

Ranch View Elementary School



Family/Student Handbook

26-27

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www.naperville203.org/ranchview

August, 2026

Greetings Ranch View Families,

Welcome to the 2026-27 school year! We couldn't be happier to welcome you back to Ranch View School and partner with you as we provide our students with an exceptional educational experience. We will have some new faces here at Ranch View. We will once again continue the great work that has been done to ensure our students develop their minds and hearts and gain the skills needed to exemplify the attributes of the profile of a learner. This includes adaptability, communication, critical thinking, a learner's mindset, and global citizenship. As always, we seek to balance our focus on academic success with that of the social/emotional well-being of every student.

This is a dedicated staff who works diligently on behalf of students. Throughout the summer months they have collaborated and planned to provide our students high quality instruction which aligns to rigorous standards across curriculum. Staff members have also taken advantage of professional learning opportunities to increase their knowledge and gain new and innovative strategies to implement in our classrooms. As in years past, it will be a wonderful year of growth and learning!

This portion of the Parent Handbook contains specific information related to Ranch View School procedures and routines. Thank you in advance for taking time as a family to review this important information. If at any time you have questions or concerns, please don't hesitate to share them with your child's classroom teacher or our administrative team.

We are profoundly grateful to be able to lead such a wonderful school each and every day and look forward to celebrating all of our accomplishments throughout the year.

With Ranger Respect,

Erin Casey

Erin Casey, Principal

Andrew O'Brien

Andrew O'Brien, Assistant Principal

ABSENCE REPORTING FOR STUDENTS

We have initiated a consistent procedure for reporting absences within the elementary schools of Naperville School District 203.

To report an absence:

1. **Call 420-6576 any time before 8:15 a.m. to report daily absences.** Our recording device will be active from 2:30 p.m. to 8:15 a.m. Please include the following information:
 - A. Date
 - B. Student's name
 - C. Teacher's name
 - D. Reason for absence
2. If you anticipate the absence to be more than one day, call **420-6576** again between 10:00 a.m. and 2:00 p.m. and discuss the absence with the Health Technician.
3. Utilize the parent portal, Infinite Campus, to enter an absence.

The responsibility for reporting absences remains with the parents/guardians. If we are unable to reach you at either designated number, we will send you a reminder to call in.

If a child is absent and we have not received a call, we will attempt to reach you by calling your home and/or a number that you have designated for checking on absences. We ask that the designated number be a number other than your home telephone number. We will call these two numbers by 10:15 a.m. to check on unreported absences. **The principal or designee will visit the home if no one can be reached after accessing all available phone numbers, so please remember to call the school to report absences.**

BEFORE/AFTER SCHOOL PROGRAMS

Each year, Ranch View offers students a variety of options for after school activities. While these activities vary, typical programs are listed below along with the participating grade levels. There are also other after school offerings from outside organizations such as Sticky Fingers cooking classes.

Reading Rangers	Grades 4-5
Running Club	Grade 3-5
Chorus	Grade 5
FLL- First Lego League	Grades 4-5
Student Council	Grades 2-5

BIRTHDAY INVITATIONS

Because of the sensitive nature of being or not being included on a party list, we request that **NO** party invitations be distributed at school **UNLESS** the entire class or an entire gender group (all boys or all girls) is invited. This will minimize hurt feelings.

BIRTHDAY CELEBRATIONS

Rather than purchasing birthday treats for your child to share at school, we are encouraging a book donation to the classroom library. This book, with your child's name and birthday printed on the inside, will be a permanent contribution to the classroom that everyone will enjoy. **Should parents/guardians still decide to bring treats**

for the class, they must be treats that are not edible. Non-food items such as pencils or stickers are allowed, but due to health and safety issues edible birthday treats are not permitted.

EMERGENCY PLANS

Emergency plans exist at Ranch View School, and drills are conducted on a regular basis throughout the year. Fire, tornado, and evacuation/lockdown drills assist students and staff in knowing what to do should an emergency arise. Should the need arise to evacuate the building such as during power outages, broken water pipes etc., Ranch View students will be relocated to Kennedy Junior High. Students will have bus transportation in these situations depending upon weather conditions. If bussing is not available in a timely manner, students will walk to Meadow Glens Elementary School. Students remain with their assigned classes and are dismissed to parents/guardians only. Electronic messages will be activated to notify parents/guardians of procedures. If parents/guardians are not available, students would remain at Kennedy or Meadow Glens with Ranch View staff until the end of the school day.

