathrooms is not permitted.
- Unsafe play (wrestling, tackling, etc.) is not permitted. Students must keep hands to self at all times.
- Closed toe shoes must be worn at all times.
- If a major discipline issue arises, administration will conduct an investigation by interviewing and talking with any/all parties involved. Discipline and other means of correction/support will be determined on a case by case basis.

## P. B.I.S. Overview

Stonegate's Hawk P.R.I.D.E. is a school-wide commitment to positive behavior support. Identifying, teaching, and reinforcing the expected behaviors allow students to achieve academic, behavioral, and social success. Stonegate's Hawk P.R.I.D.E. stems from the University of Oregon's Center of Positive Behavior Interventions and Support (P.B.I.S.) Stonegate Elementary staff has undergone extensive training and has experience with the P.B.I.S. philosophies.

Please click here to see our school-wide matrix to learn more about Stonegate Elementary's expected behaviors.  
[Stonegate School-Wide Matrix of Behaviors](#)

### Stonegate Hawks Soar Higher—Go Hawks!

**P**ositive Mental Attitude

**R**espect & Responsibility

**I**ntegrity

**D**etermination

**E**mpathy

---

**Hawk P.R.I.D.E. Cards—We will provide students with positive, immediate, and frequent reinforcement for these positive behaviors. When students are caught doing the right thing, Stonegate Staff will reward them with “P.R.I.D.E.” cards. Other student acknowledgement opportunities will include: P.R.I.D.E. card drawings in the classrooms, recognition at assemblies, classroom award distribution, and monthly drawings to visit the front office for prizes!**

---

## P. B.I.S. Basics and Research

Utilizing the “Systematic Change Model”, attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results for all children. This makes problem behavior less effective and desired behavior more functional. It is research-based and it works!

### Key Components

- Clearly defined school-wide expected behaviors
- Expected behaviors are intentionally taught in all school settings
- Purposeful reinforcement for demonstrating positive school-wide expected behaviors
- Consistent consequences and opportunities for re-teaching positive expected behaviors
- Use of data to make decisions about school-wide practices
- Comprehensive staff and student involvement

### Goals

- Improve the academic culture through increased instructional time
- Improve the behavioral culture through a decrease in office discipline referrals
- Improve school safety and positive peer interactions



## Arrival and Dismissal

### Bicycles

- Parents assume FULL responsibility and liability for the rider's conduct and bicycle.
- **Bicycles are allowed for students in grades 3-6 only.** Bicycles must be in safe working condition.
- All bicycles MUST be parked in the bike rack and LOCKED. Students may not share a bicycle lock—only one bicycle per lock!
- Helmets MUST be worn by all students riding to and from school.
- All bicycles must be walked on school grounds.
- Children should never ride two on one bicycle.
- Students are not to loiter in or around the bike rack area at any time.

### Walking To and From School

Parents are urged to discuss safety rules and the responsibilities of good citizenship with their children in regard to walking to and from school. These points should be stressed:

- Come directly to school from home.
- Walk on the sidewalk and inside the crosswalks. Being near Portola Parkway, we need to be extra vigilant.
- Cross streets only at the corners and crosswalks and with the crossing guard who is on duty before and after school. Jaywalking is a citable offense by the Irvine Police Department.
- Do not talk to strangers.

---

### Important Drop off & Pick Up Reminder

Parents and Students are to refrain from walking through lanes of traffic in the parking lots. It is required and imperative that everyone uses the sidewalks at all times. Given the parking lot configurations, we realize this is sometimes inconvenient. However, safety is our utmost concern. Your cooperation is expected and obligatory. We sincerely thank you for your support.

---

### Student Drop Off and Before School Procedures

***\*\*Students are not permitted on campus prior to 8:00 A.M.\*\****

#### Kindergarten Drop Off

All kindergarten students are to be escorted to their classroom lines. A designated adult should remain with each student until the classroom teachers come out to the kindergarten line-up area at the beginning of the school day. The kindergarten playground is not available for playtime in the morning or after dismissal.

#### Parents escorting students onto campus

Limited parking is available in all of our school lots. In addition, parents are strongly encouraged to find parking on Majesty and Honors. Each of them has ample parking on both sides of the street. Parents may walk their kids to the playground and are welcome to wait with them. Please remember, however, that students are not permitted on campus until 8:00 A.M.

