

ROBERT LOUIS STEVENSON ELEMENTARY SCHOOL

PARENT AND STUDENT HANDBOOK 2019-2020



Knowledge is our treasure

Mission: Our mission at Robert Louis Stevenson Elementary School is to ensure the learning success of all of our students in a safe, nurturing environment, and to inspire them to become productive members of society who take an active role in positively changing the world around them. Our school motto is "Stevenson is Helpful, Friendly, Respectful." As a staff and community, we believe that all students will learn and achieve. We are committed to delivering a quality educational program to all students. Exemplary teaching occurs on a daily basis, which focuses on standards-aligned curriculum. Differentiated instruction is presented by teachers in order to reach all levels, from those students who are below grade-level to those students who are exceeding grade-level standards. High expectations for student achievement and behavior are evident throughout the school. Our students build strong academic and social skills within a safe and caring community. Students leave Stevenson Elementary School with the ability to be proud, confident, successful scholars who are ready for the next step in their educational careers. Our vision is to continue to infuse the arts into our curriculum while growing in the area of technology. We embrace California Common Core State Standards, which focus on multi-disciplinary study, while providing a variety of ways for students to access curriculum. These standards require analysis, synthesis, and promote depth of learning by creating opportunities for knowledge to be applied to real-world context.

TABLE OF CONTENTS

Welcome Letter	1
Important Dates	2
General Information	3
School Procedures	4
Attendance	4
Absences/Tardies	4
Arrival/Dismissal.....	4
Child Custody Arrangements	4
Homework.....	5
Lost Items.....	5
Lunch Guidelines.....	5
Transfers and Withdrawals	5
Student Health and Safety	
Visitors.....	5
Emergency Cards	5
Health Services	5
Student Wellness/Birthday Celebrations	5
Emergency Preparedness	6

Traffic Safety

Parking Lot	8
Crossing Guard	8
Walk-a-Block.....	8
Wheels on Campus	8
Safe Delivery Program.....	8

Partnering with Parents

Parent/Community Volunteers.....	9
School Site Council	9
ELAC	9
PTA/FFS	9

Home and School Communication

Eblast.....	9
Grade Reporting Schedule	9

Classroom Interruptions	10
Student Conduct and Responsibility	11
Peaceful Playgrounds.....	12
Playground Rules	12-13

Sample Absence Note	14
---------------------------	----

WELCOME

Dear Parents,

Welcome to Robert Louis Stevenson Elementary School! I am so pleased and honored to be your principal. The purpose of this handbook is to acquaint you with our school's policies and procedures and to provide you with a calendar of events.

The curriculum taught in our district is based on the Common Core State Standards. Academic content standards describe what students should know, understand, and be able to do at various points in their academic careers. Performance standards and assessment tools are designed to measure how well students are achieving the agreed upon standards. Assessments are used continuously to modify and target sufficient resources to ensure that all students meet the standards.

Our teachers will continue to provide intervention for those who need extra assistance and differentiation for our accelerated students. We will use a positive behavior plan to ensure all students are treated fairly and respectfully. High expectations for student achievement and behavior are evident throughout the school.

RL Stevenson is a family friendly environment. Please become involved in our school by joining our wonderful PTA and FFS, volunteering time in your child's classroom, offering assistance to your child's teacher, and attending R.L. Stevenson activities.

Please take the time to read and discuss this handbook with your child (ren). If you need any further information, please call the school office at (818) 729-5700. I look forward to working with each of you and to an amazing school year!