ENTRANCE AND EXIT PROCEDURES FOR STUDENTS

District policy for all elementary schools states that students should not be on school premises before 8:00 a.m. A bell will ring at 8:00 and students will be instructed by Ranch View staff to enter the building. Staff supervision begins at 8:00 at all designated entrances. **If a child enters after 8:15 a.m., he/she must be signed in by a parent/guardian at the office using the provided laptop prior to going to class and will marked as Tardy. ALL changes to dismissal must be made and communicated to the front office by 2:00 p.m.**

Specific details for arrival and dismissal procedures will be shared closer to the start of the school year via email.

IMPORTANT SAFETY NOTE

Parents/guardians will not be permitted to pick up or drop off children in our north parking lot (near the tennis courts). This parking lot is unsupervised and is not safe for student arrival and departure.

FOOD IN SCHOOL

Naperville District 203 is making a conscious effort to provide a learning environment that supports and promotes wellness and good nutrition. A district committee was formed in light of the school's responsibility to foster good nutrition along with significant concerns of children with potentially life threatening food allergies, other food issues, and the inconsistency among schools in policies on distribution of food. This committee was made up of parents, teachers, administrators, school nurses, and a school board member. The following guidelines were developed related to food in the schools and will be followed by all schools in District 203:

Guidelines for Birthday Treats

- No food may be brought in for birthday parties for consumption either at school or to be sent home. The child can be honored in a variety of ways, other than with the sharing of edible treats.

Guidelines for Holiday Parties

- Typically there is a party for Fall, Winter, and Valentine's Day/Friendship Parties.
- Classroom parties will focus on activities and games to celebrate the season.
- Due to the increase in food allergies, food treats will no longer be served as part of any classroom party.

HOME AND SCHOOL

The Ranch View Home and School Association is a part of the Naperville District 203 Home and School Association. The purpose of Home and School is the promotion of close cooperation and communication between the school and home and the facilitation of building and district wide activities. All parents/guardians of children attending Ranch View School and members of the Ranch View staff are members of this organization.

INCLEMENT WEATHER DAYS

It may be necessary to close school or have an E-learning day due to heavy snow accumulation or icing. When a decision is made, a call out system utilized by District 203 will notify parents/guardians via phone. An online system will be utilized to notify via email. Please refrain from calling the central administrative or school offices during these events as lines need to be kept free for emergencies.

LOST AND FOUND

A Lost and Found area is located near the main office. Students should check this area for lost items. Jewelry, cell phones, small items, and money are to be turned in to the office and will be kept in a secure location. All items not claimed will be given to a local charity twice a year following winter break and after the last day of the school year. Students should refrain from bringing expensive items including electronic devices to school. The school does not accept responsibility for the loss of personal items.

LUNCH PROGRAM

The lunch period is 40 minutes long. This time frame includes both eating and recess. Students may bring their lunch or purchase a hot lunch from the district vendor. Milk is available at a nominal fee. Hot lunch payment procedures are as follows.

Paying and reduced priced students deposit funds into a personal account. There are several options to do this:

- To pay by cash or check (made payable to Naperville CUSD 203) – **the funds should be placed in a clean, sealed envelope with the child's first and last name and grade clearly marked on the outside of the envelope.** Each morning, the envelopes are collected in the classroom and taken to the main office of the school. The Aramark cashier processes the payments on the computer so that the funds are in a child's account by lunchtime. Any amount may be deposited into an account when paying by cash or check but it is recommended that at least one month's meal and milk purchases be deposited at a time. There is no convenience fee for this service.
- At lunchtime, the student ID cards, which are kept at school, are distributed to the students. They bring their ID card with them to the lunch room, select their meal, and turn the ID card into the cashier who scans the card and the amount of the meal or milk is taken out of the child's account. The cards are then returned to the classroom or pocket chart for use the next day.
- More information re: lunch will be provided prior to the start of the school year.

