

# Santiago Hills Elementary School Parent Handbook



## **Santiago Hills Elementary**

School 29 Christamon West  
Irvine, CA 92620

Office Hours 7:30 -3:30

Mr. Thomas Potwora, Principal  
Mrs. Becky Benefield, TOSA  
Mrs. Darcie Ott, Admin Assistant  
Mrs. Nirmala Chandrashekar, Clerk

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## PRINCIPAL'S MESSAGE

Welcome to Santiago Hills Elementary School for the 2023/24 school year. We are so happy to have you as part of our Santiago Hills family. Our school community works together to support all our students in their academic, social, and emotional growth. To students and parents who are new to Santiago Hills, we extend a warm welcome to you. We hope that you will quickly feel at home and become involved in the activities of our school through the Parent Teacher Association (PTA) and your child's classroom. To families who have been with Santiago Hills, welcome back to another exciting school year.

Last year was my first at Santiago Hills and I have been so impressed with the foundation that has been established before my tenure. Here at Santiago Hills we have exceptional teachers and staff members who are energetic, enthusiastic, and dedicated to the success of all students. We are proud of our elementary school and the wonderful things that are happening here.

At our school we believe in everyone being Responsible, Respectful, and Ready each and every day. We also speak frequently of "Integrity" and the importance of doing the right thing even when nobody's watching. What I clearly observed last year is that we often work together and in those times we do make mistakes, whatever they may be, we learn from them and become stronger because of them.

The elementary school years are critical times of development for students and families alike, and I look forward to working with all of you to make each year at Santiago Hills successful for our children. Here's to a great year and us being working together to be the best Tiger family we can be.

Sincerely,  
Thomas Potwora /  
Principal

## **MISSION**

Santiago Hills Elementary School is committed to all students reaching their highest potential by establishing a curriculum that meets or exceeds government standards for education; providing programs that develop children's mental, physical and social skills; fully equipping students with essential technology for 21<sup>st</sup> century challenges; supporting the work of teachers; and partnering with parents and the community to create an environment geared to the success of all students.



## ATTENDANCE PROCEDURES

### ABSENCE

By law, students are expected to attend school every day unless they are ill or have a medical appointment. **If your child is absent from school, please call the office at 949.936.6001 before 8:30am** to report the reason for the absence. The attendance line is open 24 hours a day and it is a parent's responsibility to report a student's absence. Students that are ill or have a medical appointment will be marked with an excused absence and students absent for other reasons will be marked with an unexcused absence as outlined in state laws.

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 being at school each and every day and to make every effort to send your child to school on a regular basis. Attendance and tardies are monitored at the District level and warning letters will be generated if your child has 3 or more tardies of 30 minutes or more, 10 tardies of less than 30 minutes, or 3 unexcused absences. If you wish to pick up homework for an absent child, please contact the teacher directly and be aware that teachers will not be able to collect materials for your child during instructional hours.

### LATE ARRIVAL

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. As frequent tardiness impairs your child's ability to perform well at school, we encourage the regular practice of arriving at school before 8:10am each day.

### LEAVING EARLY

Should you find it necessary to schedule a medical/dental appointment during the student's class time, please notify the teacher via email in advance so that we may keep class interruptions to a minimum. All students leaving school before dismissal time must be signed out in the front office by a parent, guardian, or other adult listed on the Emergency Information Card. Students will be released only to individuals whose names are listed as contacts in the Parent Portal (<http://myiusd.org>).

## BELL SCHEDULE

Transitional Kindergarten (TK) and Kindergarten (K)			
AM Class		PM Class	
8:00-9:30	Instruction	10:00-11:30	Instruction
9:30-10:00	Snack/Recess	11:30-12:00	Snack/Recess
10:00-11:20	Instruction	12:00-1:20	Instruction

Grades 1 and 2					
Regular Days		Wednesdays		Minimum Days/ Conference Days	
8:10-10:05	Instruction	8:10-10:05	Instruction	8:10 - 10:05	Instruction
10:05-10:25	Snack/ Recess	10:05-10:25	Snack/ Recess	10:05-10:25	Snack/ Recess
10:25-11:25	Instruction	10:25-11:25	Instruction	10:25-11:25	Instruction
11:25-12:10	Lunch	11:25-12:10	Lunch	11:25-12:10	Lunch
12:10-2:10	Instruction	12:10-1:40	Instruction	12:10-1:05	Instruction