Sincerely,
Christina Desiderio
Principal

IMPORTANT DATES

Robert Louis Stevenson School Calendar for 2019-20

**** Dates subject to change ****

AUGUST

- 7 8:30-12pm Registration (last names A – L)
- 8 8:30-12pm Registration (last names M – Z)
- 9 11 – 3pm Registration open for all
- 9 Sneak Peek for Kindergarten (10-10:30am)
- 9 Kindergarten and new student tour (10:30)
- 12 First Day of Instruction
- 29 Back to School Night
(6-8pm)

JANUARY

- 6 School resumes
- 20 Martin Luther King Day - No School

FEBRUARY

- 10 Lincoln Holiday – No School
- 17 President’s Day – No School
- 24 - 28 Conference Week
(K-2nd 8:30 – 1:15 / 3rd -5th 8:30 – 1:25)

SEPTEMBER

- 2 Labor Day- No School
- 20 Individual and Class Pictures

MARCH

- 11 Spring pictures and 5th grade panoramic
- 23-27 Spring Break

OCTOBER

- 2 National Walk to School Day
- 25 Make up pictures

APRIL

- 27-May 7 APEX Event
- 30 Open House (6-7:30) – Tuesday hours

NOVEMBER

- 11 Veteran’s Day - No School
- 18 Parent-Teacher Conferences - No School
- 19-22 Conference Week
(K-2nd 8:30-1:15 / 3rd-5th 8:30-1:25)
- 28-29 Thanksgiving Holiday - No School

MAY

- 15 Lunch with your child
- 20 5th Grade Promotion
- 21 Last day of school
(K 8:30-12:00) (1st – 5th 8:30-12:55)

DECEMBER

- 20 Semester ends - Minimum day
(K-2nd 8:30-1:15 / 3rd-5th 8:30-1:25)
- 23 - Jan 3 Winter Recess

****Outdoor Science School location and date TBD ****

GENERAL INFORMATION

Website: <http://www.burbankusd.org/rlse>

Address: Robert Louis Stevenson Elementary School
3333 West Oak Street
Burbank, CA 91505

Office Hours: 7:30 a.m. – 4:00 p.m.

Telephone Number: (818) 729-5700

FAX Number: (818) 841-3435

School Hours

To assist families in getting their children to school on time, we open the **Oak Street** gate at **8:00**. Children are not to go to the classrooms, but must go directly to the playground. Once on campus, the student must walk and talk in the yard or stand in their line. When the bell rings at 8:20am, all students must enter their line to wait for the 8:30am bell.

School Hours for the FIRST 2 WEEKS OF SCHOOL KINDERGARTEN ONLY

Mon, Wed, Thurs, Fri	8:30 a.m. – 1:30 p.m.
Tuesday	8:30 a.m. – 1:05 p.m.

Divided Opening begins MONDAY, AUGUST 26 FOR KINDERGARTEN ONLY

Early Birds	8:30-1:30	(Monday, Wednesday, Thursday, Friday)
	8:30-1:05	(Tuesday)
Late Birds	9:30-2:30	(Monday, Wednesday, Thursday, Friday)
	9:30-2:05	(Tuesday)

<u>GRADES 1 & 2</u>	8:30-2:30	(Monday, Wednesday, Thursday, Friday)
	8:30-2:05	(Tuesday)

<u>GRADES 3-5</u>	8:30-2:55	(Monday, Wednesday, Thursday, Friday)
	8:30-2:05	(Tuesday)

SCHOOL PROCEDURES

ATTENDANCE

In the state of California, school attendance is mandatory for all students ages six through eighteen. In order to provide the best education possible for your child, it is imperative that he or she has regular attendance. Please ensure that your child attends school regularly and on time. This will not only help your child gain the most from his or her school experience, but it will also help the school district financially. There is a financial impact on District revenues from the state **every day** a student is absent. Students who continue to have excessive absences, tardies, or truancies will be referred to the District School Attendance Review Board.

ABSENCES AND TARDIES

According to the school district's attendance policy, a parent must report his/her student's absence to the school in writing, by phone, or in person, within 3 days. If the absence is not verified as an excusable absence, it shall be recorded as unexcused. **When a student has had 14 absences in the school year, any further absences for illness must be verified by a physician.** Please refer to the district's "Annual Notification to Parents/Guardians" booklet for further details on their attendance policy regarding "excused" and "unexcused" absences.

