



Guide to IPSF Summer at Sierra Vista

Session A June 13 - July 2

Sierra Vista Middle School
 2 Liberty, Irvine, CA 92620
 (949) 936-6600

Site Administrator:
 Kimberly Snowden - ksnowden@ipsf.net

Site Clerk:
 Ruby Alvarez - ralvarez@ipsf.net

Welcome to IPSF Summer at Sierra Vista Middle School! We're excited to have your child with us and hope their learning experience will be enjoyable and meaningful. Please read through the following important informational items, classroom assignments, campus map, and parking lot procedures. IPSF staff will be wearing gray polos, orange lanyards, and identification badges so please ask one of us to guide you in the right direction.

Please be prompt when dropping off and picking up your child. Students not picked up within ten minutes of dismissal will be escorted to the front office. **Excessive late pick-ups may result in a dismissal from the program.**

Daily Schedule

Middle School Schedule – Grades 7-8 Location: Sierra Vista	
8:20 a.m. – 8:30 a.m.	Student drop off
8:30 a.m. – 10:10 a.m.	Period 1 class
10:10 – 10:20 a.m.	Student pick up (for students attending Period 1 only) Student drop off (for students attending Periods 2 and 3 only)
10:20 a.m. – 12:00 p.m.	Period 2 class
12:00 p.m.	Student pick up (for students not attending Period 3)
12:00 p.m. – 12:30 p.m.	Supervised lunch in the large lunch area
12:20 – 12:30 p.m.	Student drop off (for students attending Period 3 only)
12:30 p.m. – 2:10 p.m.	Period 3 class
2:10 p.m.	Student pick up

Parking and Drop-off/Pick-up Procedures

This site will be hosting a large number of students this summer. The parking lot will be busy, so please use the map included as a guideline for efficient traffic flow. In addition, the Irvine Police Department will cite any parent parked

illegally or unloading students in any street away from the curb, often referred to as double parking. Not only is it illegal, but incredibly dangerous. 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. Safety is our utmost concern and your cooperation is expected and obligatory.

- Loading Zone Route: Please follow proper traffic flow at all times. Pull forward as far as possible in the loading zone and be sure that your child(ren) exit the vehicle from the passenger side (right side) only. Students should have their backpacks close at hand and be ready to exit the vehicle once it has stopped. Retrieving items from the trunk slows the line significantly, so have everything ready.
- Please do not leave your vehicle unattended in the loading zone or drop-off/pick-up lanes.
- **Please plan on escorting students on the first day to the MPR. Teachers will introduce themselves and walk the students to the classroom.**

Period 1 students:

- Drop-off: Students may not arrive prior to 8:15 a.m. Students are to remain in the large lunch area until the bell to go to class. (map and classroom numbers included below).
- Pick-up: Parents may enter the designated areas of campus (flagpole in the front of school) to pick up students at the sound of the bell at 10:10 p.m. Upon picking up your child, promptly exit the campus as classes are still in session for period 2 students. Your cooperation will help us provide proper supervision and ensure the safety of all students.

Period 2 students:

- Drop-off: Students may not arrive prior to 10:10 a.m. Students are to wait by the flagpole in the front of the school.
- Pick-up: Parents may enter the designated areas of campus (flagpole in the front of school) to pick up students at the sound of the bell at 12:00 p.m. Upon picking up your child, promptly exit the campus as classes are still in session for students. Your cooperation will help us provide proper supervision and ensure the safety of all students.

Period 3 students:

- Drop-off: Students may not arrive prior to 12:20 p.m. Students are to wait by the flagpole in the front of the school.
- Pick-up: Parents may enter the campus to pick up students at the sound of the bell at 2:10 p.m.

All day students:

- Students enrolled for all periods period 1, period 2, period 3 will have a lunch break from 12:00 p.m.-12:30 p.m. All day students will report to the large lunch area everyday to eat lunch. Lunch must be brought from home. There will NOT be items for purchase. Students must also remain on campus during lunch.

Please note that the lunch period from 12:00 p.m. - 12:30 p.m. is only for students attending both period 2 and period 3 classes.

