

Pico Canyon Elementary

California Distinguished School

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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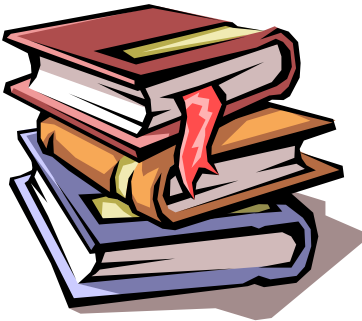
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Dear Pico Canyon Families:

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,

A handwritten signature in black ink that reads "Tammi Rainville". The signature is written in a cursive, flowing style.

Tammi Rainville
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.

TK/Kindergarten

Early Start: 8:00 a.m. - 11:30 a.m.

Late Start: 10:05 a.m. - 2:15 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 TK-6.

Minimum Day hours are 8:00 a.m. to 12:05 a.m. for students in grades 1st - 6th. Each Friday, TK/K has a minimum day and both early start and late start TK/K classes attend the early start session, 8:00 a.m. to 11:30 a.m.

ABSENCES AND TARDIES

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 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.**

Tardies - Consistent, on-time attendance is a priority at Pico Canyon School. Students who arrive late must report to the school office for a tardy slip. All tardies are recorded on the attendance register.

ARRIVAL

Pico Canyon School playground has no adult supervision before **7:30 a.m.** Students are expected to be in line and ready to enter their classrooms when the first bell rings at **7:58 a.m.** School begins at **8:00 a.m.** Breakfast is served from **7:35 a.m. - 7:55 a.m.** each day in the cafeteria.

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 which 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 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 teacher permission. ***NO skateboards, scooters or skates are permitted on school grounds.***

CAFETERIA - BEHAVIOR

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

Selling or trading food to one another is not permitted. Disciplinary action will occur if this policy repeatedly is violated.

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

1. Good table manners are expected of all.
2. Children are expected to eat a lunch unless a written request is received from parents.
3. Loud talking is not permitted. Students may talk in a quiet manner and should raise their hands if anything is needed.
4. All paper and food dropped on the floor must be picked up as soon as possible.
5. No food is to be taken from the lunch area. All trays are to be disposed of properly.
6. Children are to take a minimum of ten minutes to finish their lunch.

7. Once seated, children are not allowed to change seats and must remain seated until given permission to leave.
8. When lights are dimmed in cafeteria, everyone is to remain quiet.
9. Soda and highly caffeinated drinks are not permitted.
10. Due to food allergies children are not allowed to share their food.

CAFETERIA - FOOD SERVICES - S.C.V.S.F.S.A

A school breakfast and lunch program is provided for pupils. Students may purchase cafeteria prepared breakfast and/or lunch, or bring a sack lunch from home. Students bringing their own lunch may purchase milk. Cafeteria menus are provided one month in advance. Students may bring their money each day or pay in advance. Discount prices are available for those wishing to purchase 21 meals or the full year in advance. Checks are to be made payable to S.C.V.S.F.S.A. It is helpful if students bringing money have the correct change. All money transactions go through the cafeteria. It is important that children keep their lunch money in a pocket or other safe place.

CAFETERIA - FOOD PRICES

Lunch – paid at the time of service.....	\$3.00
Breakfast – paid at the time of service.....	\$1.50
Pre-Payment Bonus:	
Deposit \$31.00 to \$100.00 and receive a	5% bonus
Deposit \$101.00 to \$200.00 and receive a	7.5% bonus
Deposit \$201.00 or more and receive a	10% bonus
Adult Breakfast (including beverage).....	\$3.00
Adult Lunch (including beverage).....	\$4.00

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, eye glasses, 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 at the office 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 a NSD Wellness Policy in place, we encourage nutritious treats or non-food items, as always treats must be coordinated with the classroom teacher.

CLASSROOM VISITATION BY PARENTS



Parents are welcome to observe their children in the classroom. We hope our guidelines will help to make the experience satisfactory for both parents and teacher and beneficial to children.

1. All classroom observations are arranged through the school Administration.
2. You are asked to check in at the office and obtain a visitor's pass when you arrive so that we know you are here and may be of service to you.
3. Visitations are most effective after the first three weeks of school and should be limited to approximately twenty minutes unless a longer period has been previously arranged with the child's teacher.
4. Parents are asked to advise the teacher in advance of a planned visitation.
5. Parents should enter the room quietly and plan to conference with the teacher by appointment before or after school. This economizes on the teacher's instructional time and does not interfere with the instructional needs of other children.