Please avoid unnecessary tardies by planning your morning routine with ample time. **It is essential that your child be in class by his/her scheduled start time ready for learning.** Students, who enter the classroom late, disrupt the learning environment for others as well as themselves. All students arriving **after their bell has rung** need to **enter through the office.**

If your child is absent or tardy, please send a note explaining the reason. An example of an absence note that contains all required information is available for you to copy at the end of this handbook.

ARRIVAL/DISMISSAL

Because we are unable to provide playground supervision, we ask that students arrive between 8:00 and 8:30 a.m. Students enter through the Oak Street gate.

Please be prompt when picking up your child. There is no after school supervision other than After School Daze, Around The Bell, YMCA and Boys and Girls Club. All students not picked up 15 minutes after dismissal time are brought to the office where we will attempt to reach a parent or guardian. Since our office closes at 4:00 p.m., if we are unable to contact a parent or guardian, we will have no recourse but to contact the police to assume custody of the child. The safety and welfare of all students is our primary concern.

Grades K, 1 and 3 dismiss from GATE 1. Grades 2, 4 and 5 dismiss from GATE 2. All afterschool enrichment classes dismiss from the AVON gate.

CHILD CUSTODY ARRANGEMENTS

Please keep the office informed of any child custody issues by providing court orders to the office. This information will be kept confidential, and in the best interest of the child, will be known by the teacher and those who dismiss children. If these arrangements include an address change of either parent, please update your records in the office.

HOMEWORK

Stevenson School recommends that each student read or be read to for 20 to 30 minutes each day. In addition, the School District homework policy **suggests** the assignment of the following amounts of time:

- * Grades K and 1: 10-15 minutes daily
- * Grades 2 and 3: 15-20 minutes daily
- * Grades 4 and 5: 20-30 minutes daily

If your child has unfinished class work, he or she may be required to finish it at home resulting in a longer homework period than listed above. Homework is not ordinarily assigned on weekends or holidays.

LOST ITEMS

Students' jackets, sweaters, lunch pails, and other loose belongings should be labeled with their names in permanent marker. Please check the school's lost and found regularly during the year for any items that may belong to your child. The lost and found area is in the hallway near the lunch shelter. Small articles are turned into the office. It is Stevenson School's policy to donate any items left unclaimed to a charitable organization. This will be done three times per year.

LUNCH GUIDELINES

- Students must bring or buy a lunch daily and spend at least 20 minutes eating before they play.
- Cafeteria lunch = \$3.00 Nutrition = \$1.75
- If a student forgets their lunch they will be allowed to purchase food from the cafeteria, a notice will be sent home regarding the balance due on the student's account.
- For information regarding the Free and Reduced Meal Program go to www.busdfoodservices.com.
- NO sharing of food due to many and varied food allergies.
- Information about the share table at Stevenson can be found on our website.
- If you would like to restrict access to funds available for purchase on the "a la carte" snack menu, please go to our website and click on lunch guidelines under "school info".
- If you need to drop off a lunch for your child, please do so before 11:30am. School aides are responsible for supervising the safety of our students during lunch time and are unable to make lunch deliveries after 11:30pm.
- Visit www.burbankusd.org and go to Food Services Home Page under the Departments Tab. Click on the link <https://Family.TitanK12.com> to put money on your child's account. Cash only is accepted in the front office.

TRANSFERS AND WITHDRAWALS

Please notify the teacher and the office *at least two days* before your child is withdrawn from school. This will assist us in clearing his/her records and will facilitate the transfer of the student. Any lost or missing school materials must be accounted for before records are sent to the new school.

STUDENT HEALTH AND SAFETY

VISITORS

- Stevenson is a CLOSED campus. All visitors must enter through the front office. Only students and staff are permitted to enter/exit through the arrival/dismissal gates.

