

# ROBERT LOUIS STEVENSON ELEMENTARY SCHOOL

## *PARENT AND STUDENT HANDBOOK* *2023-2024*



### *Knowledge is our treasure*

Our mission at Robert Louis Stevenson Elementary School is to ensure success for all learners in a safe, and caring environment. The goal of Stevenson staff is to inspire our learners to become productive members of society who take an active role in positively changing the world. Our school motto is "Stevenson is Helpful, Friendly, and Respectful." As a staff and community, we believe that all students will learn and achieve to their fullest potential. We are committed to delivering a quality educational program to all students. Exemplary teaching occurs daily, with a focus on California state standards-based curriculum. Differentiated instruction at appropriate levels is facilitated by teachers in order to educate all students. High expectations for student achievement and behavior are evident throughout the school. Our students build strong academic and social skills based on P.B.I.S., or Positive Behavior Interventions and Supports. Integration of the arts and technology are a priority in our teaching and supported by our surrounding Stevenson community. We embrace California Content 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. Students leave Stevenson Elementary School with the ability to be proud, confident, successful scholars who are ready for the next step in their academic careers.

*"Don't judge each day by the harvest you reap but by the seeds that you plant." — Robert Louis Stevenson*

## TABLE OF CONTENTS

Welcome Letter .....	2
Important Dates.....	3
General Information .....	4
School Procedures	
Attendance .....	5
Absences/Tardies .....	5
Arrival/Dismissal.....	6
Child Custody Arrangements .....	6
Suggested Homework Guidelines .....	6
Lost Items.....	6
Lunch Guidelines.....	7
Transfers and Withdrawals .....	7
Student Health and Safety	
Visitors .....	7
Emergency Cards .....	7
Health Services .....	8
Student Wellness/Birthday Celebrations.....	8
Emergency Preparedness .....	8

Traffic Safety	
Parking Lot .....	9
Crossing Guard.....	9
Walk-a-Block... ..	9
Wheels on Campus .....	10
Safe Delivery Program.....	10
Partnering with Parents	
Parent/Community Volunteers .....	10
School Site Council .....	10
ELAC.....	11
PTA/FFS.....	11
Home and School Communication	
Eblast... ..	12
Grade Reporting Schedule .....	12
Classroom Interruptions .....	12
Student Conduct and Responsibility .....	13
Peaceful Playgrounds.....	14
Playground Rules.....	14
Sample Absence Note .....	15

## WELCOME

Dear Stevenson Families,

Welcome to Robert Louis Stevenson Elementary School! Being a part of the Stevenson learning community is a fantastic experience! 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 California Content 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 adjust and target sufficient resources to ensure that all students meet the standards.

Our teachers and staff are committed to providing interventions and differentiated teaching for our community of learners. We use P.B.I.S, Positive Behavior Interventions and Supports, to ensure all students are treated fairly and respectfully. High expectations for student achievement and behavior are evident throughout the school.

R.L. Stevenson Elementary School is a family friendly environment. Please become involved in our school by joining our wonderful P.T.A. (Parent Teacher Association) and F.F.S. (Families for Stevenson), volunteering time in your child's classroom, and attending R.L. Stevenson activities.

In our front office, we believe in a respectful community. Please know we follow the civility code of Burbank Unified School District Policy. If you feel a situation needs to be addressed, please schedule an appointment for us to assist you with the proper personnel and in an appropriate environment.

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. Stevenson staff and teachers look forward to an energized and fulfilling school year!

Kindest regards,

Jill Johnson

R.L. Stevenson Elementary, Principal

## GENERAL INFORMATION

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

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 **8:15 a.m.** Children are not to go to the classrooms and must go directly to the playground. Once on campus, the student must walk and talk in the yard or stand in their line.

