

Cypress Village Elementary School

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Phone (949) 936-8900
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www.iusd.org/cy

Mrs. Carla Beal, Principal
Ms. Molly Daley, Assistant Principal



Parent Informational Brochure

2016-2017

Welcome to Cypress Village Elementary

Welcome to Cypress Village Elementary School, a California Gold Ribbon School. I look forward to a wonderful year with continued growth and success for the students. At Cypress Village, we have a dedicated group of teachers and staff that work together to ensure that your child has the best possible education. At Cypress Village, our vision and beliefs are at the core of every decision. Our goal is to prepare children academically and socially for the many challenges that they will face in their lives. Therefore, we plan a curriculum that prepares them with the knowledge and skills necessary to develop attitudes and values that will serve them a lifetime.

This informational Brochure is to provide you with a reference of resources and policies for Cypress Village Elementary School. In addition to this brochure, you will also be receiving emails to keep you updated with our programs and activities. **Be sure your email address and all other pertinent information is current on the MyIUSD website.** To either create your MyIUSD account or update your existing information, please visit <http://myiusd.org>. Please also stay informed by visiting our website at www.iusd.org/cy.

On behalf of the entire Cypress Village Elementary School staff, we welcome you to our school. We look forward to a prosperous and rewarding school year.

Sincerely,

Mrs. Carla Beal, Principal

OUR VISION

Cypress Village is a diverse learning community united in its unwavering dedication to empower students to become responsible, respectful, citizens prepared to engage in their future.

OUR BELIEFS

As a staff we believe... in creating responsible, contributing citizens who persevere to learn, take risks, and feel connected to their school.

As a staff we strive... to educate and nurture the whole child, creating a balanced experience that fosters a love for learning as we prepare students to be life-long learners.

As a staff we are committed to... valuing and celebrating students' diversity as we collaborate to hone skills in a healthy and fun learning environment.

As a staff we will maintain... a safe environment that upholds the highest expectations where teachers inspire collaboration, technology is essential, and innovation ensures learning continues beyond the classroom.

We are... a village of invested learners where everyone is a stakeholder as we partner with families and the global community.

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. Please provide ample time for dropping off your child before school to alleviate undue stress for you and your child. Plenty of adult supervision is offered by Cypress Village staff from 8:00 am until the start of school. **You are encouraged to drop your child off as early as 8:00 am in order to avoid the morning drop-off congestion.**

Driving Safely On and Around Our Campus

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

Rush Lily Street: Parking is on the school side only. Please do not make U-turns in the middle of Rush Lily. Please do not double park to drop off your child. Please be conscientious when you park to maximize parking spaces.

Rush Lily Parking Lot Drop-Off/Pick up: Please utilize the curb when dropping off/picking up your child. Cypress Village has ample curbs for the dropping off and the picking up of students. Cars may not be parked at those curbs for any length of time. Please continue to pull forward as far as indicated to allow for multiple cars to drop off/pick up at the same time along the curb. Please use the crosswalk in the parking lot if you choose to park. Please do not stop, park or let children out of the car in the center lane of this parking lot. Drivers are asked to respect the handicapped spaces. Do not park in them or block them in any way, unless you have the appropriate placard.

Scented Violet Street: Parking is on the school side only. Please do not make U-turns in the middle of Scented Violet. Please do not double park to drop off your child. Please be conscientious when you park to maximize parking spaces. We do have a crossing guard on Scented Violet. Please follow the crossing guard's directions and rules. We have two cross walks that can be utilized and you may not cross the street diagonally.

Scented Violet Parking Lot: This parking lot is for staff parking only. Parents are not to park, pick up or drop off in this parking lot unless given special written permission by the principal.

Park Parking Lots: We have two parks adjacent to our campus where parents may park. We highly encourage families to utilize these areas during pick up and drop off.

Pick Up Procedures

- TK/Kindergarten pick up will be in front of the school at the designated area, parents may also utilize our curb pick up area in the Rush Lily parking lot.
- Grades 1-3 parents may pick up their students at the designated playground area off of Scented Violet or in front of the school utilizing our curb pick up area in the Rush Lily parking lot.
- Grades 4-6 parents may pick up their students in at the designated playground area off of Rush Lily or in front of the school utilizing our curb pick up area in the Rush Lily parking lot.

Board Policy states that students must be picked up within 10 minutes of dismissal. We understand that there is a gap between primary and upper dismissal. Parents may wait with siblings at the lunch benches or at either of the adjacent parks. No students may wait at the lunch benches without a parent. We highly encourage families to utilize the parks. Students may not play on the playground after school.

