

# Pico Canyon Elementary School

2024-25

## Parent/Student Handbook

*Striving Toward Excellence  
Building the Future One Child at a Time*



25255 Pico Canyon Road  
Stevenson Ranch, CA 91381  
Telephone: 661 - 291 - 4080  
Fax: 661 - 291 - 4081  
Hours: 7:30 a.m. – 4:00 p.m.

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Pico Canyon Elementary  
*California Distinguished School*  
25255 Pico Canyon Road  
Stevenson Ranch, CA 91381



Dear Pico Canyon Families:

We extend a warm welcome to Pico Canyon Elementary School to our returning, new students and families. We look forward to an outstanding year at Pico Canyon School!

At Pico Canyon, our staff and parents work together to create a positive learning environment and strive to meet the unique needs of each child. Our goal is to impart knowledge, teach skills, and instill a love of learning. We emphasize the importance of building self-esteem, along with respect for others and for one's environment.

We understand that a student's success depends upon your support and involvement. By working together, we can ensure that your child receives a rich and purposeful education. We thank you for working together as partners.

The information contained in this booklet is to assist parents and children. We hope you will find the time to review and discuss this information together.

Respectfully,  
Michele Krantz, Principal

## PICO CANYON OFFICE SCHEDULE

The Pico Canyon School office hours are from 7:30 a.m. 4:00 p.m. daily. The school phone is 661-291-4080. The school fax number is 661-291-4081.

UPK & Kindergarten  
8:00 a.m. - 1:50 p.m.

Grades 1-6  
8:00 a.m. – 2:45 p.m.

## FRIDAY - MINIMUM DAY

Each FRIDAY is a Minimum Day at Pico Canyon School for all students UPK-6. Minimum Day hours are 8:00 a.m. to 12:05 a.m. all students

## ABSENCES

Pico Canyon School practices a “protect our children” program. All children not present at school are accounted for daily. We ask that parents follow this procedure:

Please notify the school between 7:30 a.m. - 9:30 a.m. on the morning that your child will be absent or late. State the child’s name, teacher’s name, and reason for absence.

If your child is late, please have him/her go to the office for a tardy pass.

Once the attendance records are checked each morning, parents of any child not accounted for will be contacted to clear the absence.

Administrative counseling is in place for "at-risk" students to discourage a pattern of absenteeism before it becomes established.

Teachers encourage children to arrive at school on time, ready for instruction. Parents can help by sending children off to school with a good breakfast.

Vacations and other unexcused absences during instructional time are very disruptive to student learning. School is an important place and "making up work" does not substitute for the valuable instruction that goes on in school. Please help us educate your child by ensuring that he/she is present at

school daily. If you wish to pick up homework for your child for an absence, please call the office by 9:30 a.m. of the day homework is requested so the teacher can gather appropriate work.

## ARRIVAL

Pico Canyon School playground has no adult supervision before 7:40 am. Students should not arrive before this time unless specifically arranged with the classroom teacher.

School begins at 8:00. Students are expected to be at the classroom door when school begins at 8:00 am. Students arriving after this time are marked tardy and must get a pass from the office before entering class.

## BIKES, SKATEBOARDS, SCOOTERS, SPORTS AND PLAY EQUIPMENT

In order to ensure a higher level of safety for pupils who ride bicycles to and from school, it is the policy of the Newhall School District that pupils will be required to wear bicycle helmets. Only helmets that display a Snell (Snell Memorial Foundation) and/or ANSI (American National Standards Institute) approval sticker are acceptable.

Pupils who fail to wear bicycle helmets shall be issued one warning, which shall be followed by parent contact. Both the pupil and the parent shall be informed that the child may not ride his/her bicycle to and from school without a bicycle helmet. Should that directive be subsequently violated, the parent will be required to retrieve the bicycle from the school.

With parent permission, children in grades 4-6 ONLY may ride non-electric bicycles to school. ALL bikes must be walked on the school grounds. The school attempts to keep this area as secure as possible but accepts no responsibility for damaged or stolen bicycles. Bike riders must have a bike lock and chain. Violation of bicycle regulations at school, or to and from school, may be cause to deny a pupil the bicycle riding privilege.