Students who have forgotten their lunches may have permission to call home, first thing in the morning. Forgotten lunches may be delivered to the office. Please clearly label your child's lunch container with first and last names, grade, and teacher's name. We are not able to accept deliveries of lunch for students such as DoorDash or Jimmy Johns.

We encourage the use of lunch boxes or reusable bags, thermoses, and Tupperware-like containers, rather than disposable products.

MAKE-UP WORK – EXCUSED ABSENCES

Students who are absent from school are expected to make up missed work. The classroom teacher shall determine plans for make-up work. The privilege of make-up work is reserved for unavoidable absences such as illness or pre-arranged absence.

Long term absences are discouraged as it is difficult to help the student make up everything that occurs during the course of a school day. **Permission for a prearranged absence should be cleared through the principal's office and the classroom teacher should be notified.** Parents/guardians should call the school office to make arrangements to pick up student work. Such calls should be made far enough in advance (at least 72 hours in advance) to allow the teacher ample time to prepare assignments when possible.

In both of the above cases, parents/guardians are expected to initiate the request for make-up work. Again, we ask that you allow the teacher ample time between request and time of pick-up to prepare the assignments.

- If a student leaves school for a vacation or family trip, homework assignments may be furnished if the teacher receives notice at least five days prior to the absence.
- Homework for a vacation or extended trip will be assigned for one week only.
- Make-up work, as appropriate, may be assigned upon a student's return.
- Trip assignment packets may be used at teacher discretion.
- Recreational reading, trip journals, and map activities may be part of trip packets or assignments in lieu of routine school work.
- Student chromebooks and/or iPads will NOT be sent home during a planned absence.

We strongly discourage planned absences from school as missing school interrupts the flow of learning for your child.

NON CUSTODIAL PARENT MAILINGS

Should one parent not live with the child who attends Ranch View School, it is possible for that parent to directly receive information about the child's progress and events at school. Please contact the school office and provide a mailing address so that this information can be sent.

PHONE USE BY STUDENTS

We encourage students to pack their backpacks the night before school so that all items needed for the next day are included and ready to go. However, students do sometimes forget items and need to make a phone call home. We allow students to call home for necessary items such as eye glasses, lunch, etc. We do not allow students to call home when the item is not absolutely necessary (ex. water bottle, homework). We do not allow students to call home to make arrangements for after school activities i.e. play dates with friends. These plans should be made prior to coming to school each morning.

Student use of cell phones is not permitted during school hours, on school grounds, or while riding the school bus. Similarly, students may not use smartwatches to communicate with parents or others during the school day, as it can disrupt learning. Per our school guidelines, both cell phones and smartwatches must be turned off and stored in the student's backpack throughout the school day.

PHOTOGRAPHING AND VIDEOTAPING OF STUDENTS

During the course of the school year, your child(ren) will be involved in many school activities that may be captured on video or photographed for sharing and/or placement on the school website or in District 203 publications. Videotaping and photographing of children in special education settings, such as specialized programs, for non-educational purposes will be authorized only with parental consent. Outside of special education settings, students may be videotaped or photographed by parents, observers, school employees, students and news media personnel from time to time while participating in school activities. If you desire that your student not be videotaped or photographed in these circumstances (outside of special education settings), please be sure to sign the Permissions Denial form that is part of the annual online registration process. This form also provides for exclusion of family contact information (address and phone number) in the Home & School Directory. The Permissions Denial form must be completed by the beginning of each school year to avoid any misunderstandings.

PLAYGROUND GUIDELINES

Behavior expectations are covered each year in the classroom and are listed on the Ranch View Behavior Expectations document included in this handbook.

Ranch View School enlists a combination of non-certified and certified staff members to supervise outdoor recess activities. Staff members are on duty to foster collaboration, safe play and to monitor equipment use.

Students will not go outside if the *wind chill is below zero*. A District sanctioned website will be consulted daily for temperature as needed. On winter days when we go outside and it is snowy, only those students who are wearing snow boots and snow pants may play on the playground and/or field areas. Students who are not wearing snow gear will remain on sidewalks or blacktop areas where it is relatively dry. On occasion, it may be necessary to designate some areas “off limits” due to standing water/mud.