ATTENDANCE PROCEDURES

Please notify the office before 8:30 a.m. each day if your child will be absent from school. We maintain a separate line for this purpose. The attendance line is open 24 hours a day and it is the parent's responsibility to report a student's absence. The phone number for our **Attendance Hot Line is (949) 936-8901** Please report known absences ahead of time.

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.

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. Consistent tardiness also impairs your child's ability to perform well at school and will result in parent contact and appropriate consequences.

Should you find it necessary to schedule a medical/dental appointment during the student's class time, please notify the teacher & school office by note 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 those whose names are listed on the Emergency Information Card.

SCHOOL OFFICE POLICY AND PROCEDURES

Our school office staff works very hard to provide the best possible service and information to the students and community. For safety purposes and so we can assist you if needed, all visitors to our campus **MUST** check in with the office and get a visitors' badge before proceeding to the classrooms.

As a reminder, teachers are not to be disrupted during the instructional day. Notes, phone messages, and/or e-mail messages are appropriate ways of communicating with your child's teacher during school hours. Please do not deliver forgotten items to the classroom - take them to the front office. Students know it is their responsibility to arrive to school prepared for the day and to check the front office for items you may have delivered.

Registration for new enrollment is accepted from 9:00 to 2:00 Monday through Friday.

LUNCH AND SNACK

Our lunch program is cashless (except for milk only purchases). Lunch is available for \$3.25 (includes milk) and will be deducted from your child's online account. For those bringing a sack lunch, milk will be sold for 50¢. Funds need to be deposited by you into your child's lunch account online or you may send a check to the school office payable to IUSD Nutrition Services. Students are not to share their lunch funds with other students. Please do not send food in glass containers. Menus are available in the school office, on our website or at http://iusd.org/district_services/food_services/Menu.html.

Please check each morning to see that your child has a sack lunch or money in their 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.

Classes will not be interrupted to deliver late lunches. Late lunches are to be dropped off in the front office in the late lunch basket with the students 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 come to the front office to pick up lunches from the bin at the appropriate lunch-time. Do not attempt to deliver a lunch to your child in the lunch area. They must be dropped off in the front office.

PEANUT/TREE NUT SAFE SCHOOL

Our school has a number of students who are severely allergic to peanuts and all nuts. For these students, eating or touching a tiny amount of peanuts or nuts can be life threatening and require immediate emergency medical treatment. We ask you assist us in providing these students a Peanut/Tree Nut safe school environment.

This is how you can help:

- We encourage you to avoid sending any peanut or nut containing foods to school. This includes containers that used to have nuts or peanut butter in them.
- Talk to your teacher before sending any food to school for a class celebration. Please remember that we ask no food be sent for birthday celebrations.
- If your child eats peanut or nut containing products before school, please make sure they wash their hands and brush their teeth before coming to school.

At the beginning of the school year, we will send out a letter with some suggestions for preparing nutritional lunches that do not contain peanut or nut products. If you have any questions about food allergies, please contact your school nurse at vickimcrobberalls@iusd.org or (949) 936-8911.

STUDENT BIRTHDAY CELEBRATIONS

While we appreciate the joy and excitement that accompanies our students' birthdays, **we do not allow parents to bring food items to their child's classroom to commemorate their child's special day.** Dietary restrictions, food allergies, and the varied nutritional preferences of our school community require considerable and deliberate coordination of any event involving food, and we cannot facilitate such oversight for every student's birthday. Party favors are seen as more appropriate for a private setting, but if strongly desired, a parent may bring non-food items such as pencils, stickers, stamps, etc. for classmates. A more lasting gesture would be the donation of a Birthday Book to our library. Our library/media clerk has excellent suggestions for choosing an appropriate Birthday Book. A special dedication card will be placed in the book. Then, the book will be shared with your student's class. After that, the book will be placed in the school library as a continuing memory of your child's special day.

PARENT INVOLVEMENT

Cypress Village welcomes and values our volunteers. Without our volunteers, many programs and activities would not be possible. There are a variety of avenues for parents to volunteer their time and talents to our school. These include:

- **Classroom/Library Assistance:** Classroom teachers and our library staff will recruit parent help at the beginning of the school year. There are opportunities for parents to work directly with students, to complete clerical tasks, and to complete tasks at home. If you are interested in serving in this way, please contact your child's teacher. If working in the library is an interest to you, you may contact our library staff.
- **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 by a vote of all parents in the fall. Meetings and the agenda are listed in the front office, and all parents are welcome to attend.
- **Parent-Teacher Association (PTA):** This volunteer group is composed of all parents who wish to join. Its elected and appointed representative's goal is to support the programs here at Cypress Village 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 on our website.
- **ELAC/SSC:** The English Language Advisory Committee is composed of parents of English Language Learners. They meet as part of our School Site Council. This council meets 5 times per year to review our instructional program for all students.