Grade 3					
Regular Days		Wednesdays		Minimum Days/ Conference Days	
8:10-10:25	Instruction	8:10-10:25	Instruction	8:10-10:25	Instruction
10:25-10:45	Snack/ Recess	10:25-10:45	Snack/ Recess	10:25-10:45	Snack/ Recess
10:45-11:50	Instruction	10:45-11:50	Instruction	10:45-11:50	Instruction
11:50-12:35	Lunch	11:50-12:35	Lunch	11:50-12:35	Lunch
12:35-2:45	Instruction	12:35-1:40	Instruction	12:35-1:05	Instruction

Grade 4					
Regular Days		Wednesdays		Minimum Days/ Conference Days	
8:10-10:30	Instruction	8:10-10:30	Instruction	8:10-10:30	Instruction
10:30-10:45	Snack/ Recess	10:30-10:45	Snack/ Recess	10:30-10:45	Snack/ Recess
10:45-11:50	Instruction	10:45-11:50	Instruction	10:45-11:50	Instruction
11:50-12:35	Lunch	11:50-12:35	Lunch	11:50-12:35	Lunch
12:35-2:45	Instruction	12:35-1:40	Instruction	12:35-1:05	Instruction

Grades 5 and 6					
Regular Days		Wednesdays		Minimum and Conference Days	
8:10-10:35	Instruction	8:10-10:35	Instruction	8:10-10:35	Instruction
10:35-10:50	Snack/ Recess	10:35-10:50	Snack/ Recess	10:35-10:50	Snack/ Recess
10:50-12:20	Instruction	10:50-12:20	Instruction	10:50-12:20	Instruction
12:20-1:00	Lunch	12:20-1:00	Lunch	12:20-1:00	Lunch
1:00-2:40	Instruction	1:00-1:40	Instruction	1:00-1:05	Instruction

## CHANGE OF CONTACT INFORMATION

Please make sure that your address and phone numbers are up-to-date. If you move or change your telephone number, please notify the school office so your child's emergency card can be updated. If you move out of the area, please notify the office so your child's records can be promptly transferred to the new school.

## CHILD CARE

On-site before and after school child care is provided by Kids Stuff. For additional information, contact them at 714.832.2874.

## DISASTER PREPAREDNESS

At Santiago Hills 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 our "lock down" drill. The school is fully equipped with supplies for both first aid and search and rescue through the donations of parents and purchases made by PTA.

In addition, many of our staff members are trained in first aid and CPR. 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.

To assist us in this effort, we require parents to **submit and regularly update the names and phone numbers of approved emergency contacts via the Parent Portal ( <https://myiusd.org> )**. Remember, in the event of a disaster, access to students will be carefully controlled so that we may account for every child. **Students will be released ONLY to adults designated on their emergency cards.** All adults must check in at the designated student release areas (at the playground tables) to pick up and sign out students.



## **HEALTH SERVICES**

A District nurse will be on campus periodically to complete required screening in vision and hearing. We have a health clerk on campus for five days a week, four hours a day. The health clerk and the office staff will assist with any illness or injury and will also contact parents to pick up children who need to go home or see a physician. Students needing only minor help will be treated with water, an ice pack, and/or a bandaid and returned to class.

Germs spread quickly. If your child tells you that he/she does not feel well, take time to assess all symptoms and check for a temperature before sending him or her to school. We ask for parent cooperation in keeping your child at home if they are ill or have a fever. State law mandates that a child must be kept home until he or she is fever free for 24 hours.

## **LIBRARY**

Students visit the school library each week and are allowed to check out books. The books are due the week following, unless the student renews the book. Overdue notices are sent home if the student has overdue book(s). Should any book be lost or damaged, payment must be made to cover the cost of replacement.

## **LOST AND FOUND**

We urge parents and students to label EVERYTHING that is sent to school. Our Lost and Found rack, located outside near the lunch tables, fills up very quickly, with many items that are never reclaimed. We encourage parents and students to check it regularly for lost articles. Unclaimed clothing is regularly donated to charity.