Student Safety

- Please consider peanut-free options for snacks and lunches and remind your child not to share their food as we have many students with food allergies. Peanut-free lunch tables are available in the lunch area if desired.
- This is a CLOSED campus for the safety of all students and staff. Parents and non-staff adults will NOT be allowed on campus during class sessions. **Parents are not permitted to volunteer or observe in class at anytime, and are not allowed to eat lunch/enter lunch area with students from 12:00 p.m. - 12:30 p.m.**

- Please do not send sports equipment or electronic entertainment devices with your children. Cell phones should be turned off once on campus and stored in their backpack. We will provide sports equipment for recess playtime.
- Dogs are NOT allowed on campus at anytime.
- The summer program is an educational setting, so all school rules apply. Misconduct may be documented and communicated to parents through a behavior citation form. **Disruptive behavior and repeated misconduct may result in a dismissal from the program without a refund.**

Student Expectations

Our students are to be prepared for classes each day. We ask for the support of each parent in observing these expectations.

- We will maintain a dress code for safety and support of classroom instruction:
 - Students should wear closed toed shoes at all times.
 - Clothing with offensive messages or revealing clothing are not permitted.
- We will maintain a behavior code as follows:
 - Students will demonstrate behavior that is safe for themselves and others.
 - Students will show courtesy and respect for other people, school property, and property of others.
 - Students will stay only in supervised areas at all times.

What to Bring

- All class-related supplies will be provided, but students can bring a backpack and their own general supplies if they would like.
- Please ensure your child has a nut-free snack to enjoy during break time.
- If they are attending both period 2 and period 3, they will also need to pack a lunch.
- For outdoor classes, please ensure your child has applied sunscreen and brings a hat.
- For students requiring medication, please make sure you have the Medication Authorization Form filled out and drop off with the medication to the front office on the first day.

Absences/Illness

- Please call (949) 936 - 6600 or email RAlvarez@ipsf.net to notify the clerk that your child will be absent from the program.
- Any child exhibiting signs of illness should not attend classes. They should be fever-free for 24 hours before returning to their classes.

Class Changes & Refunds

The deadline for class changes and refunds has passed. We will not be able to accommodate any class changes or refunds for this session.

We are looking forward to a great summer experience! Instructors will be contacting all parents via email on the first day of the session to personally introduce themselves and their classrooms to you. If you have any questions or need assistance during our program, please call the Sierra Vista office at (949) 936 - 6600.

Sincerely,

KImberly Snowden
Session A Administrator

Ruby Alvarez
Office Clerk



Dear Parent/Guardian,

One or more of the children in your child's classroom has an allergy to nuts. This allergy can be fatal. We ask that you assist us in providing this/these student(s) with a safe summer environment.

This is how you can help:

- Do not send any nuts or items containing nuts with your child (including all nuts, peanuts, tree nuts, etc.). This includes containers that used to have nuts or peanut butter in them.
- If your child eats peanut butter or any nuts before class, please make sure they wash their hands before coming on campus.
- Some children will bring a snack or lunch. Please help us keep our children safe by selecting your child's snack carefully.
- Remind your child to refrain from sharing food.

Thank you for your help.