POLICY FOR SCHOOL SPONSORED AFTER SCHOOL ORGANIZED GROUP ACTIVITIES

The following after school activity policy has been established to ensure the safety of our children and to alleviate any imposition placed on the activity sponsor:

Responsibilities of Activity Participant and Sponsor:

Prior to beginning the series of after school activities, parents/guardians will be informed of the starting and ending dates and times of the meetings. They will be asked to complete a form containing this information. It is the responsibility of the parent/guardian to make adequate arrangements for his/her child's prompt departure at the conclusion of the activity. These arrangements should be indicated on the activity form. Any deviation from the arrangements will require a written note to the group sponsor.

The group sponsor will adhere to the designated starting and ending times. At the close of the activity, the children will be escorted to the door indicated on the activity form. Those children who remain after the dismissal time will be escorted to a phone in the office area and left in the care of a responsible adult. The parent/guardian will then be required to enter the building and meet his/her child in the lobby. Failure to comply with these guidelines may result in the removal of a student from the activity.

Responsibilities of Parent/Guardian:

Ranch View School offers many wonderful after school opportunities for students to attend school sponsored clubs around varying topics of interest. Once your child has signed up for a club or activity, it is the

parent/guardian's responsibility to notify the supervisor of the club if the student will not be in attendance for a particular session. Parents/guardians may do this by writing a note/email to the classroom teacher prior to/on the day of the activity. Supervisors of these clubs take attendance at each session and report absences to the office. Phone calls are made to the home to report when a child is not in attendance at an after school club. Parents/guardians should make sure that all current phone numbers are updated in Infinite Campus. Chronic absences from clubs without notification may be grounds for dismissal from the club. Please help us to keep all students safe by following these guidelines and reporting absences in a timely manner.

RANCH VIEW ESSENTIAL BEHAVIOR STANDARDS

Our goal is to ensure a safe, cohesive cooperative learning environment in which children can learn. Everyone in our school must work together to create an environment in which children can learn and feel safe and happy. A student's best conduct is expected in the classroom, in the halls, in the lunchroom, on the playground and in coming to and going from school. Ranch View Essential Standards will be the focus of our work each year. Students will be learning what our essential standards are and what these look like in all settings in Ranch View. These standards are tied directly to the district mission. Classroom Respect Agreements will also be by each classroom community at the beginning of the school year.

Here's a sneak peek of our Essential Standards:

A Ranch View Ranger is ...

Problem Solver

Respectful

Inclusive

Dependable

Engaged

SAFETY AND CONDUCT TO AND FROM SCHOOL

Rules for proper conduct can be emphasized at school, but it is impossible for us to be at all places as children travel to and from school. Therefore, we solicit the cooperation of parents in preventing loitering, playing in the street, walking across lawns, and other types of undesirable behavior.

AT RANCH VIEW, STUDENTS MAY NOT ARRIVE BEFORE 8:00 a.m. STAFF SUPERVISION IS NOT PROVIDED BEFORE 8:00 a.m. THEREFORE YOUR CHILD'S SAFETY MAY BE JEOPARDIZED IF HE OR SHE ARRIVES EARLIER.

SECURITY

Naperville School District 203 mandates that we lock **all entrances** to our building at the start of the school day. Visitors may only enter through **Door 1** and then must immediately report to the school office. **A buzzer**

system, which allows our office staff to screen all visitors before allowing access to the school, will continue to be used. Visitors must ring a buzzer to gain entrance to the school. The buzzer is located outside on the brick wall to the right of door #1. Our secretaries have monitors on their desks and will respond to visitors through a speaker. First-time visitors will be asked to present a valid photo ID to be scanned through the Raptor security system. This system is intended to protect the safety of your children, not to inconvenience you. If access is allowed, the door is opened and the visitor can enter and come to the front office to check in. Visitors may be asked to show ID in order to sign out students. If a visitor wishes to stay in the building, he/she must have a pass issued by the office. Persons not wearing a pass will be escorted back to the office. Practice fire drills, severe weather drills, and ALICE drills are also done on a regular basis.