<b>Transitional Kindergarten</b>	8:30 - 1:30 (Monday through Friday)
<b>Kindergarten Early Bird</b>	8:30-1:30 (Monday, Wednesday, Thursday and Friday) 8:30-1:05 (Tuesday)
<b>Kindergarten Late Bird</b>	9:30 – 2:30 (Monday, Wednesday, Thursday and Friday) 9:30 – 2:05 (Tuesday)

### KINDERGARTEN ONLY

#### School Hours for the FIRST 2 WEEKS OF SCHOOL\_

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

<b>1<sup>st</sup> &amp; 2<sup>nd</sup> Grade</b>	8:30 – 2:25* (Monday, Wednesday, Thursday and Friday) 8:30-2:05* (Tuesday)
<b>3<sup>rd</sup> – 5<sup>th</sup> Grade</b>	8:30 -2:45* (Monday, Wednesday, Thursday and Friday) 8:30 – 2:10*(Tuesday)

\*School hours are subject to change prior to August 14<sup>th</sup>, 2023

# **Robert Louis Stevenson Elementary School Calendar 2023-2024**

**CALENDAR SUBJECT TO CHANGE  
PLEASE CHECK STEVENSON'S WEBSITE FREQUENTLY THROUGHOUT THE SCHOOL YEAR  
WWW.BURBANKUSD.ORG/RLSES**

## **AUGUST**

14 First Day of Instruction  
24 Back to School Night  
25 Shortened Day (Tues. hours)

## **SEPTEMBER**

6 Labor Day- No School  
8 Individual and Class Pictures

## **OCTOBER**

4 National Walk to School Day  
13 Make up Picture Day

## **NOVEMBER**

10 Veteran's Day - No School  
13 Parent-Teacher Conferences - No School  
14-17 Parent Teacher Conference Week  
(minimum day schedule)  
22 - 24 Thanksgiving Holiday - No School

## **DECEMBER**

22 Semester ends -Early dismissal  
25 – 1/5 Winter recess - No School

## **JANUARY**

8 School resumes  
15 Martin Luther King Day - No School

## **FEBRUARY**

12 Lincoln Holiday – No School  
19 President's Day – No School  
20-26 Parent Teacher Conference Week  
(minimum day schedule)

## **MARCH**

6 Open House  
7 Shortened Day (Tues. hours)  
TBD Spring pictures and 5th Grade panoramic  
18-22 Spring Break

## **APRIL**

## **MAY**

TBD Kindergarten Orientation  
TBD 5<sup>th</sup> Grade Promotion  
23 Last day of school

**5/10/23**

## 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. *Students who continue to have excessive absences, tardies, or trancies will be referred to the District School Attendance Review Board.*

See the chart below for guidance about keeping your child at home due to illness.

I NEED TO STAY HOME IF...						
I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100 or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching and/or "crusty" drainage from eye.	Hospital stay and/or ER visit

I AM READY TO GO BACK TO SCHOOL WHEN I AM...						
Fever free for 24 hours without the use of fever reducing medication i.e. Tylenol, Motrin	Free from vomiting for at least 2 solid meals	Free from diarrhea for at least 24 hours	Free from rash, itching, or fever. I have been evaluated by my doctor if needed	Treated with appropriate lice treatment at home and proof is provided by the county health office	Evaluated by my doctor and have a note to return to school	Released by my medical provider to return to school

### 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.**

### **ARRIVAL/DISMISSAL**

Please do not drop off children prior to 8:15 a.m. All students will arrive through Gate 1 on Oak Street, there is playground supervision between 8:15 and 8:30 AM.

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 TK, and 1<sup>st</sup> Grade dismiss from GATE 1. Grades 2 and 3 dismiss from GATE 2. Grades 4 and 5 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. 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 on the first and third Friday of every month.

### **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.

## **LUNCH GUIDELINES**

- Nutrition and Lunch meals are free in the cafeteria.
- For information regarding the Free and Reduced Meal Program go to [www.busdfoodservices.com](http://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.
- Please do not order food to be delivered to your child and refrain from dropping off lunch when possible. Students can eat from free in the cafeteria if they forget their lunch.

## **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**

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 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 the way to school if they are 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 the designee will then take the responsibility for the students and their safety.
- Your child is to continue their way home if already on the way 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 ensure 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.

<b>TRAFFIC SAFETY</b>
-----------------------

**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, 4<sup>th</sup> & 5<sup>th</sup> 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.**

### **CELL PHONE/MOBILE DEVICE POLICY**

BUSD Board policy states that cell phone and ALL mobile devices are not permitted to be on during school hours. Your child may have it in their back pack, turn-ed off at your own risk. We are not responsible for damaged or missing devices. This includes Apple watches or wrist devices. If this is violated, the device will be confiscated and can be picked up by a parent in the front office. Thank you for helping students remained focus and present during in person learning.