#### Parents dropping off students in the Loading Zone

Please pull as far forward in the loading zone as possible. Be sure that children exit the vehicle from the passenger side (right) only. Students should have their backpacks close at hand and be ready to exit the vehicle once it has stopped. Students having to retrieve backpacks or other items from the trunk slow the line significantly.

#### Playground usage before school

Students are permitted to play on the playground between 8:00-8:13 A.M. When the 2 minute warning bell rings (8:13 A.M. or 8:28 A.M.) students are to walk to their assigned classroom lines. Students will be met at the 8:15 A.M. or 8:30 A.M. bell by their teachers.

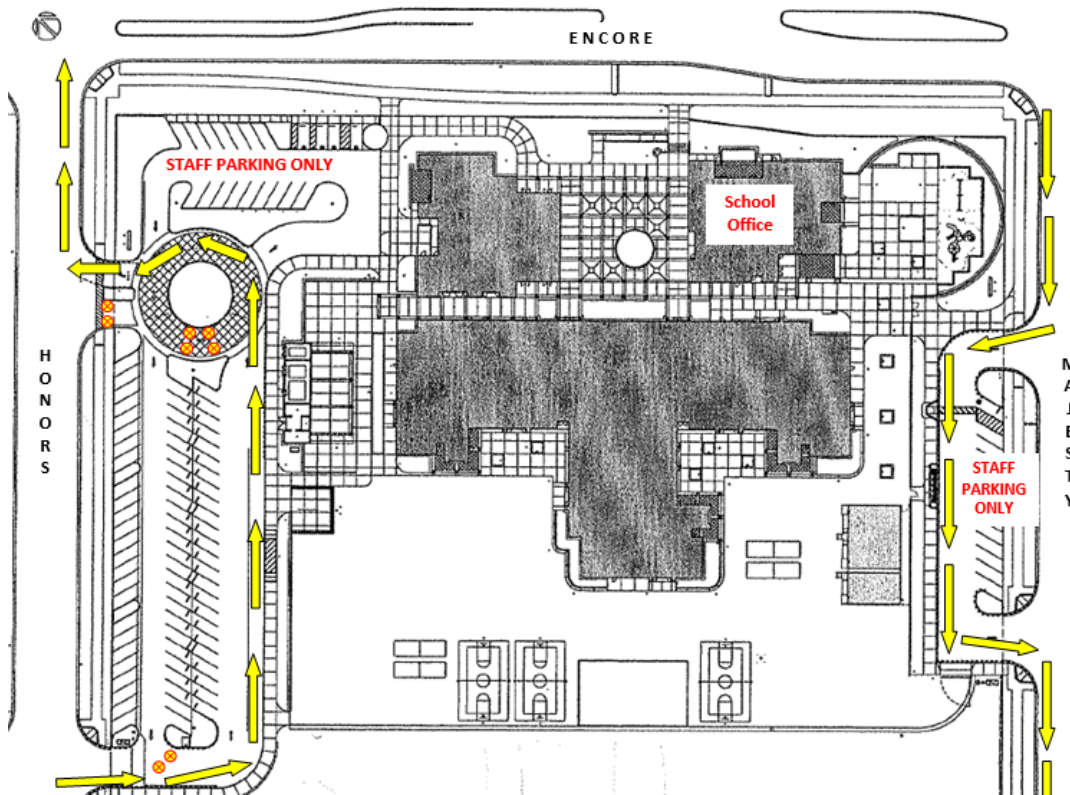
### Student Valet Program

5th & 6th grade students have been trained by Irvine PD to assist with our Valet Program. In both parking lots before school, please pull forward and the valets will assist your child in opening the back passenger side door. This allows parents to remain in the vehicles and get in and out quickly.

Thank you for your courtesy and safety with all our students!



## Where can I drop off?



Regardless of frustrations and/or inconveniences that may arise from parking guidelines and regulations, it is important to remember why they are there. When weighing drop off/pick up and parking lot inconveniences against the safety of our children, there is no argument. Please help make Stonegate as safe as it possibly can be -- that is why we have our staff on duty before and after school -- to maintain safety for all.

### Stonegate Student Pick Up and After School Procedures

***\*\*All students must be picked up from school within 15 minutes after dismissal.\*\****

#### Kindergarten Student Pick Up

Each kindergarten class has a designated area for dismissal at the end of the day. Please check with your child's teacher for specific dismissal instructions. If students are not picked up within ten minutes of their dismissal time, they will be escorted to the office.