## LUNCH

Students in grades TK and K should bring a snack to school each day. For grades 1-6, lunch is available for purchase at school for \$3.25. A variety of hot lunch choices are available each day. Menus are available at [http://iusd.org/district\\_services/food\\_services/Menus.html](http://iusd.org/district_services/food_services/Menus.html). This web link also contains information about how to load money electronically into your child's Lunchbox account. We strongly recommend this procedure, as it eliminates the need to send money with your child each day. Please check each morning to see that your child has a sack lunch, cash, or money in their Lunchbox account. It is quite upsetting for a young child to learn at lunchtime that he/she has no lunch. And, children that have a healthy lunch will perform better in class.

All students are required to sit at the lunch tables during their lunch period to eat their lunch before being excused. Because Santiago Hills is a closed campus, parents may not hand deliver lunches to students and students may not go home for lunch. If you are picking up your child for lunch, sign them out in the front office.

Classes will not be interrupted to deliver late lunches. Please make sure that all lunches are dropped off in the cart outside of the front office with the student's name clearly printed on the lunch (no fountain drinks or unsealed beverages). **This service is offered as a courtesy for emergency or occasional needs, but is not intended to be utilized on a daily or regular basis.** Students will go to the cart to find their lunch at lunch time. Please do not attempt to deliver lunch to your child in the lunch area. They must be dropped off near the front office.

## MEDICATION

Any time your child requires medication at school, the medication must be stored in the nurse's office and administered by school personnel. By law, the school requires:

- Medication **MUST** be in the ORIGINAL pharmacy bottle, labeled by the pharmacist.



- The parent **MUST** sign a consent form (available in the office) prior to any medication being administered.
- The physician **MUST** sign a consent form (available in the office) prior to any medication being administered.

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 also apply to any **NON-PRESCRIPTION MEDICATIONS**. Non-prescription drugs include aspirin, vitamins, cough syrup, cough drops, ointments, etc.

- Please do not ask school personnel to administer any medications supplied by you until the aforementioned requirements have been met.
- Please do not ask school personnel to supply your child with medications, as none are available at school.
- Please do not send your child to school with medications of any kind.

## **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, immigration status, 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.



This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, and the California Code of Regulations Title 5, Chapter 5.3 Nondiscrimination. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the District's designated compliance coordinators.

Section 504 Coordinator: Sunghie Okino, Ed.D., Coordinator, Prevention and Intervention; 3387 Barranca Pkwy, Irvine, CA 92606, (949)936-7523

CTE Coordinator: Patsy Janda, 5050 Barranca Pkwy, Irvine, CA 92604, (949)936-5000

Title IX, Title 5, CCR Coordinator: Keith Tuominen, Director of Secondary Education, 5050 Barranca Pkwy, Irvine, CA 92604, (949)936-5047

Title II, Title VI Coordinator: Tammy Blakely, Coordinator of Student Services, 5050 Barranca Pkwy, Irvine, CA 92604, (949)936-5000

For assistance in translating this document, contact Language Minority Programs at (949)936-8500 or [Lang-Minority@iusd.org](mailto:Lang-Minority@iusd.org)

## PARENT COMMUNICATION

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

- **Back-to-School Night** - During the first month of school, we will hold a formal evening meeting for parents in which you will listen to a presentation by your child's teacher on the year's program.
- **Report Cards** - Three times per year, report cards will be issued for all students in grades TK-6. Report cards are made available online via the Parent Portal (<https://my.iusd.org/>) at the end of each grading period.
- **Parent Conferences** - Conferences are scheduled two times per year, in early October and late March. The fall conference is intended to identify goals for the student for the year and to review

early progress. The spring conference is optional and serves as a follow-up to Goal Setting, when necessary. Teachers are always available to schedule an individual meeting to discuss a concern or issue.

- **Email Newsletters** are sent weekly and contain helpful information on school news and events. If you are not receiving emails regularly, please check your junk mail folder and your emails listed on your Parent Portal account (<https://my.iusd.org/>).
- **Website and Social Media** – School information and news can also be found on the Santiago Hills website at [santiagohills.iusd.org](https://santiagohills.iusd.org) and through our Facebook, Instagram, and Twitter pages, @santiagohillsiusd.
- **Flyers** – Any flyers to go home will be sent in your child's Thursday folder each week. Please check it weekly.

