

Eastshore Elementary School RIR Guidelines

Welcome to Eastshore! We look forward to working as a team - staff, students and parents - to ensure a rewarding school year for everyone! The following policies, rules, and guidelines are to help student, parents, and staff work together safely and productively in a climate of Respect, Integrity, and Responsibility

ABSENCES/TARDIES/PICK UP

If your student is absent from school, please call the 24 hour attendance line -936-5701 - before 9:00 a.m. to verify each day your student is absent. Without a phone call to the office, your student(s) will be truant. It is necessary to call the office, not the student's classroom teacher. Students coming late to school

MUST sign in at the school office before going to class. Unless your student is ill it is imperative that all students are here each day to receive the best education. Per California State Education Code, and Irvine Unified School District (IUSD) Policy, students and parents may receive an attendance notification letter after excessive unexcused absences. Excessive tardies are also subject to attendance notification letters. Habitual tardies and absences may result in a meeting with the IUSD Student Attendance and Review Board (SARB). Parents are required to sign their children out at the office if they arrive more than ten minutes after the end of the school day to pick their child up. Excessive tardiness in picking a child up after school can also result in notification from SARB.

BICYCLES

1. Students riding bikes to school must be in the third grade or higher.
2. Bicycles should be licensed through the Irvine Police Department.
3. Bicycles must be locked in racks.
4. Bicycle helmets are **REQUIRED** for all students.
5. Students need to walk their bikes once they are on school property.
6. Bicycles must be taken home each day. The school is not responsible for bikes left overnight.

BUILDING ACCESS

Except on rainy days, outside halls and exterior doors must be used when walking from class to class or from class to the office. Once dismissed to lunch or recess, students may re-enter the building only if a supervisor provides a signed pass. Use exterior restrooms during lunch and recess. For safety, do not enter the building unless a staff member is present.

BULLYING/HARRASSMENT

Bullying and harassment are not tolerated. This includes physical, verbal, written, and cyber-bullying. Any student that bullies a student or staff member is subject to IUSD Board Policy 5145.

COMMUNICATION

Your student is responsible for carrying home important school and classroom messages. Each student will bring home important school communication and class work on Thursdays. The school asks that parents take time each Thursday evening to go through your student's backpack with him or her and review his or her agenda nightly to keep abreast of Eastshore and District news. Most information can also be found on Eastshore's web site at www.iusd.org/ea. Please check this weekly.

CONTACTING STAFF

In order to promote a respect for teaching and learning, staff is not to be interrupted during the teaching hours of the school day. Please check with your student's teacher for the best time to conference with him/her. All teachers have voice mail extensions and email accounts to leave messages for contact. It is necessary to make appointments with teachers for a conference. Voice mail extensions and email addresses for all staff members can be found on Eastshore's web site at www.iusd.org/ea/staff.

CROSSING GUARD

A crossing guard is on duty at the corner of Eastshore and Woodspring from 7:30-8:30 a.m. and at dismissal times each day that school is in session until 3:00 p.m. Students and parents should cross only where the crossing guard is present to assist them in safely crossing the street. Please only cross in cross walks. Be a good model for your child and do not jaywalk.

DISASTER PROCEDURES

Our procedures in the event of any disaster are as follows:

Verify location and well being of students and staff.

Provide emotional and physical aid as needed.

Release students and staff in an orderly and safe manner.

For earthquakes:

1. At the first sign of an earthquake, teachers will issue the "DROP" command.

2. When safe to do so, students will be evacuated to a central emergency assembly area.

3. Students will be supervised until the building may be reoccupied and/or a parent or authorized adult arrives to pick up the student. We will not begin to release students until we have accounted for all students and staff.

Parents or other authorized adults may come to the designated pick-up location and request to pick up their student. All students will be kept at school until they can be released to their parents or another authorized adult.

4. Please do not call the school. The phone lines must be kept open for emergency use.

We will utilize the services of parents as emergency volunteers at the school site in the event of a disaster.

If you are a nurse, doctor, fire fighter or policeman and a disaster should occur, we would appreciate your assistance at the school site, provided you are "off duty."

DOGS ON CAMPUS

For student and adult safety and per Irvine Unified School District Policy, the walking or carrying of dogs or other animals on campus is prohibited. Please be a good role model for your children by leaving your dogs at home. This includes bringing dogs to school when dropping off or picking up students.