### **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**

If there is appropriate staffing, 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 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.

## **PARTNERING WITH PARENTS**

### **PARENT/COMMUNITY VOLUNTEERS**

There are many opportunities at home and on campus to provide invaluable volunteer time for our school. Some of the many opportunities include:

- Volunteering in your child’s classroom
- Attending and helping out at school/PTA events
- Going on class Field Trips
- Donating supplies, equipment, or other items
- Supporting teacher’s by completing at home duties (i.e. cutting, sorting papers)

Parents who volunteer with BUSD 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 complete an online application and upload a TB test or questionnaire (completed by a medical professional), COVID vaccine card and Drivers 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. Stevenson is extremely grateful of the generosity of this fundraising effort and what it provides for our students!

California State PTA connects families, schools and communities. We are part of the foundation of our public-education system and a trusted messenger to millions of members, parents, families, educators and allied agencies throughout the state. PTA is the nation's largest volunteer-led child-advocacy association working to drive improvements in the education, health and well-being of all children and families. The PTA is vital to the students at Stevenson. Through its efforts, money is made available for enrichment programs, instructional materials, field trips, 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 each month. Meetings will alternate times every other month and will be either morning or evening.

The mission of FFS is to raise money to fund Art, Music, Dance, Drama and Technology. To date the organization 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](http://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 reduce 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.

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

Focusing on Positive Behavior Interventions and Supports (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 restroom.

<b>PEACEFUL PLAYGROUNDS</b>
-----------------------------

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.**

## PTA PROGRAMS

FIELD TRIPS

SCHOOL GARDEN

SCIENCE NIGHT

YEARBOOK

REFLECTIONS

ECO CLUB

MEET & GREET

BREAKFAST WITH BUDDIES

STAFF APPRECIATION WEEK

HOLIDAY CRAFT ACTIVITIES

WALK TO SCHOOL DAY

RED RIBBON WEEK

PARENT ED PROGRAM

PBIS

ROOM REPS

## PTA COMMITTEES

DIVERSITY, EQUITY &  
INCLUSION

ECO & SUSTAINABILITY

KINDNESS COMMITTEE

## PTA EVENTS/ FUNDRAISERS

BOOK FAIR

READ A THON

BOO BASH

PIRATE GEAR

SEE'S CANDY SHOP

**Stevenson Elementary**

**PTA<sup>®</sup>**

*everychild.one voice.<sup>®</sup>*

Dear Stevenson Families,

The PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children. PTA is the largest children's advocacy association in the United States and has been connecting families, schools and communities for 126 years.

At Stevenson Elementary we fund and run programming to enrich our kids' lives and instill them with values that help them become better citizens of the world. .

We'd love to see you at our meetings and have you participate in our programs and events. Our PTA depends on the participation of our community. It takes thousands of volunteer hours and donated dollars to make our programming happen each year. We appreciate any help you can give, no gift of time or resources is too small.

Joining PTA increases our advocacy strength. Anyone can join--students, parents, grandparents, caregivers and neighbors. Anyone who wishes to can support our mission with membership. There is NO commitment when you join. You choose if and when you would like to donate, volunteer and/or participate in meetings and events.

Here at Stevenson, we are proud to provide quality enrichment programs to every student. We invite you to Join, Donate and Connect with us.

With gratitude,  
Your Stevenson PTA Board 23-24





*everychild.one voice.®*

## JOIN

Our goal is 100% membership. Your \$10 membership strengthens PTA's voice that advocate for all children at the national, state and local level.

Anyone can join- parents, students, teachers, care givers, extended family, neighbors and friends!

Scan the QR code to join!



## DONATE

Your generous donations fund PTA programs for kids and families.

- Field Trips
- School Garden Classes
- Reflections Art Program
- Science Night
- Kindness Committee Activities
- Eco Club
- Diversity, Equity and Inclusion Activities
- Meet & Greet
- Breakfast With Buddies
- Holiday Crafts
- Staff Appreciation

## CONNECT

Our shared community is our strength.

RLS PTA is committed to creating a space for all.

Find out more about PTA at our Association meetings:  
3rd THURSDAY  
EVERY MONTH

Connect with other parents at our events, programs and meetings and don't forget to join your Room Rep email list for weekly updates.