## PARENT INVOLVEMENT

We appreciate the support and efforts of our parent volunteers. Your contributions help us to provide the best possible experience for all Santiago Hills students.

- **Classroom Assistance:** Classroom teachers 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, and to complete tasks at home. If you are interested in serving in this way, please contact your child's teacher.
- **School Site Council:** This group is composed of staff and parent members whose responsibility it is to plan, monitor, and evaluate our School Improvement Plan. Parent members are selected via electronic ballot in the fall. Meetings and the agenda are listed in the front office.
- **Parent-Teacher Association (PTA):** This volunteer group is composed of all parents who wish to join. The PTA elected and appointed representatives' goal is to support the programs here at Santiago Hills and the overall educational system. A variety of programs and activities are scheduled throughout the year and coordinated by the PTA Board, which is elected in the spring of each

year. All parents are encouraged to attend General Association meetings. Exact dates and times of all meetings, along with additional information is available online at <http://santiagohillspta.org> .

- **ENGLISH LANGUAGE ADVISORY COMMITTEE (ELAC):** The English Language Advisory Committee is composed of parents of English Language Learners who meet to review our instructional support of children who are learning English.

## **PARENT VOLUNTEERS AND VISITORS**

All parents or guests volunteering in the classroom or helping in any way at school must have a completed *Volunteer Form* on file. This form needs to be completed only once for Irvine Unified School District. While visiting the school or volunteering in a classroom, **you must sign-in and sign-out in the front office and wear a volunteer sticker to indicate to staff that you have signed in at the office.** Please do not interrupt classes while in session. You will be asked to go to the office and sign in.

**All student information observed or obtained while providing volunteer service is to remain confidential. Adults who breach this confidentiality expectation or whose presence in the classroom proves otherwise undesirable 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 in 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.

We use the Raptor Visitor/Volunteer Management System in our school to build on the district's program of campus safety for students and faculty. Part of keeping students and faculty safe is knowing who is in our building at all times and Raptor allows us to do that by tracking visitors and volunteers in our school.

In order to visit or volunteer in classrooms you will need to first complete an online application. The online application is available at

<http://iusd.org/volunteer.html>. The next time you visit Santiago Hills, you will be asked to present a valid state issued Driver License or ID, which will be scanned into the system. Raptor will do a quick check and scan your name, date of birth, and photo for comparison with the county, state, and national database of registered sex offenders. The information you provide is confidential and will not be used for any other purpose than this safety screening. Additional visitor data from the driver's license is not gathered nor is the system connected to any other system such as the Department of Motor Vehicles. Therefore, any other information on the ID is not scanned by the system and is not accessible to any of the users.

Once entry is approved, Raptor will issue a badge that identifies the visitor/volunteer, the date, and the purpose of his/her visit. After providing your id on your first visit, visitors/volunteers will be able to sign themselves in and out using the self-service kiosk. This kiosk is located in the front office.

A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.

If you are interested in learning more about the Raptor visitor management system, please visit <http://iusd.org/volunteer.html>. If you have any additional questions, please contact the Santiago Hills Elementary School office at 949-936-6000.

The safety of our students is our highest priority and the Raptor Visitor Management System provides a consistent way to aid in keeping away people who may present a danger to our students. Therefore, all visitors/volunteers to the school must be scanned into the system and obtain a visitor badge.

## **PETS**

Family pets are not allowed on school grounds. If you choose to bring your dog when walking your child to and from school, please wait for your child off school grounds.

Board Policy - 6162.2 has specific language in regards to Animals at School as well animals brought to school for educational purposes and service animals.



## **PLAYGROUND SUPERVISION**

Playground supervision at Santiago Hills begins at 7:55am, when only students are allowed on campus. **Students should not arrive on campus before that time. Transitional Kindergarten and Kindergarten students must be accompanied by a parent or caregiver at the front of school before school starts and when the school day is complete.** At the end of the school day, all students are expected to leave the school grounds immediately unless they are attending the on-site day care program. This includes all parts of our campus and playground area. Our child care program (Kids Stuff) has exclusive use of the playground after school. The only exception is an organization that has completed and has an approved Use of Facility Permit. **Please leave campus with your students in a timely manner at the end of the school day.** Parents who wish to congregate or allow their children to play together after school are asked to do so off campus. Please also refrain from instructing your child to wait or remain unsupervised on or near campus after school.