Because we have regular P.E. equipment supplied at school, bringing personal sports equipment to school is not allowed. No hard balls or metal bats are allowed at school. No toys or playthings from home should be brought to school without the teacher's permission. *NO skateboards, scooters, or skates are permitted on school grounds. **Electric scooters and electric bicycles are not permitted on campus.***

## CAFETERIA, FOOD, and BEVERAGES

Children eating lunch at school are expected to practice the appropriate table manners.

Selling, sharing, and trading food with one another is not permitted. Disciplinary action will occur if this policy repeatedly is violated.

All waterbottles must be able to be sealed to prevent spills which can damage Chromebooks, create unsafe surfaces, and ruin other items. Water bottles with straws shall be able to be closed and sealed when not in use.

We have cafeteria standards that must be observed so that the lunch period may be a pleasant period for all:

- Good table manners are expected of all.
- Children are expected to eat lunch unless a written request is received from parents.
- Loud talking is not permitted. Students may talk quietly and should raise their hands if anything is needed.
- All paper and food dropped on the floor must be picked up as soon as possible.
- No food is to be taken from the lunch area. All trays are to be disposed of properly.
- Children are to take a minimum of ten minutes to finish their lunch.
- Once seated, children are not allowed to change seats and must remain seated until given permission to leave
- When lights are dimmed in the cafeteria, everyone is to remain quiet.
- Soda and highly caffeinated drinks are not permitted.
- Due to food allergies children are not allowed to share their food.

CAFETERIA - FOOD SERVICES - S.C.V.S.F.S.A, School Day Cafe

A school breakfast and lunch program is provided for pupils at no cost for the 2024-25 school year.

Students may access breakfast during their recess time as food is not offered before school time.

Cafeteria menus are provided one month in advance at <https://www.scvschoolnutrition.org/> .

## CELL PHONES AND OTHER PERSONAL DEVICES

A personal device is defined as devices such as cell phones, tablets, smartwatches, and any device that connects to the internet or a cellular network. **These devices must be turned off and placed in the backpack for the duration of the school day.** Students may access devices before entering campus and again after exiting the campus at dismissal. If this policy is not followed, such devices may be confiscated by school personnel. Parents will then need to collect the electronic device in the school office. I-Pods, MP3 players, etc. are not allowed on the Pico Canyon campus.

## CLASSROOM INTERRUPTIONS

In fairness to the students and their educational programs, classroom interruptions are kept to a minimum. We ask your assistance by planning ahead and helping students with the responsibility of being prepared for school. Please assist us by reminding your child to take home all necessary items after school (backpacks, homework, textbooks, eyeglasses, lunch bags, etc.) Classrooms will not be opened without NSD staff supervision.

Additionally, grades 3-6 classrooms will not be interrupted due to lunches being brought to the office. Please inform your child to check the table in the hallway as they enter the core building for their lunch.

## CLASSROOM PARTIES

Each classroom may have two parties during the school year. The dates for these parties are arranged by each grade level, and the parties are planned through the mutual efforts of the classroom teacher and PTA room representative. We ask that you do not take classroom instructional minutes to celebrate birthdays. As we have an NSD Wellness Policy in place, we encourage nutritious treats or non-food items, as always treats must be coordinated with the classroom teacher.

## DRESS AND GROOMING

While on campus, or while attending any school-sponsored event, pupils shall be dressed and groomed in a manner that does not distract or interfere with the educational environment. Parents have the primary

responsibility for assuring that pupils are properly attired. The District desires to keep the school environment free from the harmful influence of groups that advocate substance abuse, violence, criminal activity, or disruptive behavior. The Board finds that regulations prohibiting pupils from wearing gang-related apparel are necessary for the health and safety of the school environment. Accordingly, the school sites may adopt dress codes as part of their comprehensive school safety plan, prohibiting apparel that, if displayed on a school campus, could reasonably be determined to threaten the health or safety of the school environment. In recognition of this, the District has adopted this regulation relative to the dress and the appearance of pupils.

### DRESS CODE - ENFORCEMENT

Parent/guardian will be called. A pupil may be sent home to change into acceptable clothing. (Pupil will be offered a change of T-shirt.)

