

Stevenson Ranch Elementary Parent - Student Handbook

2024-2025

Stevenson Ranch Wranglers

Always Remember Their

Be Respectful

Own your Actions

Operate Safely

Think Kindly

Strive for Success



Stevenson Ranch Elementary School is a learning community dedicated to ensuring student success in a mutually respectful, safe and positive environment in which we all assume responsibility for our part.

WELCOME TO STEVENSON RANCH ELEMENTARY SCHOOL

Welcome to Stevenson Ranch Elementary School. We are pleased to have you join us this school year. As part of our community, you and your family have important roles in ensuring that our school maintains a safe, healthy, and challenging learning environment that prepares all students for success in life. This booklet is designed to orientate you to our school and to guide you in meeting the high standards of citizenship and scholarship we set for all.

STEVENSON RANCH ELEMENTARY SCHOOL MISSION STATEMENT

Stevenson Ranch provides a safe and child-centered environment that celebrates diversity and fosters a love for lifelong learning. We provide an innovative, well-rounded curriculum that prepares and empowers students to think critically, and develop social emotional skills to actively engage and make meaningful connections for life.

SCHOOL HOURS AND ATTENDANCE

One way to help children learn is to utilize every minute of class time. This can only happen when you **attend school every day and arrive on time**. Campus opens at 7:45 a.m. each day for Student Arrival. Please do not arrive before 7:45 a.m. as there is no supervision.

Attendance at school is very important. While some make-up work can be sent home, the majority of learning takes place in the classroom and cannot be made up at home. In order to ensure that all students are accounted for, we review student attendance daily. If you are going to be absent, parents need to call the school office at 291-4070 **before 9:00 a.m.** on the day you are out. Our office opens at 7:30 a.m., and there is a voice mail system available outside of business hours. If your parents want to get homework for you, they need to request it by 9:30 a.m. and pick it up after school.

It is just as important to be on time to class as it is to be in school. Instruction starts at 8:15am so students should be in their seats by then. When you are late, you not only detract from your own learning, but the learning of others in the classroom. If you are late to school, go straight to the office. You should bring a note from your parents any day you are tardy. Your parents will be notified if you are late too many times.

Your attendance is monitored by the Newhall School District. Students who are late or absent, whether it is excused or unexcused, may receive attendance letters, be called for a conference, be put on an attendance contract, and taken to a Student Attendance Review Board (SARB) hearing before the District Attorney.

If you are going to be out for an extended period for any reason, please contact the office for learning options and support, such as Independent Study.

| School Hours | |
|--------------------------------------|-------------------------|
| Office | 7:30am - 4:00pm |
| UPK/Kindergarten (Monday - Thursday) | 8:15am - 2:05pm |
| Grades 1 - 6 (Monday - Thursday) | 8:15am - 3:00pm |
| ALL Students (Friday) | 8:15am - 12:20pm |
| Morning Bell Schedule | |
| Playground Opens | 7:45am |
| Line Up Bell | 8:10am |
| Instruction Begins | 8:15am |
| Office Staff | |
| Principal | Mrs. Diana Stenroos |
| Assistant Principal | Mrs. Sheri Zamperin |
| Office Manager | Ms. Jessica Hansen |
| Office Assistant / Attendance | Mrs. Meggy Gray |
| Health Assistant | Mrs. Danielle Lloyd |
| Community Outreach | Mrs. Nicole Roncagliolo |
| Contact Us At | |
| Phone | (661)291-4070 |

HEALTH AND MEDICATION

If your child will need to take medication on a short term, regular basis, it is necessary for you as their parent/guardian to have your doctor fill out an “Authorization to Administer Medication” form. This includes medications that can be bought in stores (i.e. Tylenol). Medications are kept in the school office at all times. Students may not carry medication on their person at school (including inhalers). Cough drops can be kept in the office if sent to school with a parent note allowing the child to take when needed.

ARRIVAL/DISMISSAL PROCEDURES

Access to Campus

Stevenson Ranch is a closed campus between the hours of 7:30 a.m. and 3:00 p.m. daily. Please make sure that your parents and other visitors to campus enter through the main office entry. All visitors to campus will be required to present a state issued identification (such as a driver's license), sign in, and wear a visitor badge at all times.