DRESS CODE

Students must observe good grooming habits and wear appropriate clothing and shoes to school. Students are required to wear closed-toed shoes, preferably athletic shoes (this is essential on PE days) and no hats are allowed inside the building. Flip flops and open-toed sandals or shoes are not allowed at school.

The following is unacceptable and can result in disciplinary action: dangling belts/chain accessories, clothing exposing midriff and/or undergarments, oversized pants/shorts, clothing with gang logos, or clothing displaying references to drugs or alcohol.

Students are not allowed to wear any kind of make-up. Additionally, any kind of jewelry that could get caught or pulled in a play situation, such as dangling earrings, is prohibited. Tank tops must have at least a two inch width at the shoulder and muscle shirts and/or basketball shirts with wide arm openings are also not allowed. Any clothing that is deemed inappropriate by staff will result in the student being sent to the office to phone home for replacement attire. If no one is available to provide this, the school will provide sweat pants and/or a t-shirt for the remainder of the school day.

LOST AND FOUND

Please label your student's belongings for easy identification. A lost article will be placed on the lost and found rack/tub located outside near the lunch tables. Please note that the lost and found rack is out during student school hours. Students should periodically check for lost items during their snack and lunch recesses. More valuable items such as jewelry, watches and glasses are placed in the school office for safe keeping. Students may ask for them there. At the end of the school year we will send out a reminder to look for unclaimed items. After the conclusion of the school year, unclaimed items will be donated to charity.

LUNCH

All students have a pin number to access their own personal LunchBox account. Checks and cash can be brought to the office to add to your student's account or you can put money into your student's account online. Please see the Food Service web page for information about adding money to your student's account and/or the monthly menu. It can be found at www.iusd.org/food/. Students need a sack lunch, or money in their personal lunch account before leaving for school each day.

MEDICATIONS AT SCHOOL

Anytime your student requires medication to be taken at school, the medication **MUST BE KEPT IN THE HEALTH OFFICE** to be administered only by school personnel. By law, the school requires: (1) medication in the original pharmacy container and properly labeled by the pharmacist; (2) parents' signed consent; and (3) doctor's signed order (forms available in the school office). Medication must be brought to school by the parent. These regulations apply to prescription and non-prescription drugs. Please do not ask personnel to administer medication without meeting the foregoing requirements and never send medication with your student to school. This includes cough drops.

PARENT SIGN-IN/OUT VISITATION

Eastshore requires all visitors, including parents, guardians, volunteers, news media, and the general public, to register in the front office and wear a name badge when on school grounds. Visitors may be asked to leave by school officials if there appears to be interference with the peaceful conduct of the school's educational activities (Section 627.7 of the California Penal Code makes it a misdemeanor to fail or refuse to leave the school grounds promptly after the principal or principal's designee or school security officer requests it). These regulations are for the protection of all students, parents, and staff. Visitors are to sign out when leaving campus.

Parents volunteering are permitted on campus on pre-scheduled days that have been arranged with the child's teacher. Parent observations must be arranged through the office to provide accompaniment. Please refer to IUSD Administrative Regulation 1210.

PARKING LOT SAFETY/REGULATIONS

For safety reasons the parking lot is closed to vehicular traffic before and after school. **The only exception to this rule is for school employees and IUSD designated vehicles.** Please do not enter the parking lot nor park in a staff parking spot even if it is unoccupied. All parking spots are numbered and used by school and Dolphin Club personnel. Do not go through the safety cones at the school's entrance. They are there to protect our students and staff. Staff members will be on duty to assist students in reaching their classrooms safely. We appreciate your understanding and cooperation.

PERSONAL TOYS & SPORTS EQUIPMENT

Personal toys and sports equipment are **NOT** permitted on school grounds.