#### Primary (Grades 1-3) Student Pick Up Procedures

Parents desirous of meeting their child and walking them to the car are strongly encouraged to park on Majesty. Upon dismissal, parents may meet their students outside the classroom door. Students who are not picked up from outside the classroom doors will be directed to the waiting line at the main parking lot. Parents who plan to pick up their child from the Waiting Line are to do so by driving through the Loading Zone. Primary students not picked up on time will be escorted to the oak tree.

#### Upper Grade (Grades 4-6) Student Pick Up Procedures

Parents desirous of meeting their child and walking them to the car are strongly encouraged to park on Honors. Upon dismissal parents may meet their students outside the classroom door. Upper Grade students who are not immediately picked up at the classroom door will be directed to wait for their parents behind the Waiting Line at the Loading Zone or an alternate location pre-arranged with their parents. Teachers under routine circumstances will not escort upper grade students. Parents who plan to pick up their child from the Waiting Line are to do so by driving through the Loading Zone. Upper grade students not picked up on time will be escorted to the oak tree.

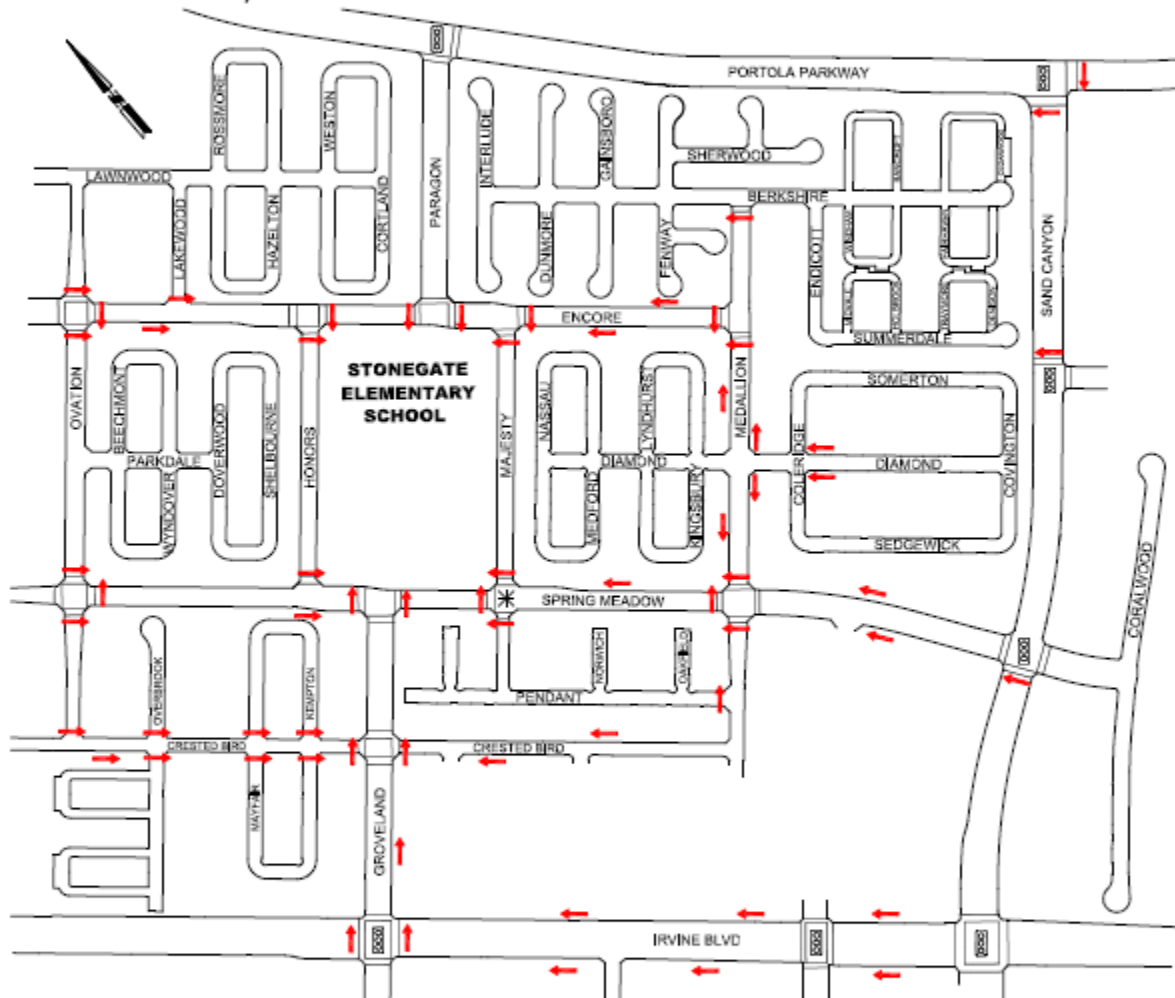
#### Parents picking up BOTH Primary and Upper grade students