VOLUNTEERS AND VISITORS

All parents or guests visiting or volunteering in the classroom or helping in any way at school must be registered in our Raptor visitor/volunteer management system. The first time you visit/volunteer you will be asked to present a valid state issued ID or passport, which will be scanned into the system. 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. If you are interested in learning more about the Raptor visitor management system, please visit the <http://iusd.org/volunteer.html>. If you have any additional questions, please contact the Cypress Village Elementary School office at 949-936-8900.

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 also remember that younger siblings may not accompany adults when they are volunteering on campus.

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 to the principal or psychologist.

LOST AND FOUND

We urge parents and students to label EVERYTHING with first and last name that is sent to school. Our Lost and Found rack and bin (located by the lunch area) fills up very quickly with many items that are never reclaimed. Unclaimed items will be donated to a designated charity each trimester.

CHILD CARE

On site before and after school child-care is provided by Rainbow Rising. They can be reached at (310) 379-4912. In addition, Irvine's Community Parks also offers daycare to our students. They can be reached at (949) 724-6750.

LIBRARY BOOK CHECK OUT

Students are able to check out library books once a week. These books are due the week following check out unless the student renews the book(s). Overdue notices are sent/ e-mailed home if the student has overdue book(s). Should any book be lost or damaged, payment must be made to cover the cost of the book's replacement.

PETS ON SCHOOL GROUNDS

Pets are not allowed on school grounds. We have many students with allergies. Please be aware that pursuant to Orange County Ordinance 41.46 dogs are not to be on school grounds at any time. If you choose to bring your dog when walking your child to and from school, please wait for your child off school grounds. If you are to bring a service dog on campus, we must have paperwork on file in the front office.

BICYCLES, SKATEBOARDS, SCOOTERS, & SKATES

Bicycle Guidelines:

- **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 never ride two on one bicycle
- Bicycles must be in safe working condition
- Students are not to loiter in or around the bike rack area at any time
- We suggest that every bicycle be licensed through the Irvine Police Department.

Scooter & Skateboard Guidelines:

- **Scooters and skateboards are allowed for students in grade 6 only.**
 - This special privilege is extended only to sixth grade students provided that they adhere to the following three conditions. The privilege can be revoked at any time if these conditions are not met.
 - Scooters and Skateboards may not be ridden anywhere on campus at any time
 - Helmets must be worn and properly fastened
 - Scooters and skateboards must be stored properly in our designated space.

Cypress Village does not assume any responsibility or liability in connection with a child's bicycle, scooter, or skateboard if it becomes lost, stolen or damaged.

Wheeled Shoes:

Roller skates, inline skates, and pop up wheeled shoes (Heely's brand, etc.) may never be worn to or at school. Violation of these rules will result in loss of privileges.

MEDICATION AT SCHOOL

Any time your child requires medication at school, the medication must be stored in the nurse's office and administered by school personnel. LEGALLY, 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 no medications are available at school.
- Please do not send your child to school with medications of any kind.

HEALTH SERVICES

A District nurse will be on campus periodically to complete required screening in vision and hearing. It is more important than ever before to ask parent cooperation in keeping your child at home if they are not feeling well. Because of the generosity of IPSF, our health clerk will be on campus for five days a week, four hours a day. The clerk along with the office staff will assist with the illness/injury of children and contact parents to pick up these children who need to go home or see a physician.

Germs spread quickly. If your child tells you that he/she does not feel well, TAKE TIME TO ASSESS ALL THE SYMPTOMS AND CHECK HIS/HER TEMPERATURE BEFORE SENDING YOUR YOUNGSTER TO SCHOOL. We know that a child does not always have a fever when feeling ill, but most often we find ourselves sending home children who do.

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. The desirability of having such a plan is that it can provide additional benefits and coverage if help is needed.

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 month of September, we will hold a formal evening meeting for parents in which you'll 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 K-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.
- **E-mail Blasts, Website** (www.iusd.org/cy) **and Fliers** (sent home in backpacks)

TELEPHONE USAGE BY STUDENTS

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 cellular phone.

The phone in the front office may be used by students during the school day for emergency purposes or urgent matters, and used by students after school who are unable to locate or otherwise contact their parent/caregiver. In order to minimize classroom interruptions, we also do not deliver non-emergency phone messages from the office to individual classrooms. We ask that you take care of all after-school arrangements with your child before he/she leaves for school. Your assistance is greatly appreciated.