Student Arrival

Our school campus opens each school day at 7:45 a.m. Since there is no supervision before 7:45 a.m., students should remain at home until the appropriate time. You may enter campus through the fire road gate on N. Carroll Lane or the park gate. The school buildings and hallways are not open to students during arrival. Between 7:45am and 8:10am you may purchase and eat breakfast in the cafeteria, or participate in supervised play and social time on the concrete yard, primary yard and select black top areas. The grass field areas are closed during the morning time. At 8:10 a.m., students will begin to line up for their class.

Walking to School

If you walk to and from school you should discuss with your parents the safest and most direct route to school, and the approximate time the trip should take. We insist that students and parents cross only at corners and in the crosswalks, and obey traffic signals. Please do not cross over private property, through yards, over fences, grass, shrubs, or flowers. Never cross the street between parked cars. Although it may seem to be a great time to get a walk in for your family dog, due to safety concerns, **dogs and other pets may not be on school grounds at any time (including the school parking lot)**. You must say goodbye to your parents with pets at the curb.

Car Drop Off

Students being dropped off by car may use the valet system in the front of our school. Your parents simply enter the line in front of N. Carroll Drive and pull up to the fire hydrant in the cut out in front of school. A Safety Supervisor and student valet helper will be available to open

doors and escort younger students. For safety and efficiency, please remind your parents to always pull as far forward as possible before you get out of the car. Student drop off is NOT permitted in the staff parking lot due to safety concerns.

Roller Skates, Rollerblades, Roller Shoes, Scooters and Skateboards

Students may not bring roller skates, rollerblades, roller shoes, or skateboards to school. They may not be used as a method of transportation to or from school. If you violate this policy, your equipment will be taken away and returned directly to your parents.

Bicycles

If you are a student in grades 4, 5, and 6, you may ride your bicycle to school with your parent's permission. Be sure you review bicycle safety rules with your parents. Here are a few items for discussion:

1. All children who ride bicycles are expected to obey all traffic laws, as well as school bicycle safety rules.
2. A helmet is required, and must display a SNELL and/or ANSI approval sticker.
3. Bicycles must be walked on school grounds and on sidewalks adjacent to campus.
4. Students should bring a bike lock and chain. Bicycles should be locked to the bike rack located against the back gate. The school tries to keep the area secure, but is not responsible for damaged or stolen bicycles.
5. Failure to ride bikes in the right manner may cause:
 - a) A warning for the first offense.
 - b) The loss of bike riding privileges to school for the second offense.

Rules for bicycle safety:

Keep off busy streets whenever possible.

Obey all traffic laws, signs, and signals.

Give the proper turn signal before turning or stopping.

Ride alone. Riding double on a bike is unlawful and unsafe.

Ride on the right-hand side of the street.

Ride single file.

Walk bicycles across busy streets.

Keep bicycles in good mechanical condition.

Always enter the street carefully from a driveway, from behind a building or from behind a parked car.

Give the right-of-way to other vehicles and pedestrians.

Avoid doing tricks on a bicycle.

Wear white or light-colored clothing and have the bicycle properly lit at night.

Be courteous at all times.

Electric Scooters:

For the safety and well-being of all our students, electric scooters are not allowed on campus.

It's important to note that California state laws impose specific regulations on the use of electric

scooters:

- **Helmet Requirement:** Riders under 18 years old must wear a helmet.
- **Age Restriction:** Riders must be at least 16 years old and have a valid driver's license.
- **Speed Limit:** Electric scooters must not exceed 15 mph.
- **Sidewalk Prohibition:** Riding on sidewalks is not allowed.
- **Road Use:** Riders must use bike lanes when available and keep to the far right-hand side of the road when not.

Given these regulations and the potential hazards, we ask all parents and guardians to ensure that their children use alternative, safer methods of transportation such as walking, biking (with proper safety gear), or riding in a car.

Rainy Day Arrival

All students line up in the hallways outside their classroom, or in the MPR/library for those students whose classrooms are in the portables.