Parents who are in need of before or after-school care are encouraged to contact Kids Stuff at 714.832.2874 to make arrangements. The center is located on our campus and is open from 7:00am to 6:00pm.

## **STUDENT ACCIDENT INSURANCE**

The Irvine Unified School District makes available to parents a low-cost accident insurance for their children. Forms are distributed to parents the first week of school. Additional forms are available in the school office. Student Accident Insurance can provide additional benefits and coverage, if help is needed.

## **STUDENT BEHAVIOR (PBIS)**

PBIS stands for Positive Behavioral Interventions & Supports. It is a systems approach, used in schools across the nation, for establishing the social culture and individualized behavior supports needed for schools to be effective learning environments for all students. The system focus is clearly defined behavior expectations and positive reinforcement for all students.



The Positive Behavior system is based on four key elements: data, practices, systems, and outcomes. The data supports the decision making. As a staff, we look at the student behavior data and use to determine appropriate student practices or expectations for our school. The practices are reviewed and modeled in classrooms and across school settings to support our students' behavior. Staff uses the language of being Ready, Respectful, and Responsible in all areas of school to reinforce the expectations of student behavior. Consistently reinforcing the positive expectations, both verbally and with "Gotchas" leads to improved outcomes with our students. Students earn Gotchas and exchange for special activities or prizes.

When conflicts arise, Santiago Hills students use the following conflict resolution strategies to help them become better problem solvers.

- Talk it over
- Walk away
- Say "I'm sorry"
- Choose another activity
- Take turns
- Share
- Ignore
- Ask for help (first from a peer, then from an adult after using three or more of the above tools first)

On occasion, a student will be given a behavior citation for behaviors incidents. For minor behaviors, the citation serves as a warning that the behavior choice was inappropriate or unsafe. We hope you will take the opportunity to discuss Ready, Respectful, and Responsible (3R) choices with your child and return the signed copy to your child's teacher, indicating that you received notification of the behavior. Major behaviors are given when a student displays major behaviors anywhere on campus. These referrals are reviewed and/or issued by the principal.

The Positive Behavior system is based on 4 key elements: data, practices, systems, and outcomes. The data supports the decision making. As a staff, we look at the data that we have to represent Santiago Hill's student behavior and we utilize that data in helping to determine appropriate student practices or expectations for our school. The practices are reviewed and modeled in classrooms and across school settings to support our students' behavior. The systems are then utilized to support staff behavior in response to students who meet the desired expectations and practices so that all students hear the same positive language regarding their behavior throughout the school. Finally, we hope the outcomes will be positive and will contribute to a positive learning environment and maximize instructional time.

### **School wide Behavior Systems focus on providing the following:**

1. A common purpose and approach to discipline.
2. A clear set of positive expectations and behaviors.
3. Procedures for teaching expected behaviors.
4. A continuum of procedures for encouraging expected behavior.
5. A continuum of procedures for discouraging inappropriate behavior.
6. Procedures for on-going monitoring and evaluation. Within the school, there are systems for the classroom setting.

### **Within the classroom, the following should occur:**

1. Positive expectations are taught and encouraged.
2. Routines and cues are taught and encouraged.
3. A ratio of 6-8 positive (Got'cha's) to every 1 negative adult to student interaction.
4. Active supervision.
5. Redirection for minor, infrequent behavior errors.
6. Frequent pre-corrections for chronic errors.
7. Effective academic instruction and curriculum.

The Santiago Hills staff, under the guidance and leadership of the PBIS committee, is following these guidelines.

## **STUDENT DRESS CODE**

Students are not allowed to wear any items to school that may be deemed inappropriate, unsafe, or disruptive to the educational process. In accordance with the IUSD Board Policies 5132 and 5132.1, please read, discuss, and adhere to the school dress code.

- Clothing must cover midriff, upper torso, and upper thighs.
- Shoes must have closed toes and closed heels. Thongs, mules, clogs, Crocs, or heels over ½ inch are inappropriate for school.
- Sleeveless tops must have straps at least one inch wide. Halter tops, strapless tops, and spaghetti straps are inappropriate for school.
- Undergarments must be covered.
- Slogans on clothing must be school appropriate.