TRAFFIC SAFETY AT RANCH VIEW SCHOOL

It is of great importance that Ranch View School be a safe place for your child. Arrival and departure times can be the most dangerous time of the day due to vehicular, pedestrian and bicycle traffic. Every effort is made to supervise and protect your child during these times. You can help ensure our students' safety by following the safety procedures outlined here. Please adhere to the following guidelines each morning:

- Students will enter the building immediately upon arrival at 8:00 a.m. and proceed to their classrooms. They will not be permitted to play on school grounds prior to the start of school.
- **Students are not to arrive before 8:00 a.m. There is no staff supervision prior to 8:00 a.m. and students will not be allowed to enter the building prior to that time.** Special early morning programs will continue as usual.
- Attendance will be taken at 8:30 a.m. If a child enters the building after 8:15 a.m., he/she must be signed in at the office and will be marked tardy.

General Bus Procedures (AM and PM):

- District 203 school buses and/or daycare vans will unload/load students in the driveway on the south side of the building along Auburn.
- Students riding the bus and/or daycare vans will enter and exit using the doors on the south side of the building (Doors #5 and #6).
- No vehicular traffic will be permitted in the bus lanes during school hours (7:45 a.m. – 3:00 p.m.).

General Carpool Procedures (AM and PM):

- Carpool students will enter and exit the school through the front door (Door #1).
- The semi-circle at the front of the school will be used in both the AM and PM for drop off and pick up of students in private vehicles.
- Cars traveling north on Ranchview cannot enter the circle drive by making a left hand turn. Please approach from the north and enter the circle with the line of cars making a right turn into the circle.
- **Pick up/drop off from private vehicles in the circle drive will take place in a single line only. Drivers should move as far south in the circle as possible. Students will exit/enter cars on the curb side only. Please remain in the line until the cars in front of you move forward to exit.** Speeds should not exceed 5 MPH in the circle.
- Families are not permitted to bypass this line and park in the parking spots to drop off students. You must wait in the line.
- During arrival/departure, any vehicle leaving the circle drive must make a left turn only onto Ranchview Drive.
- Students are not to enter or exit cars along the queue on Ranchview Drive.
- Go slow and be patient on Ranchview Dr. and in the circle. The actual amount of time you need to pick up or drop off is small in comparison to safety.
- Signage provided by the City of Naperville indicates that arrival time regulations will be in effect from 7:45 -8:15 a.m. and departure time regulations will be in effect from 2:15-3:00 p.m..
- **Parents/guardians will not be permitted to pick up or drop off children in our north parking lot (near the tennis courts). This parking lot is unsupervised and is not safe for student arrival and departure.**
- Private vehicles may begin to line up in the Ranchview Drive circle at 2:15 p.m.. Cars lining up prior to 2:30 p.m. are to pull as far forward as possible. When the circle is full, cars will wait to enter in a single file line on Ranchview Drive.

- It is illegal to make a “U” turn in the school zone.
- **It is illegal to use cellular phones while driving within a school zone at any time.**

General Walking Procedures (AM and PM):

- Students who must cross Ranchview Drive or Auburn Avenue should do so where crossing guards will be stationed during arrival and dismissal.
- Students who must cross Ranchview Drive or Auburn Avenue should do so where crossing guards will be stationed during arrival and dismissal.
- Students will enter through Door #6. This is a new based on the updated configuration.
- **Parents/guardians walking with children will not be permitted to cut through the north parking lot (near the tennis courts). This parking lot is unsupervised and is not safe for student arrival and departure.**

Bicycle Privileges

- Third, fourth, and fifth grade students are eligible to ride bikes.
- Younger students accompanied by a parent are permitted to ride their bicycles to school although this practice is not encouraged.
- Students should be reminded to dismount and walk their bicycles once they arrive on school property. Locks are a must, and bikes are to be parked only in racks. Bike racks are off limits to students during school hours.
- Skates, rollerblades and skateboards are not allowed to be ridden on school property.
- E-bikes and motorized scooters are not allowed to be ridden on school property.

While the information listed in this handbook is intended to be a help to parents/guardians, you may have additional questions about some items that may not be included. Please do not hesitate to contact the office for further assistance. We will be happy to answer your questions.