



Parent/Student Handbook 2023-2024

Attendance Procedures

Please notify the school office before 8:45AM each day that your child is absent from school. We maintain a separate phone line with a message recorder for this purpose. The number for the **Attendance Hotline is (949) 936-5501**. When calling to report an absence, please give the following information:

- Date(s) of absence
- Student's full legal name
- Teacher Name
- Reason for the absence
- Caller's name and relationship to the student

It is important that you call the **Attendance Hotline** and not the student's classroom teacher.

Unless your student is ill, it is imperative that all students are here each day to receive the best education.

As defined by the State of California (Ed. Code 48205), an absence is considered excused for only the following reasons:

- a. Personal illness
- b. Attendance at funeral services for a member of the immediate family
- c. Medical, dental, optometric, or chiropractic appointments (please provide note for these)

Unexcused Absences

Absences not cleared by a phone call or note will be marked as unexcused and the student will be considered truant.

Per California State Education Code and Irvine Unified School District (IUSD) Policy, parents may receive an attendance notification letter after excessive unexcused absences. Students with 3 or more unexcused absences or trancies, students with over 10 excused absences without a physician's note, or a student who has missed 10% or more of a school year (based on total number of days in attendance divided by the total number of school days) at time of evaluation. Habitual

absences may result in a meeting with the IUSD School Attendance and Review Board (SARB).

Homework Pick-Up

If you wish to have homework for an absent child, please telephone the school office before 10:00AM. Homework will be ready for you to pick-up after school.

Tardies

If your student is late to school they **must** sign in at the school office before going to class. Consistent tardies may result in parent contact. Excessive tardies are also subject to attendance notification letters. Habitual tardies may result in a meeting with IUSD School Attendance and Review Board (SARB).

Early Pick-Up

Please try to make any necessary medical/dental appointments outside of school hours. If you find it necessary to schedule an appointment during the school day, your student will be dismissed from the front office. Sign-out sheets are provided at the front desk. We require that students be signed out on these forms should they leave the school for any reason.

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.

Late Pick-Up

Parents are required to sign their children out at the office if they arrive more than **10 minutes** after the end of the school day to pick-up their child. Students are not to wait alone after school at Brywood Park, and should report to the school office if not been picked up within 10 minutes of dismissal. Excessive tardiness in picking a child up after school can also result in notification from SARB.

Supervision

For safety reasons, 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 Brywood Bell Schedule for specific start and end times for each grade level. For information regarding the IUSD Student Supervision Policy read IUSD Board Policy 5142(a). Please help us to keep students safe by insisting that your student goes directly home after school.

Parent Conferences and Progress Reporting

We will be meeting with parents early in the year to “get to know” the students and parents, to discuss the year and to learn about each child. Our conferences for this year are scheduled for:

Fall Conferences: October 23rd – October 27th

Spring Conferences: March 25th – 29th

Additionally, we will be reporting on a trimester basis with iusd.org/br/staffparent conferences scheduled by teachers and parents as necessary. Teachers will report progress at various times during the year. We will notify you at the end of each trimester, when grades are available on Parent Portal. We are always interested in your input and in improving our reporting and communication processes.

Contacting Staff

In order to promote a respect for teaching and learning, staff should not 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 voicemail extensions and email accounts to leave messages for contact. It is necessary to make appointments with teachers for a conference. Voicemail extension and email addresses for all staff members can be found on Brywood’s website brywood.iusd.org

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/folder with him or her and review his/her agenda nightly to keep abreast of Brywood and District news. Most information can also be found on Brywood’s website at: iusd.org/br or via our weekly Brywood Newsletter. Please check this weekly.

PTA - Parent Teacher Association

The Brywood Parent Teacher Association is comprised of volunteer parents who devote their time and talents to keeping informed about education and promoting special activities for our students. The organization also serves as a parent input and information receiving body which assists in promoting open lines of communication between the school and the community. Your membership and participation in this outstanding organization is encouraged.

For more information visit: brywoodpta.com

Parent Sign-In/Out Visitation and Volunteers Brywood requires all visitors, including parents, guardians, volunteers, 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 or guests volunteering or helping in any way at the school must have a completed and approved IUSD Volunteer Form on file. Forms are available in the school office. It may take 5-7 business days before the school receives clearance of a volunteer form from IUSD.

Volunteers need to sign-in and sign-out at the front offices. All volunteers must wear a badge for identification. Parents are permitted on

campus on pre-scheduled days that have been arranged with the student's teacher or for school business.

Parking Lot Safety/Regulations

For safety reasons, the parking lot is closed to all 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 to drop off students nor to park in a staff parking spot.

Do not go through the safety cones at the school's entrance. The cones and barricade are there to protect our students and staff. Staff members will be on duty to assist students in reaching their classrooms safely.