Dismissal

At dismissal time each day students must depart campus. Please make all after school care and transportation arrangements with your parents before school each day. Teachers supervise dismissal. School buildings and playgrounds are closed at dismissal. Any changes to your normal dismissal must be written by your parent to your teacher. You will not be able to use school phones for non-emergency arrangements, and messages to the classroom during the school day will be limited by the office.

Rainy Day Dismissal

We follow regular dismissal procedures on rainy days. You may want to bring an umbrella.

VISITING OUR SCHOOL OFFICE

The school office is here to help all students, parents, and teachers. Office hours are from 7:30 a.m. to 4:00 p.m. Monday through Friday. In order to accomplish all the things that provide this help, certain standards must be followed:

1. All visitors must check in with the office and present a state issued identification (such as a driver's license). Before entering the building, please silence all cell phones and end all calls. Individuals who are in the middle of a call may be asked to step outside until their call is complete. Identification is also required for adults who are picking up students early from school.
2. Each student coming to the office staff must have permission from a teacher or safety supervisor.
3. A friend may escort you to the office, but may not wait for you once you arrive.
4. Students are not permitted to use the phone in the office. Please make all after school arrangements for activities such as Girl Scouts, Cub Scouts, going to a friend's house, and who will pick you up, before coming to school. The office will limit sending messages so that your learning is not disrupted.

5. Lost and found articles will be placed in the Lost and Found area at the end of the day. Please check for any missing items. Small items, eyeglasses or lost money may be with the office staff. Lost-and-Found is donated to a local charity throughout the year. It is also a good idea to put your name on everything you bring to school.

COMMUNICATION FROM STEVENSON RANCH

Stevenson Ranch and the Newhall School District will send out communication through the ParentSquare App which can be viewed via email and through the app. These messages with information and reminders about school events will be sent home weekly. Links to information posted on our website are often included. You may provide the office with up to two email addresses. Notices from Stevenson Ranch and classrooms will occasionally be sent home with children. School/district fliers will also be sent via ParentSquare.

SCHOOL CELEBRATION AND FOOD POLICY



The Newhall School District maintains a Wellness Policy. In conjunction with that policy and in an effort to promote healthy living and combat influences of childhood obesity, Stevenson Ranch School will adhere to the following policy:

Classroom Activities and Celebrations That Include Food:

If food is to be part of celebrating in school, it may only occur in accordance with the Newhall School District Wellness Policy that allows for the classroom teacher and room parent to plan one monthly classroom party (this includes birthdays, seasonal celebrations, thematic events, etc.). Food items shall fall within the guidelines listed below. Food items that do not meet this policy will not be distributed. All food items must be store bought and include a list of ingredients due to possible allergies on campus. Excess and non-compliant items may not be distributed and may be sent home with the student who brought them.

1. The coordinating parent(s) must work directly with the classroom teacher and have all activities and plans approved by the teacher. Celebrations with food may occur one time per month or less.
2. Food items shall fall within the NSD Nutritional Standards

Foods must be one of the following:

Whole Grain, Dairy, 100% Fruit (including juice), 100% Vegetable. Foods must also be: Less than 200 calories per serving and follow the 35/10/35 rule: No more than 35% calories from fat, no more than 10% calories from saturated fat, no more than 35% total weight from sugar.

Birthday Celebrations:

Birthdays are a special day for many students. Each student will be acknowledged on their birthday by school staff. If your parents want to do something special for your birthday, they must coordinate this with your teacher in advance, and may not bring in food items. Many parents have shared a favorite book or given fun pencils. Large items, such as balloons and flowers, may not be brought to the classroom.