### DRESS GUIDELINES

- Closed-toe shoes must be worn at all times, except for medical necessity.
- A substantial sole is required and all shoes must have backs. Skate shoes and Crocs are not allowed on campus.
- Extremely brief garments such as short shorts, halter tops, bare midriffs, tube tops, net tops, oversized tank tops, spaghetti straps, and plunging necklines (front and/or back) are not allowed.
- Hats may not be worn indoors, except for medical necessity. Hairnets, bandannas, hats with recognized gang symbols such as old English lettering, or identifiable gang-related hair ornaments are not allowed.
- Garments or jewelry with slogans or pictures promoting the use of drugs or alcohol, substance abuse, vandalism, graffiti, violence, or profanity will not be allowed.
- Garments with suggestive, obscene, or sexually explicit statements or pictures will not be allowed.
- Garments must be fitted. Pants must stay up at the waist without the use of a belt
- and/or suspenders.
- All garments must be neat, clean, and mended. Garments that are intentionally cut off, ragged, or torn will not be allowed.
- Dangling earrings or other jewelry that may present a safety hazard will not be allowed. Gang jewelry such as woven crosses and plastic



baby pacifiers on a rope is not acceptable.

- Underwear must be completely covered by outer clothing.
- Gang clothing and insignia shall be identified in accordance with the most recent information available from the local law enforcement agency. The wearing of gang signs, insignia, and distinctive modes of dress or grooming that promote gang identification will not be allowed.
- Hair shall be clean and neatly groomed.
- Shorts must be at an appropriate fingertip length.

## DRUG & TOBACCO FREE SCHOOL

The Governing Board believes that the use of tobacco, alcohol, and other drugs adversely affects a pupil's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. Additionally, students shall not be in possession of any drug, alcohol, or tobacco products while on school property, before, during school hours or after school, at any school-sponsored events, or while under the supervision of district employees when off campus. Students who violate this prohibition shall be subject to disciplinary procedures which may result in suspension from school.

## HEALTH AND MEDICATION

If your child needs to take daily medication, it will be necessary to have a signed request from your doctor. This includes aspirin, throat lozenges and all other nonprescription medications. All medications will be kept in and dispensed by the school office.

Students wearing casts, slings, stitches, or special supports may not be on the playground during recess, lunch, and P.E. During recess/lunch, these students may visit with others or do schoolwork at the lunch tables. They may also visit the library. Children with severe injuries will be asked to remain in the library during recess periods to avoid any further injury. Children should be helped to understand this is not a punishment but simply a means of keeping them safe and avoiding any further injury.

## INDEPENDENT STUDY

When a child must be taken out of school for unavoidable personal reasons, parents may request schoolwork for their child. A voluntary

Independent Study Program is available to enable students to keep up with classwork. Students must be absent for a minimum of 3 days. Students in grades K-3 are given a maximum of 10 consecutive days for absence. Students in grades 4-6 are given a maximum of 15 consecutive days for absence. To participate in the Independent Study Program, the parent or guardian must give the school a minimum of one week's advance notice. Approval of a request for an Independent Study Program is based on evidence that the student can work independently and complete the assigned work.

## LIBRARY

Pico Canyon has a library and school library/media technician to service the educational and recreational needs of the school community. The school library contains over 10,000 volumes.

Each class will attend library orientation at the opening of the school year. Classes may have a regular time to visit the library or students may go at any time with teacher permission.

## LOST AND FOUND

We urge parents to sew or mark children's names in coats, sweaters and other personal items. This will facilitate the return of lost garments and articles. Please label lunch boxes also. A Lost and Found area is located in the Multi-Purpose Room. Please check this area periodically for lost articles. Articles not claimed throughout the year will be donated to charity.

## NOTICES/FLYERS

ParentSquare is the main method of communication for parent information. Parents can select a preferred time to receive notifications and can message members of the staff after registering with ParentSquare.

Each week on Thursday the Pico Press school newsletter is shared through Parent Square. Please be sure to read through this information each week as it is our primary source for school information.

## PBIS and Student Behavior Expectations

The purpose of PBIS (Positive Behavior Interventions and Supports) is to

establish and maintain a climate in which appropriate behavior is the norm. Every student has the right to a school environment that is safe and conducive to learning.