After picking up your primary student(s) and waiting for upper grade dismissal, we ask that you wait with your primary children at either our lunch tables or on the blacktop area in front of the CDC. **Primary students must remain with and under the direct supervision of their parents and may not play on the playground or the play structure.** Students must be picked up within 15 minutes after dismissal. Parents are not permitted to park in the Loading Zone as they wait for their upper grader to be dismissed. We ask that you find parking in one of the parking stalls or on the street.

# SUGGESTED ROUTE TO SCHOOL STONEGATE ELEMENTARY SCHOOL

DEAR PARENTS:

In cooperation with the Irvine Police Department and the Traffic Engineering Division of the City of Irvine, we have identified a SUGGESTED ROUTE TO SCHOOL for children who walk or ride bicycles to school. We strongly encourage you to review the plan with your child and, if possible, walk the route to make sure he/she understands the route.



In the City of Irvine, bicycles may be legally ridden on sidewalks, but must yield to pedestrian traffic. Students on bicycles should always walk their bicycles across streets and look both ways before entering the street. Students who ride their bicycles within the on-street bicycle lanes are required to obey all the rules of the road. This includes riding in the same direction as vehicular traffic.

Stonegate Elementary School is served by a Crossing Guard to assist students when crossing at Spring Meadow and Majesty. When the Guard is on duty, the students are to obey the Guard's instruction.



2017



### Student Accident and Health Insurance

IUSD makes available to parents a low cost accident and health insurance for their children. Forms are distributed to parents on the first day of school. Additional forms are available in the front office. The desirability of having such a plan can provide benefits and coverage when help is needed.

## 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 the ORIGINAL pharmacy bottle, labeled by the pharmacist.
2. The parent MUST sign a consent form prior to medication being administered. The form is available in the school office, as well as on the IUSD web-site under Health Services ([http://iusd.org/education\\_services/health\\_services/index.html](http://iusd.org/education_services/health_services/index.html)).
3. The physician MUST sign a consent form prior to medication being administered. 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, backpack, baggie, etc.

These regulations apply to NON-PRESCRIPTION medications as well. Non-prescription drugs include aspirin, vitamins, cough syrup, cough drops, ointments, etc. The only exception would be if parent/guardian gives consent to provide first aid such as calamine lotion, eye wash, Vaseline, 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.

---

**We encourage students to wear sunscreen to school. Students are permitted to bring and apply their own sunscreen, if they are able. Staff is not permitted to assist in application.**

---

### Health Office

---

A District nurse, health clerk, or office staff are available on campus to assist with the illness or injury of a child. Parents will be contacted to pick up their child if he/she needs to go home or see a physician. Information and guidance is provided to staff, parents, and students when medical conditions affect academic and/or social growth.

**When Your Child is Ill**—Germs spread very quickly. If your child tells you that he/she does not feel well, please take the time to take his/her temperature BEFORE sending your child 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 take their temperature! A temperature of 100 degrees + will result in a phone call for him/her to be picked up. Student needs to be fever free for 24 hours (without medication) before returning to school.

**Vision and Hearing Screenings**—District nursing staff provides students with vision and hearing screenings for grades K, 2, 5, new students, or at parent or teacher request.

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

**Rashes**—Student is to remain at home with any undiagnosed skin rash and may return when the rash has cleared, or with a doctor's note stating diagnosis and clearing him/her to return to school

**Eye Infections**—Redness, drainage, or watering of the eyes requires assessment to determine the cause of the conjunctivitis (pink eye) or possible eye injury. Eyes need to be clear, or student needs to be treated with prescription medication for at least 24 hours before returning to school.

## Parent Portal

We ask that parents keep their Parent Portal accounts with contact information up to date at all times. This information provides us your contact information and other emergency contacts in the event of your child being sick, hurt, or if there is an emergency. Students will **ONLY** be released to adults listed on as an emergency contact.