PLAYGROUND BOUNDARIES

Students must play **ONLY** on the blacktop area within the red boundary lines and on the school's grass field. This policy is in effect in the morning before school as well as during the school day. **After you drop your student off in the morning for the day please remind them to stay within the boundary lines.** If a ball or any other equipment goes into the street, students must seek help from a playground supervisor or a classroom teacher to retrieve the item. There is no playing behind the classrooms. The general rule is, **if you are not in sight of the playground supervisor, you are out of bounds.**

PLAYGROUND RULES

BASKETBALL

- If a foul occurs while a shot is being made, two free shots are to be taken. All other fouls, the opposite team takes the ball out of bounds
- Charging is a foul
No traveling, double dribble, reaching in, reaching around or moving screens.
- Offense calls fouls
- If a ball is in the air moving towards the basket when the bell rings, it counts if the basket is made

BELLS

- At the sound of the first bell, stop playing and carry your ball to appropriate rack (**NO KICKING**)
- Walk to your classroom (**never run**)
- Meet in your class-designated area by the time the second bell rings
- Stay away from out of bounds areas
- No kicking of balls on or near the edge of the blacktop
- No running across the court while a game is in progress

BLACKTOP

- No running on the blacktop unless you are playing basketball
- Play is to be **on boards only**, not against the building
- Ball contact games are not allowed

CONTACT GAMES

- Games that involve tackling, hitting, pushing, or shoving are not permitted

FOUR SQUARE

- Ball must bounce before it is played
- No overhead slams
- There are no teams
- Interference from outside results in a re-serve game ("Do Over")
- If a ball hits a line, you're out
- Play begins with a serve from the corner of "A" or "1" square
- Player may not hit to the same person more than twice in a row. **NO "tea parties"**
- "Around the World" may be called at the beginning of the game by "A" player

HANDBALL

- Ball must hit the ground first before hitting the board; it may hit twice on a serve
- Three serves only, then server goes out
- If the ball hits someone standing in line, the serve goes over again
- Player may choose to play on a ball that he/she judges to be out of bounds
- Students may not change places in line while waiting to play
- Students may not stand against the board when others are playing
- Students in line must line up behind the side lines
- Students may not stand inside the court or sit against the backboard
- **No making up your own rules**

HOPSCOTCH

- If the marker touches the line, student misses a turn (go to end of line) and marker remains in the current square
- If any part of the student's foot touches on a line while hopping, the student goes to the end of the line and the marker remains in the current square
- If you hop in a square with markers, you lose a turn and your marker remains in the same square
- The first students to go through all nine squares with markers win. Everyone in line is a referee

LUNCH TABLES

- Eat only at the lunch tables
- Pick up your trash and any trash a supervisor asks you to pick-up
- Balls are **NOT** allowed at the lunch tables
- When buying lunch, wait behind the yellow line
- Supervisors excuse students to play
- No walking or standing on lunch tables

PLAY STRUCTURE

- Please wait your turn on the slides or other equipment on the play structure
- Do not damage the structure in any way
- Be respectful and wait your turn
- Do not do anything on the structure unless you feel capable of doing it
- Running is not permitted in the play structure area

SWINGS

- Students are to wait away from the front of the swings on the play area divider mark
- Sitting on swings is not permitted if students are waiting
- Do not twist or swing in an unsafe manner
- **NEVER** jump out of the swing to exit

TETHERBALL

- Only clean hits count.... no holding, get-ups, bottle caps, or rope throws
- Hands **MAY NOT** touch rope at all - you're out if they do
- Ball can be hit only when it is on the student's side
- Student is out if he/she hits someone or purpose or argues with the server
- When a student has three wins, a new player enters the game
- No hanging on the tetherball
- Stay on your half of the circle- do not cross the line

RIGHTS/RESPONSIBILITIES/RULES

At Eastshore, every student has the same rights and responsibilities and is expected to abide by the same rules.

RIGHTS

1. You have the right to be treated with respect and kindness at school.
2. You have the right to be safe and clean at school.
3. You have the right to learn at school.
4. You have the right to express yourself.
5. You have the right to tell your side of a problem — before anything happens.

RESPONSIBILITIES

1. You are expected to treat others with respect and kindness at school.
2. You are expected to help make our school a safe and clean place.
3. You are expected to allow and help others to learn.
4. You are expected to arrive at school on time.
5. You are expected to complete all assignments on time and to the best of your ability.
6. You are expected to express your needs, ideas and answers to questions or problems in a polite and honest manner.