DISCIPLINE CODE

A pupil shall not be suspended from school or be recommended for expulsion unless the superintendent, principal or her designee of the school in which the pupil is enrolled determines that the pupil has violated rules / regulations found in Section 48900 of the Education Code and Board Policy / Regulations #5144.1. Copies of this information may be obtained from the school office.

The Governing Board and Pico Canyon staff urge you to discuss these rules and regulations with your child. With your support and cooperation, we are confident that a level of excellence will be associated with Pico Canyon School.

DISMISSAL



Please inform your teacher your child's dismissal procedures. Any change to regular routine requires a note to the child's teacher.

DRESS AND GROOMING

While on campus, or while attending any school sponsored event, pupils shall be dressed and groomed in a manner which 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 which 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 adapt 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

- First offense: Parent/guardian will be called. Pupil may be sent home to change into acceptable clothing. (Pupil will be offered a change of T-shirt.)
- Second offense: Same as first offense.
- Third offense: Pupil may be suspended from school for one day.

DRESS GUIDELINES

1. 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 are not allowed on campus.
2. 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.
3. Hats may not be worn indoors, except for medical necessity. Hair nets, bandannas, hats with recognized gang symbols or old English lettering or identifiable gang-related hair ornaments are not allowed.
4. 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.
5. Garments with suggestive, obscene, or sexually explicit statements or pictures will not be allowed.
6. Garments must be fitted. Pants must stay up at the waist without the use of a belt and/or suspenders.
7. Combat boots, combat-type boots, or steel-tipped shoes will not be allowed.
8. All garments must be neat, clean, and mended. Garments which are intentionally cut-off, ragged, or torn will not be allowed.
9. Dangling earrings or other jewelry which may present a safety hazard will not be allowed. Gang jewelry such as woven crosses and plastic baby pacifiers on a rope are not acceptable.
10. Underwear must be completely covered by outer clothing.
11. 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.
12. Hair shall be clean and neatly groomed.

13. 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 non-prescription 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 at recess periods to avoid any further injury. Children should be helped to understand this is not a punishment but simply a means for 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 class work. Students must be absent a minimum of 5 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. In order to participate in the Independent Study Program, the parent or guardian must give the school a minimum of two weeks 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 lunchboxes 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

Notices will be sent home routinely during the school year. Look for school communications in Thursday folders. Please encourage your child to bring them home promptly. A newsletter from the principal and a calendar of events will be sent home weekly on Thursdays.

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. TK / 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

1. Enter the parking lot by entrance driveway by following established traffic lanes. Do not enter the parking lot through the exit entrance.
2. U-turns in the parking lot are not allowed at any time of the day.
3. 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.
4. Please review detailed Safety Rules for Arrival and Dismissal enclosure for valet procedures.

Back Bridge Area Dismissal

1. At the back of the school, parents of 1st - 3rd 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.
2. 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.
3. 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

1. 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.
2. Please follow county parking guidelines posted within 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 cross at crosswalks and obey 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 completed the emergency card enclosed with this packet, and be sure to include at least one local reference. If there is an illness or injury, these cards are used to contact the person you have designated to be responsible for your child. Please provide the office with any address, home phone number or work number changes.

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.

SCHOOL STANDARDS

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

1. Kindness and respect are to be shown toward all at all times.
2. Personal items and/or toys may not be brought from home unless students have teacher permission.
3. Fighting is prohibited on school grounds, and to and from school.
4. Inappropriate language is not to be used.
5. No running on blacktop, except in organized games.
6. Students may not climb trees, fences or backstops.
7. Bicycles must not be ridden on school grounds or sidewalks.
8. Shoes must be worn at all times.
9. Balls are not to be bounced in the walkways or against the walls.
10. Gum and candy are prohibited.
11. Students may not enter the school building/ school grounds before 7:30 a.m. without teacher permission and supervision.
12. Students are to walk at all times on front sidewalks of school.
13. Children are to go directly home after dismissal from school.
14. Student dress is to be neat, clean, and non-disruptive to the educational process.
15. Electronic devices such as pagers and cellular phones are to be turned off during the school day and must not distract students. 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.

VOLUNTEER PROGRAM



Parents are invited to participate in our very active volunteer program here at Pico Canyon. Volunteering is the most valuable way for parents to participate in their child's education and gain a special awareness of how best to help their child at home. Pico Canyon parents volunteer approximately 30,000 hours each school year.

Please contact your child's teacher for classroom volunteering or the school office for special events or school wide needs.