## Emergency Preparedness

At Stonegate, we are constantly concerned for the safety and welfare of each of our students. We hold regular drills to teach children the appropriate way to safely exit the building in the event of a fire, to “duck and cover” in the event of an earthquake, and to respond to lockdowns (both for emergency situations and emergency situations). The school is fully equipped with search and rescue materials, first aid supplies, food, and water. Staff are assigned emergency preparedness roles and undergo specific training as needed. Our school staff is prepared to deal with a major emergency and to provide for the physical and emotional needs of students while they are under our supervision, as well as their orderly and safe release.

Access to students, in the event of an emergency, will be carefully controlled so that we may account for every child. Students will be released **ONLY** to adults designated on their emergency data.

In the event of an emergency, we will attempt to contact the parent community using emergency systems linked to phones and email.

To assist us in this effort, we require parents to do the following:

- **Keep your contact information (including home phone, cell phone, email, and emergency contacts) on the MyIUSD parent portal up to date.**
- In the event of an emergency, check in at the designated student-release area to pick up /sign out students.
- The school provides water for students.
- Students may bring in their own earthquake kit to keep on site as well.

## CIVILITY BP 1313

It is the expectation of the district that all personnel will be responsive to parents' concerns and attempt to resolve problems at the most appropriate level. Failing that, it should be referred to the principal or designee and, if necessary, subsequently to the superintendent or designee. It is neither required nor desirable that an employee face abusive language or behavior.

This policy promotes mutual respect, civility, and orderly conduct among district employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting district employees as positive role models to the students of this district as well as the community, the Irvine Unified School District encourages positive communication and discourages volatile, hostile, or aggressive behavior.

## Homework

The Stonegate Homework Plans & Policies are currently being updated. You can find information about Homework from your individual classroom teacher.



Parent involvement is critical to the mission of Stonegate; it supports the staff and helps reinforce the importance of education to your child. There are many ways to get involved. Following are details of organizations available for parent volunteers.

## Parent Involvement

### Parent-Teacher Association (PTA)

Stonegate is fortunate to have the support of an active group of parents who devote their time and talents to promote activities and events for our students. Our PTA assists in community building, planning, and providing financial support, not available by other means, which improves the quality of learning and increases opportunities for enrichment for all students. Parents are encouraged to attend meetings, support activities, and volunteer. Dates and times of meetings and activities will be posted on the PTA link of the Stonegate website [www.iusd.org/sg](http://www.iusd.org/sg).

### School Site Council (SSC)

The School Site Council is a group of parents and school personnel whose responsibility is to plan, monitor, and evaluate our School Improvement Plan. Parent members are elected by vote of all parents in the fall.

### English Language Advisory Committee (ELAC)

The ELAC is composed of the principal, staff, and parents of English Language Learners who meet to review our instructional support of English Language Learner students. This committee is combined with the SSC.

If you are interested in being a part of any of these organizations, please call the office at 949-936-6450.

## Visitors on Campus

All visitors and volunteers must check in through the front office. Upon your first visit, you will need to have your Driver's License or Passport to be scanned through our Raptor system. Visitors that are unable to provide this information, will not be permitted on campus. Please note that high volume days (holiday performances, class parties, etc.) there may be significant wait time to be scanned. Please have your ID scanned early to save time!

## Meetings at School

Please note that if a parent has a meeting on school grounds, the child should remain with the parent or have other arrangements for supervision. Supervision is not provided in the office or hallways during meetings.

## Student Birthday Celebrations

We appreciate the joy and excitement that accompanies our students' birthdays. However, **we ask that you coordinate any food items with your classroom teacher ahead of time.** Dietary restrictions, food allergies, and the varied nutritional preferences of our population require considerable and deliberate coordination of any event involving food. Please note that party favors are seen as more appropriate for a private setting, but if strongly desired, a parent may bring non-food items such as pencils, stickers, stamps, etc. for classmates. A more lasting gesture would be the donation of a Birthday Book to our library or the classroom library.

## Classroom Volunteers

Stonegate welcomes and values our volunteer assistance. In addition to the organization opportunities detailed on page 11, parents and guests may volunteer in classrooms and the library when pre-arranged with teachers/staff.

## Classroom/Library Assistance

Classroom teachers and our library staff will recruit parent help at the beginning of the school year. There are opportunities for parents to work directly with students, to complete clerical tasks, support library activities, and to complete tasks at home. If you are interested in serving in this way, please contact your child's teacher.