- Sign in at the front office if you will be going to another part of the campus, whether it be for volunteering, attending a meeting, conference with the teacher, etc.
- Wear a VISITOR sticker at all times.
- Administration and the office staff will not permit visitors to the classroom unless they have been notified in advance of the appointment with the teacher. In addition, families will not be permitted to drop things off in the classroom; any items dropped off for students must be left in the office.

EMERGENCY CARDS

Parents are required to update, print and sign the Emergency page from the online Aeries Parent Portal prior to registering their child for school. Emergency Cards for each student are maintained on file and are used by the office *in the case of an emergency*. The information contained on the cards is kept confidential and is only used by the office staff.

A change in any of the following should be reported to the school immediately:

- Home phone number or address
- Parents' cell or work phone number and address
- Individuals who could be contacted in an emergency
- Serious health problems and medications taken daily

These cards are for emergency purposes only. Just because a name is on the card does not give permission to allow a non-guardian to pick up your child. Please contact the office if someone other than the legal guardian is picking up your child.

The phone number listed as the **primary number** in Aeries, will be called FIRST contact for all phone calls home during the school day as well as automated calls and emergency text messages. Please ensure that the number listed is NOT a landline and can accept text messages. In addition, parents should list themselves in the emergency contacts as well as other guardians and authorized persons for pickup and care.

HEALTH SERVICES



When children injure themselves during the school day and do not report their injury to a teacher, parents are encouraged to call the health office and advise them as to the nature and extent of the injury.

The health office provides immediate help for sudden illness or injury occurring at school. Only in physician prescribed instances do we provide anything other than first aid. Students who are generally in good health should not need to visit the health office more than two or three times a year. Parents will be notified if their child is using the health office inappropriately.

STUDENT WELLNESS and BIRTHDAY CELEBRATIONS

In our effort to promote healthy eating and physical activity and to support our newly adopted board policy for Student Wellness, we ask that food-related birthday treats not be brought to school to be shared with classmates. Instead, families may consider donating a book to the school or classroom library in honor of your child's birthday. Please do not send birthday party invitations to school. This helps prevent hurt feelings of students who are not invited.

EMERGENCY PREPAREDNESS

Monthly fire, earthquake and lockdown drills are conducted during the school year. Teachers are assigned specific areas and duties to keep students safe.



If there is an emergency or disaster on a school day, the following rules apply:

During School Hours:

- Your child will be kept AT SCHOOL unless it is unsafe.
- Your child will be released ONLY to persons listed on your school emergency card. Anyone attempting to pick up your child will be asked for identification.
- Your child will be taken to the nearest safe location should it be necessary to evacuate the school. Listen to the following Emergency Broadcast Station to determine this location: **1620 AM**

Going to and from School:

- Your child is to continue on his/her way to school if he/she is already going to school.
- If your child rides the bus, the bus driver will go to the nearest school that is safe and remain with the students. The school administrator or his/her designee will then take the responsibility for the students and their safety.
- Your child is to continue on his/her way home if he/she is already going home.

In order to pick up your children in the aftermath of any disaster:

- Remain Calm.
- Do not call the school telephone system.
- Go to the "Student Release Gate" on Avon Street nearest to Oak St. You will receive the "Student Request/Release" form. Complete the "request" portion and return to school officials. Be prepared to show a picture ID.
- Upon completing the requested form you will be instructed to proceed to the "Reunion Gate" on Avon Street near the childcare bungalows. You will be asked to sign the "release" portion once your child has arrived at the reunion gate.

While the release procedures may feel long and involved to all of us, we must insure the safety of all students!

- In the event of a disaster (fire, earthquake), students will be supervised in designated areas until transportation can be arranged or until students are picked up by their parents.
- In case of danger on the schoolyard, the students will be kept in the classrooms until the school grounds are safe.
- In case of danger in the buildings (fire, gas leak, etc.), the students will leave the buildings and line up on the school ground assembly area.
- In the event of a lockdown, students and teachers will follow appropriate procedures depending on where the threat is located (inside or outside of the building).