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:

- Pants or shorts must be the proper size. Short skirts or shorts for girls must be longer than 14" from waist, fitting securely at the waist above the hipbone. Any clothing that prohibits students from participating in all activities of the educational program, including P.E., should not be worn at school. Examples are:
- Sandals, platforms, heels, sling-type shoes, Heelys (and similar products), or jellies are considered unsafe and not allowed. Tennis shoes are the ideal shoe for play and exercise.
- Dangling earrings are dangerous and are not appropriate school attire.
- Students should not wear shirts or tops that contain offensive or obscene symbols that promote alcohol, tobacco, drugs, gangs, tagging, violence, or that degrade any gender, cultural or ethical values. Spaghetti straps and halter tops are not appropriate. Tank top straps must be 1.5 inches in width.
- Any article of clothing that does not cover the mid-section or undergarments (boxers, bra straps, etc.) are not appropriate for school.
- Excessive make-up, unnatural hair colors or extreme hairstyles are not allowed at school.
- Hats may be worn outside for protection but should not be worn indoors.

Staff members monitor our school dress policy. Parents are contacted when students violate our dress policy. Inappropriately dressed students will be asked to phone their parents for a change of clothes.

PLAYGROUND SUPERVISION

Playground supervision at Cypress Village begins at 8:00 a.m. **Students should not arrive on campus before that time.** At the end of the school day, students are expected to leave the school grounds immediately unless they are attending the on-site day care program. This includes our primary playground area. Our child care program 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 relocate to the adjacent City park playground. Please also refrain from instructing your child to wait or remain unsupervised at the City park after school.

Parents who are in need of before or after-school care are encouraged to contact Rainbow Rising at (949) 551-3275 or Irvine's Community Parks at (949) 724-6750 to make arrangements.

CYPRESS VILLAGE'S STORM BEHAVIOR SYSTEM

What is SWPBIS?

SWPBIS stands for School-Wide Positive Behavioral Interventions & Supports (SWPBS). In a nutshell, 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.

Why do Cypress Village students and staff need SWPBIS?

Cypress Village staff wants to create a sense of unity and pride amongst the students at Cypress Village. The system will enable Cypress Village staff to consistently promote, teach, and maintain appropriate student behavior.

What are the behavior expectations for students?

S	Safety First
T	Take Responsibility
O	On Time and Ready
R	Respect
M	Make A Difference

How will students learn the STORM behavior expectations?

During the first full week of school, the Cypress Village staff will conduct a "kick-off" for the SWPBIS system by walking the students through the different areas of the campus where they will review expectations, demonstrate appropriate behavior, and role play making positive choices. Every student will complete activities with their classroom to demonstrate that they have learned the STORM expectations and what they look like in each area of the school. The positive incentive system "STORM Bucks" will also be introduced during the first week of school.

How does the program reinforce positive behavior?

Cypress Village staff has worked diligently to develop meaningful and fun incentives for our students. Students are awarded and recognized daily, weekly, and on a monthly basis for success in adhering to these expectations. In addition, students will have an opportunity to earn STORM Bucks throughout the school day from any staff member that observes the student behaving in a STORM manner. The staff has come up with many incentives that will appeal to students and students will have an opportunity to purchase items/incentives from our STORM store on a weekly basis with their STORM Bucks. In addition, we will recognize STORMY Stellar Students each month.

What happens if my child has a behavior problem at school?

When students have minor behavior errors, staff will meet with the student and come up with strategies to ensure the behavior is not repeated. If continual minor behavior errors occur, your child's teacher will communicate those concerns with you. If major behaviors errors occur, the school administrator or designee will contact you. We hope anytime you are contacted about a behavioral error you will take the opportunity to discuss STORM choices with your child and come up with strategies to avoid a repetition of the behavior. Playground game rules are taught and reviewed throughout the school year, and are available on our website. Students are held responsible for learning and following these rules.

Conflict Resolution Strategies

Cypress Village Students will be using the following Conflict Resolution Strategies to help them become better problem solvers:

1. Talk it over
2. Walk away
3. Say "I'm sorry"
4. Do something else
5. Take Turn
6. Share
7. Ignore
8. Ask for help (first from a peer then from an adult after using three or more of the above tools first)

ZERO TOLERANCE (IUSD Board Policy)

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

DISASTER PREPAREDNESS

At Cypress Village, 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 “Secure the School” drill.

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 do the following:

- **Complete an Emergency Information Card and update it whenever there is a change in your contact information.** 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 data.** All adults must check in at the designated student-release area to pick up and sign out students.

Notice of Non Discrimination

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. Equity/Title IX Compliance Officer: Keith Tuominen, 5050 Barranca Pkwy, Irvine, CA, 92617, Phone (949)936-5047. Links to the full document are on our website.

Sexual Harassment Policy

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 identity or expression. Equity/Title IX Compliance Officer: Keith Tuominen, 5050 Barranca Pkwy, Irvine, CA, 92617, Phone (949)936-5047. Links to the full document are on our website.