The areas between the parking lot entrance and exit is a loading zone only. Parents may not park and leave their cars unattended in this area.

The Irvine Police Department periodically tickets cars that are parked illegally or may cite drivers who make u-turns or conduct other illegal actions.

We appreciate your understanding and cooperation to keep our students safe.

Crossing Guards

Crossing guards are on duty at the corner of Westwood & Leaf and Westwood & Adams from 7:30 am to 8:30 am and at dismissal times each day. Students and parents should cross only where the crossing guard is present to assist them in safely crossing the street. Please only cross in crosswalks. Be a good role model for your child and do not jaywalk.

Playground Access

Brywood is a closed campus despite the lack of fences surrounding the school site. The staff is responsible for maintaining the security and safety for all students.

Parents are not permitted to use the playground as a pass through during the instructional day, nor may they interact with students on the playground without going to the front office and

obtaining a visitor's badge and/or proper staff supervision.

For safety reasons, we also ask that you pick up primary grade students and wait at the front of the school until upper grade students are dismissed. Upper grade classrooms often have PE or activities on the playground prior to dismissal.

Younger siblings are not permitted to play on the black top, handball courts or playground equipment when waiting for upper grade students to be dismissed.

All parents, guardians and other visitors are expected to adhere to these policies and procedures.

Safety

Supervising adults are on the playground and school grounds during morning recess and throughout all lunch periods. The school supervisors wear neon yellow vests to allow for easy visibility. Although our supervisors try their best to cover the entire playground, 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 a Brywood staff member is not made aware of the situation.

Building Access

Except on raining 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 or if they are escorted by a supervisor into the building. Students are to use the exterior restrooms during lunch and recess.

Rights/Responsibilities/Rules

At Brywood, 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/or help others to learn
4. You are expected to arrive to 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

Student Code of Conduct-Basic Rules

1. Keep hands, feet and objects to yourself
2. Always follow the directions and requests of all school personnel
3. Use good common sense; if someone might get hurt, don't do it!
4. Stay in assigned areas
5. Use restroom and drinking fountains at school in a respectful and courteous manner
6. Enter the office through the front door
7. During lunch, eat quietly and politely. Clean your area, pick up all trash, and remain seated until dismissed
8. Play only on the blacktop or other designated area
9. Arrive at school no earlier than 10 minutes before school starts
10. After school, go directly home, to day care or other place designated by your parents
11. Leave all toys, pets, objects, 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

15. Electronic devices are not allowed at school without teacher and parent permission
16. Students may carry cell phones to school, but they must be kept in their backpacks and turned off during the instructional day. Calls home must be made through the front office. Cell phones will be confiscated if students use them during the instructional day and parents will need to collect them at the end of the school day. Disciplinary action may be taken if a student abuses the use of a cell phone at school

Unacceptable Behaviors

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

1. Bullying/harassment or cyber bullying (IUSD Board Policy 5145)
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

Snack/Lunch

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 being dismissed. Snack items charged to a student's School Bucks account will deplete their funds for purchasing lunch.

Lunch meals (hot/cold) can be purchased for \$3.25. All students have a pin number to access their own personal account. Checks and cash can be brought to the office to add money to your student's account or you can put money into your student's account online. We

encourage parents/guardians to pre-pay for meals to ensure faster moving service lines. Register for a free account at LINQConnect.com. Parents who have a Titan Family Portal account will be able to use their Titan username and password. This account allows parents to view the lunch balance, transaction history, and make credit card payments.

The application for free or reduced price meals is available online at: my.iusd.org or linqconnect.com, in the Nutrition Services Office, or school front office.

Forgotten Lunch

Lunches need to be delivered to the office.

Lunch Tables

- Food may only be eaten at the lunch tables
- Students must pick up their trash
- Supervisors will excuse students to play**
- Students are not allowed to walk, sit or stand on the lunch tables

Lunch Bell

- At the sound of the bell, students are to freeze
- Supervisors will dismiss students to line up
- Students are to walk to the class designated line-up area to await their teacher

Playground Boundaries

Students must play ONLY on the black top area within the 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. Before you drop your student off in the morning, please remind them to stay within the boundary lines. If a ball or any other equipment goes into the street or in the bushes, students must seek help from a playground supervisor or a classroom teacher to retrieve the item. There is no playing behind the portable classrooms. The general rule is, if a student is not in sight of the playground supervisor, he/she is out of bounds.

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 child before school and be sure your child 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.

Bicycles

All 3rd-6th grade students wishing to ride bikes to school must complete with their parents and submit, a signed **Brywood Bicycle Agreement**.