In the event of an emergency, refer to the Emergency Information for Stevenson Families card. It's recommended that this card be kept in your vehicle. Extra cards are available in the office.

Children are released only to parents or adults listed on the Emergency Authorization Card. It is extremely important that parents keep all their emergency telephone numbers and contact names current with the Stevenson school office. Please call (818) 729-5700 whenever you move or change emergency information for your children.

TRAFFIC SAFETY

PARKING LOT

Parking is at a premium at Stevenson Elementary. Therefore, we ask that you respect the parking lot reserved for the teachers and staff members. Only members of the staff are to park in the lot on school grounds. There is no student drop offs in the parking lot.

Street parking is available on the streets surrounding the school. These streets include Lima, California, Avon, and Oak Streets. Be sure to check the posted signs and make sure it is not street cleaning day. **Please be considerate of our neighbors and do not double park or block driveways.**

CROSSING GUARD

We have a crossing guard at the corner of Oak and California Streets at all arrival and dismissal times. Please urge your child to cross with the guard at all times. Do not allow your children to cross the street to school or to meet you. Please park in a safe location and walk your child across the street.

WALK-A-BLOCK

In order to alleviate the congestion at dismissal time, 4th & 5th grade students may participate in the "Walk-a-Block" plan. Families complete a form that describes their plan and submit it to their teacher. Students are then given a "walk-a-block" pass to show at dismissal time. By signing the walk a block agreement, you agree to sole responsibility of your student(s) behavior once they are dismissed from school and leave the Stevenson campus. **Students who walk home or to Triangle Park are not supervised by school employees.**

WHEELS ON CAMPUS

Bicycles and scooters are not to be ridden on school grounds and must be locked while in the bike racks. **Skateboards and roller blades are NOT PERMITTED on school grounds at any time.**

SAFE DELIVERY PROGRAM

Our Safe Delivery Program featuring a valet line for curbside student drop-off helps many families each morning. However, some serious safety hazards on Oak Street endanger students, staff, and families. Please heed the following suggestions:

1. Please do not park across from the school on Oak Street and then send your child across traffic and through the valet line.
2. Please do not make U-turns from Lima onto Oak into the valet line.
3. Please observe all traffic laws and signs.

Carelessness on the part of drivers occurs when they experience the stress of the morning rush and thus do not get out the door soon enough for children to arrive at school on time. Please start the morning by getting out the door sooner, but remember that safety comes before promptness. We cannot cut safety corners, even in order to get to class by 8:30.

PARTNERING WITH PARENTS

PARENT/COMMUNITY VOLUNTEERS

Our volunteers provide assistance to teachers and students in the classroom and thereby help to individualize our instructional program. Your valuable contributions of time are a great benefit to the students. If you would like to volunteer, let your child's teacher know you are interested at "Back to School Night." Parents may participate by:

- Volunteering in your child's classroom
- Volunteering in the library
- Attending and helping out at school/PTA events such as Boo Bash, Stevenson Rocks, fundraisers, and other school activities.
- Going on class Field Trips
- Donating supplies, equipment, or other items
- Providing language translations for PTA written materials or verbal translations at school functions

Parents who volunteer in their child's classroom must adhere to the following rules to ensure the educational welfare of the entire student community and with the intent to preserve the instructional time of the Stevenson Elementary students.

- ALL VOLUNTEERS MUST FILL OUT VOLUNTEER FORMS AND SUBMIT PROOF OF A CURRENT T.B.TEST AND A COPY OF THEIR DRIVER'S LICENSE.
- All volunteers must SIGN-IN and SIGN-OUT at the office and wear VOLUNTEER BADGES while on campus.
- Parents may NOT bring other children into the classrooms during instructional time, even if they are not volunteering.
- Parent volunteers may NOT bring siblings of Stevenson students onto the campus or when they accompany the class for off-campus instructional activities.