BASIC RULES

1. Keep hands, feet and objects to yourself.
2. Always follow the directions and requests of school personnel.
3. Use good common sense; if someone might get hurt, don't do it!
4. Stay in assigned areas.
5. Use restrooms and drinking fountains at school in a respectful and courteous manner.
6. Enter the office through the front door and have a pass.
7. During lunch, eat quietly and politely. Clean up your area, and remain seated until dismissed.
8. Play only on the blacktop or other designated areas.
9. Arrive at school no earlier than 10 minutes before school starts.
10. After school, go directly home, to daycare or other place designated by your parents.
11. Leave all toys, pets, objects, sports and music equipment, etc. at home.
12. Gum, candy, etc., are not allowed at school.
13. Leave skateboard, wheelies (or other shoes with wheels) roller blades and razor scooters at home.
14. Clothing should be appropriate for weather, athletic activity, and age.

UNACCEPTABLE BEHAVIORS

Any of the following unacceptable behaviors may result in suspension or expulsion.

1. Bullying/harassment.
2. Being disrespectful.
3. Using profanity (written or verbal) or profane gestures.

4. Stealing school or personal property from a student or staff member.
5. Destroying school property or personal property.
6. Fighting (real or play).
7. Academic dishonesty.
8. Possessing weapons, dangerous objects, alcohol, drugs or cigarettes. (IUSD Zero Tolerance Policy)
9. Physically harming or threatening a staff member, visiting adult, or another student.
10. Repeatedly disrupting instruction and learning.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

1. Student receives a warning notice.
2. Three warning notices warrant a citation.
3. A citation may be issued for severe behavior issues.
4. Citations result in:
 - a. Playground suspension.
 - b. In-house Suspension.
 - c. Suspension from school.

SAFETY

Students need to know who the supervising adults on the playground and school grounds are at all times. It is the **student's** responsibility to go to a supervising adult if they have a verbal or physical problem with another student. Problems cannot be addressed if an Eastshore staff member is not made aware of the situation.

SCHOOL OFFICE

The office is open from 7:45 a.m. to 3:30 p.m., Monday through Friday, while school is in session. If you bring a forgotten lunch, homework, jacket, etc., for your student, please come to the office only. Do not disturb the classroom. The office staff will see to it that the items are taken to your student's class.

SNACK

Recess snack items are priced from \$0.25 - \$1.00. Students may purchase snack items or bring their own. Students must sit at the lunch tables to eat their snack. Once students are finished with their food they must throw away their trash, and clean up the area before going out onto the playground. Snack items charged to a student's LunchBox account will deplete their funds for purchasing lunch. Please discuss purchasing with your student so that they have enough money each day in their account to purchase snack and/or lunch. Information on LunchBox can be found at www.iusd.org/food/.

STUDENT SIGN-OUT/PICK UP

If you know you will be picking your student up early, please send a note, email or leave a phone message for your student's teacher to notify them that your student will be leaving before regular dismissal time. You will need to sign your student out at the office. If you are taking a student out for an appointment and they will be returning before dismissal time you must sign them out and then back in when they return.

If you are late picking up your student, he/she must wait in the office as we are responsible for his/her safety until they are picked up by a parent or guardian. You must come in to the office and sign them out. Frequent negligence in picking students up on time can also result in IUSD Student Attendance and Review Board investigation.

SUPERVISION

For student safety, students may be on campus 10 minutes prior to their class start time. Additionally, students must be off campus 10 minutes after dismissal. Supervision of students by school personnel is only provided during this time before and after school. Please refer to the [Eastshore Bell Schedule](#) for specific start and end times for each grade level. For information regarding the IUSD student supervision policy please see IUSD Board Policy 5142(a). Please help us to provide for your student'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.

USE OF OFFICE/CLASSROOM PHONES

The office phones are not to be used by students without permission. Please make all after-school arrangements with your student before school and be sure your student knows how and with whom they are getting home. Teachers may allow a student to call **from the classroom**, however that is up to the discretion of the teacher. Cell phones must be turned off and kept in a backpack during the school day and it is not recommended that they be brought to school.

VOLUNTEERS

All parents or guests volunteering in a class or helping in any way at school must have a completed and approved "IUSD Volunteer Form" on file. Forms are available in the school office. Volunteers need to sign-in and sign-out on the volunteer sheet which can be found on the desk adjacent to the office area in the MPR. All

volunteers must wear a sticker or badge for identification.