We want your experience as a classroom or library volunteer to be a successful one. Here are some suggestions that might be of interest 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 students.
2. Learn school rules and be sure to 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 with positive praise.
6. Help students learn HOW to do their work.
7. Ask for help if 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.

## Confidentiality

All student information observed or obtained while volunteering is to remain confidential. Adults who breach this confidentiality expectation will not be invited to return.

Please recognize that when volunteering in the classroom, you are offering your assistance to the classroom teacher. If you are interested in observing your child's classroom, you are allowed up to three observations of no more than one hour each during the school year, per IUSD Board Policy. Please request your desired observation in writing at least two school days in advance to the school principal.

## Parent Communication

Our commitment is that we will regularly and thoroughly communicate with parents. This communication will be accomplished through a variety of methods and formally scheduled activities throughout the year.

### Back to School Night

Stonegate participates in a Back to School Night event at the start of each year. This gives parents an opportunity to meet with the principal and assistant principal to learn overarching goals for the school year as well as learn specific grade level and classroom curriculum and routines and expectations from the classroom teacher.

### Report Cards

Three times per year, report cards are issued for all students in grades K-6. The report card is no longer printed, but rather is available on the MyIUSD Parent Portal (<https://my.iusd.org>).

### Parent Conferences

Conferences are scheduled two times per year, once in the fall and once in the spring. The fall conference is a goal setting conference to select goals for each child and to review early progress. The spring conference is optional and serves as follow-up when necessary. Teachers are always available to schedule an individual meeting to discuss concerns or issues.

### Open House

Open House is scheduled in May to showcase students' progress for the year. This event is an acknowledgment of the commendable efforts our students make throughout the year. Family and friends are invited to experience this popular event with their student.

### Stonegate Website

The Stonegate website offers a plethora of information about our school program, staff, and events. Be sure to check it regularly!

### Stonegate Hawk Highlights Email Blasts

Stonegate Hawk Highlights is issued about once a week. It contains more detailed information about our school programs and current or upcoming events. Look for it via email. Emails are pulled directly from MyIUSD Parent Portal.

**Be Kind**  
**Be Honest**  
**Be a Friend**

### "Friday Folders "

In an effort to ensure that materials reach home, each child has an envelope or folder that parents should expect to be brought home every week throughout the school year. Your child's teacher will share specifics for their classroom at Back to School Night. The conduit might contain both school communication and schoolwork/homework. We hope that you will allow time each week to review the information with your child and return any pertinent information.

### Grade Level/Teacher Websites

Our K-6th grade teachers utilize classroom or grade level websites to communicate grade level news and information. These links can be located on the Stonegate website ([www.iusd.org/sg](http://www.iusd.org/sg)).

### Email and Voicemail

All staff members have a phone message line and are requested to check it regularly. The phones in the classrooms revert to voicemail during the school day. Each staff member also has an email address, which they check at least once per day, when present at school. Staff email addresses are listed on the staff page of the Stonegate website ([www.iusd.org/sg](http://www.iusd.org/sg)). Please call the office for any emergency issues as teachers will not answer the phone or check email during instructional time. Please allow staff members 24-48 hours to respond to emails.



## Enrichment Offerings

- ◇ Art Specialist: 4-6
- ◇ Art Instruction: K-3
- ◇ Instrumental/Choral Music: 4-6
- ◇ Vocal Primary Music: K-3
- ◇ Library/Media Center: K-6
- ◇ Health Education: K-6
- ◇ Science Specialist: 4-6
- ◇ Field P.E. and Yoga P.E. K-6
- ◇ DARE Program: a special drug awareness program for 6th grade, sponsored by the Irvine Police Department

## Special Programs and Support Services

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

### Gifted and Talented Education Program

The GATE Program is available to identified students in 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 visiting the Gifted and Talented Education page of the IUSD website at [www.iusd.org](http://www.iusd.org).

### Psychological Services

The school psychologist provides assistance for behavioral, social-emotional, and learning needs of students. Assessment of student needs, guidance for students and parents, special education testing, and consultation are available.

### Specialized Academic Instruction

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 other disability as outlined by the State of California. After a student is identified as qualifying for this program, an Individualized Education Plan (IEP) is designed to assist the student to make reasonable academic gains utilizing his/her strengths and remediate weaknesses. This program is designed and implemented by the education specialist in classrooms and in a one-on-one or small-group learning situations.