SCHOOL SITE COUNCIL and ENGLISH LANGUAGE ADVISORY COMMITTEE

Stevenson's parents and teachers work together on this committee to continually improve our school program. School Site Council (SSC) and E.L.A.C. members serve as an advisory committee that approves budgets, oversees the effectiveness of certain programs that are specified in the Education Code. In addition, partnering with E.L.A.C. provides opportunities for parents of second language learners to give input regarding curriculum and instructional practices as well as our school environment. Meetings are held four (4) times a year from 3-4pm. The meetings are open to the public.

PARENT TEACHER ASSOCIATION (PTA)/ FAMILIES FOR STEVENSON BOOSTER ASSOCIATION (FFS)

PTA and The Families for Stevenson Booster Association (FFS) are Stevenson's parent volunteer groups. These two groups work hand in hand to provide the much needed support our school requires due to continuing State Budget cuts in education.

The PTA is vital to the students at Stevenson. Through its efforts, money is made available for enrichment programs, instructional materials, and special events. Over the years, hard working parents have dedicated their time to support the PTA program. Please make involvement in your child's educational experience a top priority. Mark your calendars and plan to attend the PTA meetings. Meetings are held on the second Thursday of each month in the library. Meetings will alternate times every other month and will be at either 8:30 a.m. or 6:30 p.m.

The mission of FFS is to raise money to fund Art, Music, Dance, Drama and Technology. To date the Booster Association has raised money every year to fund dance and other arts programs, technology and our library. Shade structures for the upper playground and the kindergarten playground were made possible by FFS. Meetings are held in conjunction with the PTA meeting.

Of course none of this can be done without the active participation of our wonderful parents. PTA and FFS welcome and have opportunities for all levels of participation. Participation can be limited to a one-time, 1-2 hour commitment; or to a continuous support of ongoing projects and fundraisers.

HOME / SCHOOL COMMUNICATION

COMMUNICATION

Home-School communication is an important part of our school's success. Some of the ways you can stay informed are by signing up to receive text messages from the Principal and weekly eblasts. Important information is also posted on our website, www.burbankusd.org/rlse. The **marquee** in the front of the school also reminds you of special events.

GRADE REPORTING SCHEDULE

Elementary students receive Progress Report Cards on a trimester schedule. The first trimester ends the end of October, the second ends the middle of February, and the third ends on the last day of school.

Interim Progress Reports are issued midway in each trimester for those students who are not demonstrating satisfactory progress in achievement, effort, or behavior.

However, the parent or teacher can initiate conferences as needed. Please contact your child's teacher for an appointment when you wish to arrange a parent/teacher conference. Ongoing communication between parent and teacher will make it a more productive year for your child.

CLASSROOM INTERRUPTIONS

In an effort to cut down on classroom interruptions, we ask you to help us by making every effort to set your day's plans with your children BEFORE sending them to school each day. Therefore, we are asking you to help us by:

1. **Not calling the office to relay messages to your child unless it is an emergency.**
2. Informing your children *before* they leave for school in the morning of any after school plans that they may need to know, such as:
 - Who is picking them up after school?
 - Do they need to walk home?
 - Who are they to go home with?
 - Do they need to go to Day Care?
 - What do they do if it rains?
 - Do they have their homework?
 - Make sure they take their lunch (or lunch money) with them to school.
 - Check if they have enough money in their cafeteria account.

These are a few suggestions that can help us eliminate classroom interruptions and keep the important instructional time uninterrupted.

Code of Conduct and PBIS (Positive Behavior and Intervention and Support)

Focusing on Positive Behavior Intervention Support (PBIS) we are mindfully creating a safe and respectful school climate where appropriate behavior is the norm. Students will be taught behavioral expectations through direct instruction, modeling, role play, and positive reinforcement. Data-based decision making aligns curricular instruction and behavioral supports to students and staff needs. Setting clear expectations for behaviors across all setting, by all staff while rewarding students for following expectations is of greater benefit to student learning than waiting to respond to misbehavior. This positive behavioral approach coupled with consistency provides a host environment that supports and sustains effective academic and social/emotional instruction.