1. Students riding bikes to school must be in the third grade or higher.
2. Bicycles should be licensed through the Irvine Police Department (IPD)
3. Bicycles must be locked in racks
4. Bicycle helmets are **REQUIRED** for all students and will be cited by IPD if not in use while riding
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.
7. Scooters, rollerblades/skates, skateboards, etc., are not allowed on school property nor may they be used as a means of transportation to and from school.

Dress Code

Students must observe good grooming habits and wear appropriate clothing and shoes to school. Students are required to wear closed toed shoes. Hats are allowed to be worn while outdoors, but must be removed once inside the building. Flip flops, open toed sandals or shoes and Crocs 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
- “short” shorts or clothing with holes
- oversized pants/short,
- clothing with gang logos
- clothing displaying references to drugs or alcohol

Students are not allowed to wear any kind of makeup. 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 not allowed. Halter or backless tops are not allowed.

Students are not allowed to dye their hair color other than a natural hair color that is deemed appropriate by their parents.

Any clothing, cologne/perfumes or accessories that are 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 a change of clothes for the remainder of the school day.

Lost & Found

Please label your student's belongings for easy identification. Articles "found" on campus will be placed on the Lost & Found rack, kept in the Multi-Purpose Room after school hours, or outside near the lunch tables during the day, as well as Friday mornings during Flag Deck.

Students should periodically check for lost items during their snack and lunch recesses. More valuable items such as jewelry, watches and eye glasses are placed in the school office for safe keeping. Students may ask for them at the front desk. Unclaimed Lost & Found items will be donated to charity 3 times during the school year: the last day before winter break, the last day before spring break, and the last day of school. A reminder will be sent in the Brywood Newsletter the week before donation.

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.

School Support Services

Brywood has a wide variety of programs which support our students and the classroom teachers. The services are listed below along with how a child might receive that service.

English as a Second Language

The school provides limited English speaking students with support that will help them improve their basic communication skills and academic English language. Students who are limited English proficient are tested annually to determine support needed and their language proficiency.

Gifted and Talented Education Program

The GATE program is available to identified students (Grades 4-6) with exceptional learning abilities. The program consists of pull-out activities, cluster-group, and other opportunities offered within the classroom.

(APAAS) Alternative Program for Academically Accelerated Students

Brywood School provides a district sponsored alternative classes for children in grades 4-6 who are either identified as gifted or are high achieving academically. These classes place heavy emphasis on critical thinking and structure of the intellect while still giving priority emphasis to a thorough understanding and acceleration in basic skills. Further information about this program may be obtained by calling the IUSD district office at (949) 936-5000, or by visiting the GATE department website at: iusd.org/students/parents/academic student support.

Inclusive Education for Students with Special Needs

This program is designed to assist children who demonstrate significant academic needs. A student can qualify for this program by demonstrating a specific learning disability or a significant discrepancy between ability and achievement. 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 strengths and working to remediate areas of weakness. Speech and Language support for students who demonstrate difficulty with speech, language development, and language based skills. Students who qualify for

this program have an Individualized Education Plan (IEP) designed for them and receive small group assistance as appropriate.

D.A.R.E. Program This drug awareness program, sponsored by the Irvine Police Department provides education and insights for students in grade 6.

Health Services/Medications at School

We have a school nurse on campus two-three days a week and a health assistant on campus daily. Our health assistant and office staff assist students with minor health ailments to the best of their ability. For this reason, it is important that we ask parent cooperation in keeping your student at home if they are not feeling well.

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 be in the original pharmacy container & properly labeled with the student's name, by a pharmacist
2. A completed **Request for Administration of Medication** form (available in health office), signed by parents & physician must be provided to the health office

These regulations apply to both prescription and non-prescription drugs. Please do not ask personnel to administer medication without meeting the foregoing requirements, and **never** send medication to school with your student.

Disaster Procedures

Our procedures in the event of any disaster are as follows: Verify the location and well-being of all students and staff, provide emotional and physical aid as needed, release students and staff in an orderly and safe manner.

Earthquake/Fire/Intruder

1. At the first sign of an emergency, teacher will issue the appropriate command for an earthquake, fire or intruder
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 other authorized adult arrives to pick up the

student. We will not begin to release students until we have accounted for all students and staff

4. All students will be kept at school until they can be released to their parents or an authorized adult

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

6. 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, firefighter or police officer and a disaster should occur, we would appreciate your assistance at the school site, provided you are "off duty"

A copy of the Comprehensive School Safety Plan is available in the front office.

Non-discrimination and Sexual Harassment Policy

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:

Michael Hernandez, Principal, and/or
Kristin Smith, Teacher on Special Assignment
Brywood Elementary
1 Westwood, Irvine, CA 92620
(949) 936-5500

Or

IUSD District Office: Title IX Coordinator
Keith Tuominen, Director, Secondary Education
5050 Barranca Pkwy, Irvine, CA 92604
(949)936-5047