OUR CAFETERIA/SCHOOL LUNCHES

Santa Clarita Valley School Food Services Agency

Serving the students of Castaic Union School District, Newhall School District,
Saugus Union School District, and Sulphur Springs School District



FRESH ~ DELICIOUS ~ NUTRITIOUS

Breakfast and lunch are served daily. The cost is posted each year by the Santa Clarita Valley School Food Services Agency (SCVSFSA). You may bring your money each day (exact change is preferred) and pay the cashier or your parents can prepay for multiple meals at a time for a discount. If you bring a sack lunch, you can still purchase milk. (We encourage you and your parents to use the prepay system. This assures you that you will receive a lunch. Each month the menu is published. Checks are to be made out to S.C.V.S.F.S.A)

Good table manners are expected of everyone. All children are expected to eat a lunch unless a written request is made by parents. An indoor voice is expected as you visit with friends. All paper and food dropped on the floor must be picked up by students immediately. You are to take a minimum of twenty minutes to finish your lunch, and must remain in your seat until given permission to leave by an adult.

If you forget your lunch, your parents may drop it off and leave it at the school office. Parents may fill out a form and attach this to the lunch. Parents may not deliver lunches to your classroom. We do not wish to disrupt your class; we will not be phoning your classroom to remind you to pick up your lunch. It is your responsibility to check the table in the Lobby at your lunchtime. If your teacher knows you do not have a lunch, you will be directed to check at the office.

OPPORTUNITIES FOR INVOLVEMENT

There are many opportunities for your parents to be involved in the Stevenson Ranch Community. Parent Teacher Organization (PTO) is always looking for volunteers to help plan and/or run programs. There is a wide range of involvement opportunities with something for everyone. Whenever accessing campus adults are required to present a state issued identification (such as a driver's license).

Our Site Council is a leadership council that is comprised of elected parents, community, and teachers. The council serves an advisory capacity, assisting with the planning and assessing of school programs and budgetary decisions. Our SSC meetings are open to the public. Check the school calendar for meeting times.

Parent volunteers are always welcome. If you have a parent who would like to share in a special project, or be a regular face in your classroom, please ask them to schedule time with your classroom teacher. Please remember to silence all cell phones.

Parent volunteers may use our School Work Room to help make projects for teachers. For safety reasons, children are not allowed in the Workroom or Teacher Copy Center at any time. Please obtain training before making copies. The laminator is only for use by designated staff members.

Due to safety, younger siblings are not able to accompany parents who are volunteering.

EMERGENCY PREPAREDNESS

The most important thing for you to remember in the event of an emergency is to remain calm.

Throughout the school year we will conduct emergency drills so that you will know what to expect if we were to have an emergency at school.

Your teacher will give you instructions on what to do during an emergency drill. A continuous fire alarm tells you that a fire drill is underway. Everyone is required to leave their rooms rapidly and quietly as the teacher directs you, and walk to the place assigned to your class.

Silence is required during the entire drill because it may be necessary for your teacher to give you more instructions.

Drop drills and earthquake evacuation drills are also practiced during the year. During a drop drill you are to drop under your desk, face away from the windows, wrap one arm around the leg of the desk, and cover the back of your neck with your other hand. Silence is required. Your teacher will tell you when to clear the building.

Lock Down drills are another type of emergency that we prepare for. In the event that we receive direction from local law enforcement to lock down our campus, all students and staff will remain in the building with doors locked. We will not open doors to allow anyone in or out of the building until after the lock down is ended.

Part of preparing for emergencies is knowing the school has accurate emergency information. Make sure that your parents provide the office with complete and accurate information through Aries, and with many local contacts for the office to call in the event you are ill or injured. It is important that information be updated with new work and home phone numbers should you move during the school year.

PROCEDURES AND EXPECTATIONS FOR COMMUNITY EMERGENCY OR NATURAL DISASTER

In our desire to provide a calm, orderly, safe environment, we would like to share with your parents the dismissal procedures we will follow in case of an emergency. Our priority is to account for the location of every student; therefore, we will keep accurate records of released students, who picked them up and where they are taken. This information will be available to other family members who may arrive looking for children. We appreciate your parent's support and patience in helping us achieve these goals by following the procedures outlined below:

- Parents / authorized persons will enter from the ramp near the park site. Parents of students who are injured will be sent to First Aid. Parents of students who are not yet accounted for will be sent to speak with an administrator. All other parents will be sent to meet their children on the upper grass field area in dry weather or on the fire road area in wet weather.
- Parents should not use other entrances to the school grounds. These entrances are dedicated to other purposes and their presence may jeopardize student safety. Parents should not climb fences or call children to leave their lines.
- For parent's safety, they should not enter any school buildings.
- If possible, we request that parents walk to campus so that roadways and parking are available for emergency vehicles should they be needed.
- Only individuals listed as an emergency contact will be allowed to check students out.
- Parents, or their designees, must present identification and sign an Emergency Student Release form held by the teacher.
- School staff will remain on site to supervise and care for students while they wait to be picked up. Parents should not send individuals who are not listed as an emergency contact.