Code of Conduct

HELPFUL

Students will:

- Wear proper and acceptable attire to school.
- Arrive to school on time and be ready to learn.
- Take proper care of textbooks, materials, and equipment.
- Keep all electronic device/cell phones in your backpack the entire school day.
- Follow the Peaceful Playground rules while on the playground.

FRIENDLY

Students will:

- Conduct themselves in a manner that allows the teachers to teach, and all students to learn.
- Respond immediately to instruction from staff in charge.
- Show courtesy and respect to all staff.
- Move quietly through the campus to avoid being a distraction to classrooms along the route.

- Play in designated play areas only during recess and lunch.
- Consume food in the lunch shelter or designated patio area only.

RESPECTFUL

Students will:

- Respect each other's personal space and bodies.
- Respect each other, and all property to ensure a positive and safe learning environment.
- Use electronic devices appropriately and only use school approved websites.
- Use respectful, appropriate language. Avoid using sarcasm, gossip, belittling, or putting down of others.
- Place all trash and discarded materials in trash cans throughout the day.
- Maintain privacy in the restrooms, and respect the privacy of others.
- Maintain the cleanliness of restrooms.

PEACEFUL PLAYGROUNDS

The goals of *Peaceful Playgrounds* are to give students the tools they need to have more fun, play safely, and resolve conflicts in a peaceful manner. We feel that both programs help our students get along better as well as help them to be happier, safer, and more receptive to learning.

PLAYGROUND RULES

1. Play by Stevenson rules only. Rules apply to Around the Bell, ASD and Boys & Girls Club also.
2. Play fair. Admit when you are out. No arguing or socking or kicking the ball when you are out.
3. Be ready when you enter the game. No holding spots until ready.
4. No time-outs. Except for injuries or interference.
5. No cuts in line. No saving places in line unless to get a yard supervisor.
6. EVERYONE PLAYS OR NOBODY PLAYS.
7. No do-overs permitted at any time.
8. Play your best at all times (no going easy or hard).
9. Lines are OUT in all games.
10. Running is allowed only on the grass.
11. Use equipment responsibly.
12. Solve disputes with Rock-Paper-Scissors. One time only unless you tie. Behind the back if necessary.

General

- No chanting during games.
- No tackling or other rough play allowed.
- Appropriate language and fair play are expected at all times.
- Only kickballs and soccer balls may be kicked. Use school equipment for designed purpose only.
- Students may not bring personal toys or other play equipment.
- No interfering in games.
- No chasing or tagging.
- Play games in designated areas only.

- Students are responsible for the equipment they check out.
- Seek yard supervisors if rules are being broken.

The Safe Schools Program incorporates Second Step. When an incident occurs, we expect students to describe that incident with integrity and accuracy, to participate fully in the dialogue, and to take it seriously. Students need to accept responsibility and are expected to follow through with the recommended action.

CONSEQUENCES

- Warning
- Note to the teacher
- Walk with and help a yard supervisor or move to assigned play area
- Office referral

Stevenson School is committed to a safe environment for all students and staff. **We must work together to make our school an outstanding learning environment for our children. Your cooperation and support for this endeavor is vital and appreciated.**

SAMPLE ABSENCE NOTE

You may copy this page if an absence note is needed by your child

BURBANK UNIFIED SCHOOL DISTRICT
Robert Louis Stevenson Elementary School

Today's Date: _____

Teacher: _____ Room # _____

Please excuse the absence of (child's full legal name) _____

He/she was absent on (date(s) of absence): _____

because (reason for absence) _____

Signature

Relationship to Child

BURBANK UNIFIED SCHOOL DISTRICT
Robert Louis Stevenson Elementary School

Today's Date: _____

Teacher: _____ Room # _____

Please excuse the absence of (child's full legal name) _____

He/she was absent on (date(s) of absence): _____

because (reason for absence) _____

Signature

Relationship to the child