Students will experience explicit teaching of behavior expectations, positive reinforcement, celebrations of met expectations, support, encouragement, and guidance as well as a progressive discipline approach. When students make choices requiring disciplinary action or consequences, we want to remind parents and students that our goal is student *learning* not simply punishment.

We want to support all students in being KIND, SAFE, and RESPONSIBLE.

**The Pico Canyon Husky Promise:**

As a Pico Canyon Husky, I promise to

Be kind, safe, and responsible, in all I say and do

The matrix below outlines the specific school expectations that are presented to students and reinforced throughout the school year.

**As Pico Canyon Huskies, We are KIND, SAFE, and RESPONSIBLE**

	<b>KIND</b>	<b>SAFE</b>	<b>RESPONSIBLE</b>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>• Show respect when you agree and disagree</li> <li>• Use kind words and actions</li> <li>• Listen when others are speaking/presenting</li> </ul>	<ul style="list-style-type: none"> <li>• Keep backpack and personal items out of aisle/walkway</li> <li>• Keep hands, feet, and objects to yourself</li> <li>• Push in chair</li> <li>• Use tools appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Complete your work</li> <li>• Stay organized</li> <li>• Stay on task</li> <li>• Participate</li> <li>• Use appropriate voice level</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>• Hold doors for others</li> <li>• Walk quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Walk facing forward</li> <li>• Keep hallway clean and clear</li> <li>• Keep body off the railings</li> <li>• Use the handrail on the stairs</li> </ul>	<ul style="list-style-type: none"> <li>• Go directly to your destination</li> <li>• Walk on the right side</li> <li>• Set a positive example</li> <li>• Use appropriate voice level</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Use manners</li> <li>• Use indoor voice</li> <li>• Use kind words and actions</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up spills</li> <li>• Eat only your food</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Stay seated</li> <li>• Sit with feet under table</li> <li>• Use appropriate voice level</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>• Eyes and ears on speaker</li> <li>• Participate when invited</li> <li>• Use appropriate applause</li> </ul>	<ul style="list-style-type: none"> <li>• Sit appropriately</li> <li>• Keep hands and feet to yourself</li> <li>• Follow directions from adults</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and exit quietly</li> <li>• Stay in designated area</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>• Invite others to play</li> <li>• Take turns</li> <li>• Use kind words and actions</li> <li>• Share</li> </ul>	<ul style="list-style-type: none"> <li>• Follow rules</li> <li>• Keep hands, feet, and objects to yourself</li> <li>• Place balls in bin</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in designated area</li> <li>• Report problems to an adult</li> <li>• Eat only at the tables</li> <li>• Use appropriate voice level</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>• Respect privacy</li> <li>• Use kind words and actions</li> </ul>	<ul style="list-style-type: none"> <li>• Wash Hands</li> <li>• Keep water in sink</li> </ul>	<ul style="list-style-type: none"> <li>• Wait your turn</li> <li>• Go, flush, wash, exit</li> <li>• Use supplies correctly</li> <li>• Use appropriate voice level</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>• Stay quiet</li> <li>• Respect others trying to read and learn</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions from adults</li> <li>• Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Use a shelf marker</li> <li>• Return books on time</li> <li>• Use time wisely</li> <li>• No food or drink</li> <li>• Use appropriate voice level</li> </ul>

## **Student Behavior Expectations**

For the safety of the children, we have standards that are to be followed by all children while on the school grounds. They are:

- Kindness and respect are to be shown toward all at all times.
- Personal items and/or toys may not be brought from home unless students have teacher permission.
- Fighting is prohibited on school grounds, and to and from school. Inappropriate language is not to be used.
- No running on the blacktop, except in organized games.
- Students may not climb trees, fences, or backstops.
- Bicycles must not be ridden on school grounds or sidewalks.
- Shoes must be worn at all times.
- Balls are not to be bounced in the walkways or against the walls.
- Gum and candy are prohibited
- Students may not enter the school building/ school grounds before 7:40 a.m. without a teacher's permission and supervision.
- Students are to walk at all times on the front sidewalks of the school.
- Children are to go directly home after dismissal from school.
- Student dress is to be neat, clean, and not disruptive to the educational process.
- Students are not to be left in front of the school before 7:40 am unsupervised.