## PARENT'S APPROVAL, STUDENT, FAMILY, AND PARTICIPANT WAIVER

2327 L Street, Sacramento, CA 95816-5014(916) 440-1985 • FAX (916) 440-1986 • Email info@capta.org • www.capta.org

**Print the name of all family members who may participate in any PTA sponsored events for the [insert period] school year (including student, siblings and parents):**

1. \_\_\_\_\_  
Participant Name Age, if minor child
2. \_\_\_\_\_  
Participant Name Age, if minor child
3. \_\_\_\_\_  
Participant Name Age, if minor child
4. \_\_\_\_\_  
Participant Name Age, if minor child

The undersigned parent(s) or guardian(s) assume all risks in connection with the participation of all individuals listed above in any and all of the PTA sponsored activities.

I attest and verify that all individuals listed above are physically fit and able to participate in any PTA sponsored activities. Further I acknowledge that it is my responsibility to understand any inherent risks associated with PTA sponsored activities and communicate those risks to all individuals named above.

I do hereby certify that to the best of my knowledge and belief all individuals named above are in good health. In the event that I, or other parent/guardian, cannot be reached in an emergency, I hereby give permission to secure proper treatment for my child(ren). I/we do hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care are considered necessary in the best judgment of the attending physician, surgeon or dentist and performed by or under the supervision of the medical staff of the hospital or facility furnishing medical or dental services. It is further understood that the undersigned will assume full responsibility for any such action, including payment of costs.

I/we hereby advise that the above named minor(s) has the following allergies, medicine reactions or unusual physical conditions, which should be made known to a treating physician: (If none, please write the word "none". If yes, put first name of child and the allergy/condition.): \_\_\_\_\_

I/we, as parent(s) or guardian(s) of the minor(s), do hereby, for my child/children, myself, my heirs, executors and administrators, release and forever discharge and hold harmless the California State PTA, the local PTA and all officers, directors, employees, agents and volunteers of the organizations, acting officially or otherwise, from any and all claims, demands, actions or causes of action which in any way arise from the participation of any individuals listed above in any PTA sponsored activities.

By signing below, I confirm that I have carefully read and fully understand its contents. I am aware that this is a release of liability and signed it of my own free will.

1. \_\_\_\_\_  
Parent/Guardian Signature Print Name Date
2. \_\_\_\_\_  
Parent/Guardian Signature Print Name Date

\_\_\_\_\_  
Address City State Zip Phone (include Area code)



# Keep Arts and Technology Programs at Stevenson by supporting Families for Stevenson (FFS)

## Who We Are

FFS is a volunteer-run fundraising committee under RL Stevenson Elementary and BUSD.

## What We Do

Our fundraising brings arts and technology programs into our school for all kids to enjoy. Our goal is to provide access to the arts to further our children's creative thinking and development.

## Find Out More

Visit [stevensonpirates.org/ffs](http://stevensonpirates.org/ffs) to learn about FFS and stay up to date on all things Stevenson.

Sign up for the weekly school e-blast.

Attend an **FFS/PTA Association Meeting**, usually the 3rd Thursday of the month.

## What We Fund

The following programs and events are funded by family contributions to FFS, including a unique arts curriculum for EVERY grade!

### In-School Arts Education

- Music for TK, K and 1st grade (12 weeks)
- Percussion for 2nd grade (10 weeks)
- Visual Arts for 3rd grade (10 weeks)
- Filmmaking for 4th grade (10 weeks)
- Musical Scoring for 5th grade (10 weeks)
- Dance for all grades (12 weeks)

### FFS Events

- Back to School Picnic
- Snow Glow Dance Party
- Dance Performance (all grades)
- Winter Auction
- Student Talent Show
- Meet the Author
- 4th Grade Film Screening
- Stevenson Rocks! Spring Carnival
- 5th Grade Field Day

### Additional Programs

- Librarian Lunch Hour
- Teacher Support Fund (art & literacy supplies)
- Equipment and Upgrades for the Auditorium

## Ways to Support FFS

**Volunteer** - Come out and lend a hand at any of our amazing events. All help is welcome and appreciated!

**Make a Direct Donation** - See our benefit levels and contribute to our Family Giving Campaign at [www.stevensonpirates.org/family-giving-campaign](http://www.stevensonpirates.org/family-giving-campaign)