Sincerely,

Cheryl L. Braun

Cheryl Braun
Chief Program Officer
Irvine Public Schools Foundation



1 Post, Suite 250
Irvine, CA | 92618
949.263.8340 | www.ipsf.net

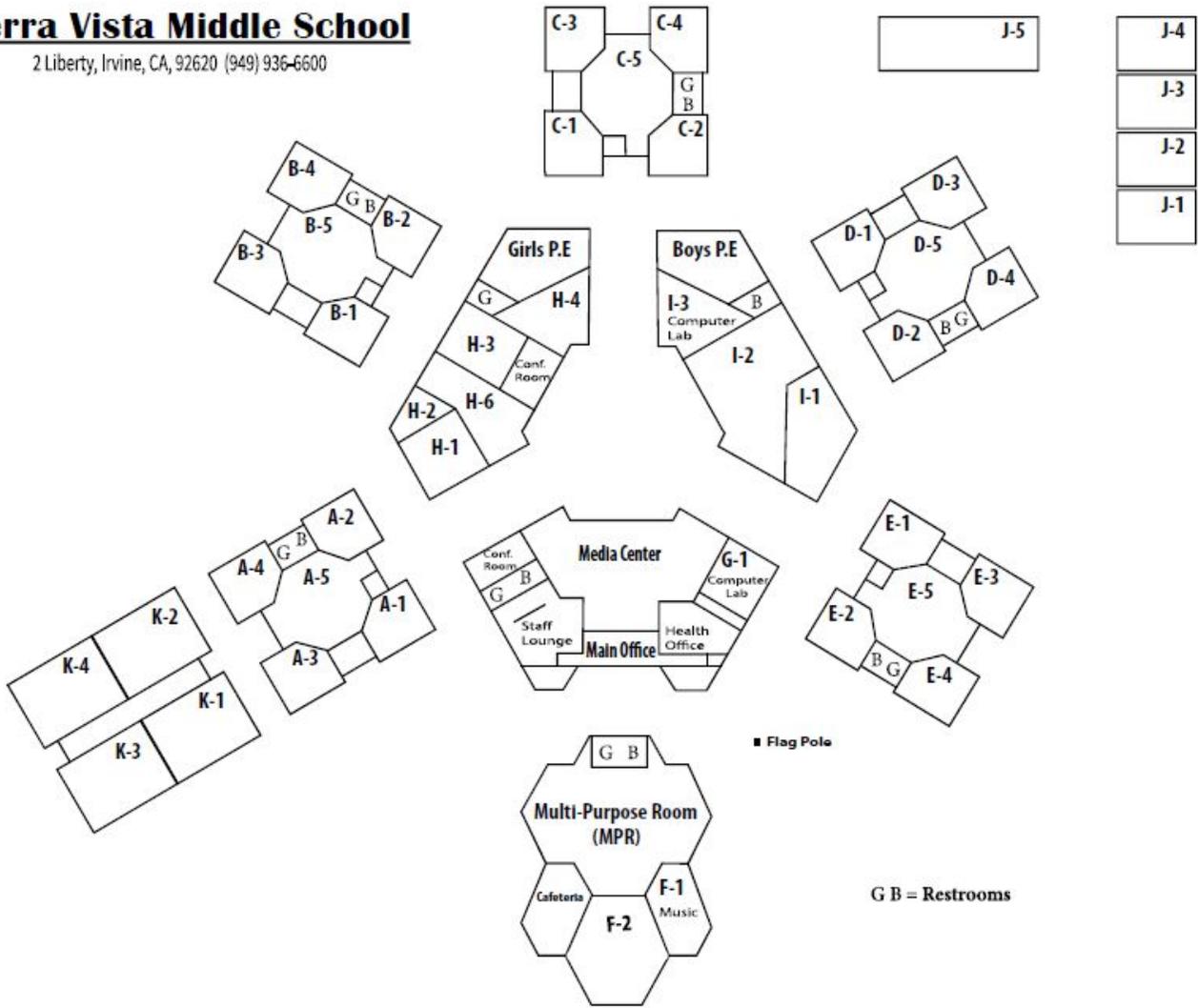


Parking Lot Map



Sierra Vista Middle School

2 Liberty, Irvine, CA, 92620 (949) 936-6600



SESSION A - SIERRA VISTA

Site Administrator	Kimberly Snowden
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Site Clerk	Ruby Alvarez
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Class Name (alpha order)	Period	Instructor Name	Room #
Ceramics	1	Colleen Cosgrove	H1
Creative Writing	1	Jillary Gordon	E4
Cultures & Cuisine Around the World	1	Parker Anderson	H3
Mobile App Development	1	Sandy Pan, Mylyna Hy, Erika Lee, Raksha Raghavan	G1
Preparation for 7th grade Math	1	Dawn Baranski	E3
Preparation for Advanced 8th Grade Math	1	Scott Richardson	E1
Public Speaking, Debate & Communication	1	Staci Eisman	E2
Ultimate Frisbee & Dodgeball	1	Ricardo Carrillo	MPR

Class Name (alpha order)	Period	Instructor Name	Room #
Ceramics	2	Colleen Cosgrove	H1
Cultures & Cuisine Around the World	2	Parker Anderson	H3
English Immersion Academy	2	Cierra Saenz	E5
Intro to Spanish	2	Jillary Gordon	E4
Mobile App Development	2	Sandy Pan, Mylyna Hy, Erika Lee, Raksha Raghavan	G1

Preparation for 8th Grade Math	2	Scott Richardson	E1
Preparation for Advanced 7th grade Math	2	Dawn Baranski	E3
Public Speaking, Debate & Communication	2	Staci Eisman	E2
Sports Galore	2	Ricardo Carrillo	MPR

Class Name (alpha order)	Period	Instructor Name	Room #
Art Workshop	3	Colleen Cosgrove	H1
Creative Writing	3	Jillary Gordon	E4
Preparation for 8th Grade Math	3	Scott Richardson	E1
Prep for Advanced 7th Grade Math	3	Dawn Baranski	E3
Public Speaking, Debate & Communication	3	Cierra Saenz	E5
Web Design Essentials	3	Staci Eisman	E2