### Speech and Language Services

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

### 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 who have been identified as English Learners receive additional support to assist them in reading, writing, listening, and speaking standards.



## What if I feel my child needs extra support?

At Stonegate, we pride ourselves in working collaboratively with families. We encourage parents to discuss any concerns with their child's teacher. Your child's teacher will always be your best point of communication for anything academic or behavioral. Should your child need extra enrichment or extra supports, Stonegate has a Multi-Tiered Systems of Support (MTSS) or otherwise referred to as our SMARTeam (Student Monitoring and Review Team) that gathers data to review student progress at least once a month. This team can discuss any concerns and look into any possible interventions available to your child. We strive to challenge and support every learner at school.

The SMARTeam, consisting of administration, school psychologist, EL Coordinator, Intervention Lead Teachers, and other members, meet regularly to evaluate student data and determine what additional supports and strategies can be put in place to support and challenge all learners.

Additionally, the SMARTeam can determine if extra interventions are necessary including such services as Elementary Resource Counselor support, Guidance Assistant support, and more.

---

***Stonegate Elementary School will provide necessary supplies for your child to have a quality educational experience.***

---

## Student Fee Information

California's Constitution affirms that students and parents cannot be required to pay money to gain access to educational activities, nor can they be charged for materials and supplies necessary to participate in educational activities. "Educational activities" has been clearly defined to include extracurricular offerings such as music, sports and some clubs. Moreover, the rules described above are believed to apply to all affiliated groups supporting district and school programs, including PTAs, boosters and foundations.

In 2010, the American Civil Liberties Union filed a lawsuit against the state over impermissible fees, charges and deposits imposed on public school students. Two years later, Governor Jerry Brown signed legislation that codified existing laws and judicial decisions while establishing reasonable enforcement measures for schools and districts. The ACLU subsequently dropped its suit.

It should be noted that IUSD was in the process of analyzing its own practices even before the ACLU suit, looking specifically at funding requests that were made to help offset the cost of transportation, elective courses, summer school classes and essential supplies and equipment. The district has since worked to clarify that parent donations for most educational activities are voluntary, and that students will not be denied participation if their families choose not to contribute.

For further information, please check the following link on the IUSD website: <http://www.iusd.org/student-fee-info/>.

## Counseling Corner

Meet the Counseling Team! Dr. Mariela Pacheco/Elementary Resource Counselor: Dr. Pacheco brings to Stonegate a passion for helping children and their families succeed and thrive at home and school. Dr. Pacheco is able to offer individual/small group counseling, crisis assessment/intervention, mental health consultation and is an on-campus resource and community liaison. Dr. Pacheco is on campus Tuesdays, Wednesdays and Thursdays.

Mrs. Cynthia Perkins/Elementary Guidance Paraprofessional: Mrs. Perkins visits every classroom on a weekly basis to teach students about classroom skills for success, emotion management and conflict resolution strategies. She is also available to work with small groups or individuals. She is on campus Mondays, Wednesdays, Thursdays, and Fridays.

The counseling team now has their own link on the Stonegate Elementary School website. We encourage you to check it out often as it will be updated it with resources, articles and all kinds of fun things. Please visit the main Stonegate website page under the "Counseling Corner" link. Have a topic/subject/concern that you'd like to learn more about or see discussed? Please let us know.



## Free Parenting Classes

IUSD has partnered with Western Youth Services and Stonegate Elementary School is offering free parenting class/workshops this year. Each month will focus on a different topic and will be offered at two different times: 8:30am or 5:30pm. Each month, a different topic will be presented by Western Youth Services who has partnered with IUSD. Please visit our Stonegate website for a list of monthly topics. Presentations will be uploaded to the Counseling Corner link after each month's class. If interested in attending or would like more information, please contact Dr. Pacheco via email. We look forward to seeing you there!

## Elementary Resource Counselor

Children, just like adults, can participate in and benefit from counseling. Counseling can help children learn how to identify causes of their distress, develop their skills in asking for help and expressing emotions, and improve their problem-solving abilities. Many children need help dealing with the stress of school, family and other significant life events such as the death of a family member, friend, or pet; divorce or a move, trauma or a major family illness. All of these things can cause stress that might lead to problems with a child's behavior, mood, sleep, appetite, and academic or social functioning. Please visit <https://iUSD.org/department/student-support-services> for more information about IUSD Student Support Services.