**Corporate Matching** - Double Your Donation, Double Your Impact! Call your HR department to see if they will match your tax-deductible donation

**Mabel's Labels** - Go to [www.mabelslabels.com/en\\_US/fundraising/support](http://www.mabelslabels.com/en_US/fundraising/support) and enter: Families for Stevenson (RL Stevenson)

**Ralph's** - Go to [www.Ralphs.com](http://www.Ralphs.com) and choose RL Stevenson for your Community Rewards recipient

**Attend a Dine Out** - Participate in a local, FFS-organized dine-out (details in the school eblast!)

**Grocery Outlet** - Shop with your FFS Grocery Outlet Card

[www.stevensonpirates.org/ffs](http://www.stevensonpirates.org/ffs)





# FAMILY GIVING CAMPAIGN



**DONATE BETWEEN AUGUST 1, 2023 AND NOVEMBER 28, 2023 (GIVING TUESDAY)  
TO TAKE ADVANTAGE OF THE FOLLOWING BENEFIT LEVELS.**

As parents, we know that arts and technology programs enhance our children's education and development. The Family Giving Campaign is one of the best ways to support the continuation of these programs in our school.

**Donations to Families For Stevenson are  
100% TAX DEDUCTIBLE**



To donate, visit  
[www.stevensonpirates.org/make-a-donation](http://www.stevensonpirates.org/make-a-donation)

## Corporate Matching Programs

Did you know many employers, including **Disney** and **Warner Media**, will match employee donations given in support of Families for Stevenson?

Please visit [www.stevensonpirates.org/Corporate-Matching](http://www.stevensonpirates.org/Corporate-Matching) for a list of companies who participate and for instructions on how to maximize your contribution.

*Due to the uncertainty of the COVID-19 pandemic, all FFS funded events, programs, and benefits are subject to change.*

## Benefit Levels

### Flat donation benefits of \$5 or more

(All donations welcome, no donation is too small)

- One FFS car magnet

### \$180 donation level

- Your choice of two tickets to the Snow Glow Dance Party OR two tickets to the Talent Show
- One FFS car magnet

### \$350 donation level benefits

- Two tickets to the Snow Glow Dance Party
- Two tickets to the Talent Show
- One FFS car magnet

### \$500 donation level benefits

- Two tickets to the Snow Glow Dance Party
- Two tickets to the Talent Show
- Marquee birthday greeting for one student
- One FFS car magnet

### \$1000 donation level benefits

- Four tickets to the Snow Glow Dance Party
- Four tickets to the Talent Show
- Your Choice of a marquee birthday greeting for your student(s) OR a banner on the school gate for two months showcasing your support of Arts at Stevenson
- Two FFS car magnets

Questions? Contact Hassina Baharloo at [fgc@stevensonpirates.org](mailto:fgc@stevensonpirates.org)

*Please include this form with your payment.*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Student Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

☐ \$180 ☐ \$350 ☐ \$500 ☐ \$1000 ☐ Other Amount: \$ \_\_\_\_\_ ☐ Check #: \_\_\_\_\_ ☐ Cash

For \$180 or \$1000 donations, please note your donation benefit choice: \_\_\_\_\_

Make checks payable to **RL Stevenson Elementary** and write **Family Giving Campaign** in the memo section.

Mail this form and your check/cash to: Families for Stevenson / RL Stevenson Elementary, 3333 Oak Street, Burbank, CA 91505  
or drop in the FFS bin in the main office.

**Thank you for your donation!**



# Media Release Arts Programs

I hereby give Families for Stevenson, a volunteer-run fundraising organization under the BUSD umbrella, permission to use, for any and all educational and/or promotional purposes, any pictures, photographs, motion pictures, audio tapes, other recordings, likeness of the student or their artwork taken during the in school-based arts programs. The images may be used in school publications and websites, on posters at events, etc.

If you wish to opt out, please visit our website or scan the QR code below. Thank you!



**OPT OUT HERE**



**More info**

**[ffspresident@stevensonpirates.org](mailto:ffspresident@stevensonpirates.org)**  
**[www.stevensonpirates.org/ffs-programs](http://www.stevensonpirates.org/ffs-programs)**