## **TELEPHONE USE BY STUDENTS**

Unless otherwise directed by a teacher, all cellular phones must be turned off and put away during school hours (including recess and lunch). Any violation of this policy will result in the confiscation of the phone. AR 6163.41 speaks specifically of devices, including smart watches, that could be disruptive of the instructional program in some circumstances. At Santiago Hills we will allow these devices under the following circumstances:

1. In the case of an emergency, or in response to a perceived threat of danger
2. When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator
3. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being
4. When the possession or use is required by the student's individualized education program

## TRANSPORTATION TO SCHOOL



Please discuss a safe route to school with your child and plan the route that is best for him/her to travel when walking or riding to school. Students who are transported to school by bus are expected to adhere to the IUSD rules governing bus riders and to conduct themselves in a safe and respectful manner at all times when they are on the bus.

Adult supervision is provided by Santiago Hills staff from 7:55am-8:10am. You are encouraged to drop your child off as early as 7:55am in order to avoid the morning drop-off congestion. Students go to the playground area (**orange circle**), where staff members will supervise until school begins. Please be sure to sign in at the front office if you will be on campus.

## DROP-OFF AND PICK-UP

- The **blue line** above shows the flow of traffic for motorists who are dropping off or picking up students (grades 1-6). The **yellow line** shows where you may walk up to get your child **along the sidewalk only**. Families that have students in both primary and upper grades may wait in the areas with the **yellow line** or at the upper grade lunch tables (green box). Primary students on campus after primary dismissal must be with their parents and the parent must supervise at all times.
- **Transitional Kindergarten (TK) and Kindergarten (K) parents must park and accompany their children to and from the classroom each day.**

**WALKING:** Upper grade students that walk home should walk straight home when dismissed from school. Please make sure to discuss safety with your child prior to the first day of walking home.

**BICYCLES:** Per IUSD Board Policy 5140, bicycles are allowed for students in grades 3-6 only.

- 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 only ride one per bike.
- Bicycles must be in safe working condition.
- Students may not loiter in or around the bike rack area at any time.

**DRIVING:** Many parents choose to drive their children to school. It is imperative that drivers adhere to the following rules and the following drop-off and pick-up procedures:

- Drivers are asked to respect the handicapped spaces. Do not park in or block them in any way, unless you have the appropriate placard.



- Santiago Hills has a carpool lane (**blue line** above, with entry at the **red arrow**). Cars may **not park** in the carpool lane for **any** length of time. When dropping off your child, please drive forward in the carpool lane before letting your child out of the car. Students must have their backpacks, lunches, and/or instruments ready to exit the car on the passenger side only. For safety, please do not get out of the vehicle or allow students to go to the trunk/hatchback of the car.
- **Please provide ample time for dropping off your child before school to alleviate undue stress for you and your child.**
- As a courtesy to the residents of our surrounding neighborhoods, please be considerate in your driving and parking practices. Please be mindful of your speed, observant of existing signage, and refrain from impeding access to driveways and cross traffic. IPD traffic officers will be present occasionally throughout the year to “encourage and reinforce” your compliance and safe driving.

THANK YOU FOR YOUR ANTICIPATED COOPERATION WITH THESE GUIDELINES!

### **ZERO TOLERANCE**

We enforce a policy of Zero Tolerance, which means that the following violations will result in immediate SUSPENSION or EXPULSION from the Irvine Unified School District.

- Possession of a firearm
- Brandishing a knife
- Sale of Controlled Substance
- Committed or attempted to commit a sexual assault

In addition, the following violations will result in immediate SUSPENSION and a determination of further action that may result in EXPULSION proceedings.

- Serious physical injury to others
- Possession of knives, explosives or other dangerous objects
- Possession of controlled substance
- Robbery or extortion
- Assault or battery upon any school employee



## **Sexual Harassment – Students (IUSD 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: Santiago Hills Elementary, Michele Ogden, 29 Christamon Way, Irvine, CA 92620, 949.936.6005, District Office: Title IX Coordinator – Keith Tuominen, Director, Secondary Education, 5050 Barranca Pkwy, Irvine, CA 92604, 949.936.5047.

## **Nondiscrimination Statement**

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

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.