## **Consequences for Violations of Expectations**

Progressive discipline is applied in an effort to promote the learning of positive behaviors. Responses to behavior can include restorative practices and consequences. In no particular order, some examples include, but are not limited to:

- Conferencing with an administrator
- Parent Meeting
- Alternative recess location or time
- Research project related to violation
- After school detention
- Restitution
- Community service
- Letters of apology
- Parent shadowing and school attendance
- Behavior contract
- Behavior support plan
- Counseling
- Mediation
- Restorative circle

Alternatives to suspension are first considered, but progressive discipline can result in school suspension for 1-5 days both in and out of school. Suspension is assigned in accordance with all applicable California

Education Code, Administrative Regulations, and Board Policy.

Additional suspension and expulsion information can be found in the [Newhall School District Parent-Student Handbook](#).

### PICO CANYON PTA

Pico Canyon PTA is an active and enthusiastic group whose primary purpose is to support, enhance, and enrich the educational experience of children at Pico Canyon School. Your membership and participation in the Pico Canyon Parent/Teacher Association is needed, encouraged, and warmly welcomed.

### RAINY DAY PROCEDURE

On rainy days TK/Kindergarten students are to report directly to classrooms. Students in Grades 1-6 report to the MPR. UPK / K report to rooms 103 and 104.

### REPORT CARDS/CONFERENCES

Report cards will be generated three times during the year. Parents will be invited to a parent/teacher conference twice during the school year. Also, parents may make an appointment to see a teacher at any time, and we encourage this practice.

### SAFETY RULES FOR ARRIVAL / DISMISSAL (BY CAR)

#### Front Valet

- Enter the parking lot by the entrance driveway by following established traffic lanes
- Do not enter the parking lot through the exit entrance.
- U-turns in the parking lot are not allowed at any time of the day.
- Children may be dropped off or picked up at curbside only. Drivers must not leave cars unattended at any time at the front of the school. Unattended parked cars are a safety danger for emergency personnel and cause traffic congestion.
- Please review the detailed Safety Rules for Arrival and Dismissal enclosure for valet procedures.

### Back Bridge Area Dismissal

At the back of the school, parents of 1<sup>st</sup> – 3<sup>rd</sup> graders must cross the bridge to pick up their children. With parent permission primary grade students in grades 1 – 3 may walk home with an upper grade sibling grades 4 – 6.

Please do not double-park to pick up students as this is extremely dangerous. Please park curb side for children to enter safely from the sidewalk.

We ask that parents, who are parked across the street, get out of their car to cross the street with their children at the designated crosswalk. It is extremely unsafe to allow children to cross the street alone.

### Park Dismissal

Students utilizing park dismissal must stay with assigned teachers until they reach the parking lot. Students will walk on park sidewalks, they are not allowed to use dirt paths.

Please follow county parking guidelines posted within the parking lot.

### SAFETY RULES FOR WALKING TO SCHOOL

If your child is going to walk to and from school, please discuss the safest and most direct route and the approximate time the trip takes. Insist he/she crosses at crosswalks and obeys signals. Encourage your child to walk with a partner or group.

It is wise to discuss with each child the importance of refraining from conversation with strangers and of securing identifying data such as license number, description, etc. if he or she should be approached. A child should understand that under no circumstances is he or she to accompany a stranger or enter an automobile without parents' permission.

Personal property rights of others should also be stressed. Good citizenship is to be practiced both to and from school. School rules apply while traveling to and from school.

### SCHOOL FORMS

We consider emergency information a very important priority for each child. Please make sure that you have updated all information via Aeries Parent

Portal. If there is an illness or injury, this information is used to contact the person you have designated to be responsible for your child. Please continue to update this portal with any address, home phone number or work number changes throughout the year.

In addition to emergency information, there are areas on the yellow information card to be completed regarding field trip consent, disaster information, parental rights acknowledgment, and internet use permission. This information is mandated by the state and must be completed and returned to school.

### SCHOOL SITE COUNCIL

Pico Canyon School Site Council is composed of five parents and community members and five members of the school staff elected by their representative groups. Functioning in an advisory capacity, they assist in planning and assessing the Pico Canyon program and allocating School Improvements funds. Once the dates for our School Site Council meetings have been set, they will be published in the monthly principal's newsletter. All meetings are open to the public.