School Evacuation: If for some reason the school is evacuated to another campus in our district, parents will be informed of the location by phone as well as signs in front of our school. Proceed to that location and follow the emergency release procedures of that school.

Lock Down: In the event that we receive direction from local law enforcement to lock down our campus, all students and staff will remain in the building with doors locked. We will not open doors to allow anyone in or out of the building until the lock down has ended. Parents are encouraged to gather at the park until we are given approval to dismiss students. Students will exit the buildings with their teacher and a staff member will come to the park to notify you.

Telephones: Please do not call the school office so we may keep our phone lines available for emergency use. We will do our best to share information through Parent Square. It is not advisable to call students on their cell phones, as they are turned off during the school day and will continue to be off during an emergency.

It is imperative that parents maintain accurate and up to date numbers and emergency contact information with both the school office and their child's teacher through Aries. Thank you in advance for your courteous behavior, respect for procedures, and patience during any emergency we may have. It is our sincere hope that we will not need to implement these procedures.






POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)

School procedures have been established to keep your students safe and to ensure that he/she has an opportunity to obtain an education in an environment conducive to learning.

The purpose of PBIS at Stevenson Ranch is to establish and maintain a consistent, safe climate in which appropriate behavior is the norm. Our Stevenson Ranch mission is to create a learning community dedicated to ensuring student success in a mutually respectful, safe and positive environment in which we all assume responsibility for our part.

A Stevenson Ranch Wrangler demonstrates the expected behaviors by never forgetting their BOOTS (Be Respectful, Own your Actions, Operate Safely, Think Kindly, Strive for Success). Our goal is to teach, reinforce, model and acknowledge these expected behaviors consistently for all students. A school wide system of positive reinforcement has been created as a tool to reinforce and acknowledge students that are consistently meeting expectations. The below matrix are the agreed upon behaviors for Stevenson Ranch Wranglers.

Stevenson Ranch Elementary

| Remember Their BOOTS Everywhere | School Wide  | Classroom  | Playground  | Cafeteria/Lunch Tables  | Arrival / Dismissal  | Bathroom  |
|--|---|--|---|---|--|--|
| B e Respectful | Listen to all school adults Enjoy the posters and artwork on display without touching Hats off indoors | Listen and follow directions the first time Raise your hand Take care of materials | Listen to adults Keep your hands to yourself Listen to each other | Use inside voice Throw my trash away when finished Wait patiently to be excused | Be on time Report to your line up area/dismissal place | Give people privacy Use a quiet voice |
| O wn your Actions | Make good choices Clean up after yourself | Keep your hands to yourself Actively participate Clean up after yourself | Use kind words Clean up | Clean your area | Track your belongings Keep cell phones in backpacks | Throw your trash in the trashcans Use & flush the toilet when you are done Use assigned restroom |
| O perate Safely | Walk on the right side of the Hallways Watch for opening doors Share the walkways Walk from one place to another | Walk Push in your chair Chair legs on the ground | Follow rules of each game Walk to line | Stay seated Eat your own food | Use sidewalks & crosswalks to travel Walk (bikes too) | Wash your hands with soap when you are done |
| T hink Kindly | Use good manners Move quietly | Listen to others Help each other Use encouraging words | Include others in play Share equipment | Say please and thank you Wait in line appropriately | Help others Stand quietly in line | Leave the bathroom clean |
| S trive for Success | Be a role model Walk in straight lines | Do your best Stay focused Ask questions Stay organized | Be a good sport | Clean up after yourself | Know your plans | Return to learning or play quietly |