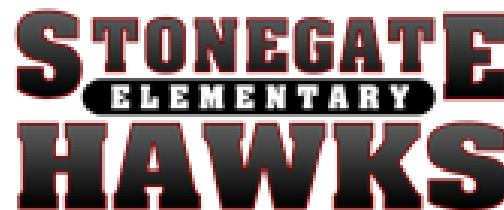
## Guidance Assistance

The Elementary Guidance Assistant Program is designed to offer social-emotional learning to students during their school day using an evidence based social-emotional classroom curriculum called Second Step. Second Step is designed to teach children how to understand and manage their emotions, control their reactions, be aware of others' feelings, and have the skills to problem-solve and make responsible decisions. These lessons will increase students learning-readiness and help them to move ahead successfully in school. Guidance Assistants are trained para-professional staff and are assigned at each of IUSD's K-6 school sites to teach Second Step in the classroom and provide small group workshops for children who would benefit from additional support. Students with parent permission may participate in "TOOLBOX" groups, the small group workshops, which are a series of once-a-week, 30-45 minute small group lessons during the school day. Groups usually last for 10-12 weeks.



## Technology

Stonegate is happy to share that our students have access to technology on a regular basis to support instruction in the classroom. With the purchase of several new Chromebook devices our 1st-3rd grade classrooms have access to our school computer lab as well as two Chromebooks carts per grade level. Our K, 4th, 5th, and 6th have 1:1 access to Chromebooks with each classroom having their own cart.



### **TECHNOLOGICAL RESOURCES ACCEPTABLE USE POLICY—BOARD POLICY - 6163.4**

IUSD supports access by students and staff to rich information and technological resources, and encourages staff and students to develop the information research and technological skills necessary to use such resources effectively. Every IUSD user is expected to use these resources primarily for educational or job-related purposes. All users will act in a responsible, ethical, and legal manner and conform to common etiquette that includes being polite, using appropriate language, and respecting privacy. The Irvine Unified School District's computer network provides access to electronic resources and to the Internet. Similar to the Library Bill of Rights, the Irvine Unified School District holds that a person's right to access Internet and other technological resources should not be denied or abridged because of origin, age, background or views.

IUSD has taken reasonable steps to ensure that its technological resources are used only for activities that support the curriculum or one's professional role. Users should not expect privacy through e-mail, Internet usage, or created documents. IUSD will monitor individual use of all technological systems as needed. However, total security on such a far reaching system is imperfect and impossible to achieve. Realistically, school computers and other technological resources can be used inappropriately, if one is persistent. Using any IUSD technological system is a privilege that may be revoked at any time for unacceptable conduct. Please view the entire Board Policy [HERE](#) to see a list of unacceptable conduct.

Violations of the Technological Resources Acceptable Use Policy, or any willful act designed to disrupt any technological system, will result in disciplinary action up to and including suspension or expulsion, and/or legal action, and may also result in a loss of access to the system or various elements of the system.

Parent(s) and guardian(s) are responsible for setting the standards for members of their family. Therefore, we support the right of each family to select or refuse Internet access for their student.

Each student is asked to complete and acknowledge IUSD's Acceptable Use Policy as part of our annual re-registration documents. A copy of the agreement can be accessed on the IUSD website or by clicking this link: [Technology Resources Acceptable Use Agreement](#)

### **ELECTRONIC SIGNALING AND RECORDING DEVICES—BOARD POLICY - 5131.6**

The Irvine Unified School District acknowledges the importance of electronic communication between students and parents, particularly in school-wide emergency situations. Further, the District recognizes that instructional time is precious and must be protected from unnecessary disruption.

20. 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, excluding zero period, except:

- during an emergency affecting the school or community;
- upon direction from a licensed physician and surgeon, if carrying such a device is essential to, and the use is limited specifically to, the health of the student;
- within a classroom environment where the teacher gives specific permission to use a specific capability of a device.

*\*\*Please refer to Stonegate's specific school rule regarding cell phones on campus found on page 4 of this handbook.\*\**

## Office Hours

The office is open  
7:30am-3:30pm on  
school days.

The school staff works  
hard to provide the  
best quality services to  
children, staff, and  
parents.



### IUSD 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.

### 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:

**Stonegate Elementary School**

**Harmony Briscoe, Principal**

**100 Honors**

**Irvine, CA 92620**

**949-936-6450**