

**North Park Elementary School
Parent & Student Handbook
2024 – 2025**



Dear Parent or Guardian:

Governing boards of school districts are required to notify parents or guardians of certain rights and responsibilities as specified in the Education Code and other state and federal regulations. This booklet contains the Education Code sections that are concerned with these rights and responsibilities, along with other important information.

Your signature on your child's emergency card or online registration acknowledges that you have received this notice. (Please return the emergency card immediately if you did not register online.)

SAUGUS

UNION SCHOOL DISTRICT

Excellence in Elementary Education

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RESPECT | INTEGRITY | LEARNING | TEAMWORK | ENTHUSIASM

Site-Specific Information

This Parent and Student Handbook contains an information section specific to your school, district-wide information, as well as information which the state requires districts provide to parents and guardians annually. Please take the time to familiarize yourself with the contents of this handbook. If you require additional information, the school office will assist you.

Welcome to the 2024-2025 school year! We are so glad to have you and your child(ren) as members of the North Park family, and we look forward to having our students back on campus! North Park Elementary School is a California Gold Ribbon School whose success is directly related to the partnership it has with the parents and educational partners. We encourage you to become an active participant in your child's education through volunteer opportunities such as the School Site Council, ELAC, PTA membership, and helping in your child's class (as protocols allow).

At North Park, our goals are safety and wellness for all on campus. We strive to provide a nurturing, well-rounded education that meets the academic, social, emotional, and physical needs of our students. Through the implementation of Positive Behavioral Interventions and Supports (PBIS), our students and staff recognize North Park Elementary is a safe and positive learning community that encourages respect, responsibility and academic success for all students. Relationships are very important to our teachers, classified employees, administration, parents and students. Our belief is that it takes the entire community to support children to reach their potential. These are the foundations upon which North Park builds its school culture where high expectations, academic excellence, and equity resonate throughout the campus. We believe all students can learn and deserve an excellent education that prepares them for the challenges of living and working in a 21st century global community. We also strongly believe that all people must be treated with dignity and respect.

This handbook has been designed to serve as a source for information between the Saugus Union School District, North Park Elementary, and your home. We hope you will have a greater understanding about our school and its programs, policies, and vision for students. Please monitor our ParentSquare messages for school updates and information.

With gratitude,

Dr. Villanueva

Mission Statement

To build a school culture where high expectations, respect, responsibility, academic excellence, and pride resonate throughout the campus.

PRINCIPAL CONTACT

The Principal can be contacted during office hours (7:30 a.m. to 4:00 p.m.) by a note, telephone call, or Parent Square message. The Office Manager can schedule an appointment or conference upon your request. The Principal will make every effort to respond to messages and return telephone calls within 24 hours.

TEACHER CONTACT

Teachers are available for conferences both before and after school hours. These can be arranged by contacting the teacher via Parent Square, phone, or a note prior to your requested time for a conference. Drop-in conferences are discouraged, as scheduled meetings, planning, and other conferences are impacted. Teachers are not available for conferences during the regular school instruction hours.

OFFICE PROCEDURES AND COMMUNICATIONS

All visitors must sign in using the RAPTOR system before entering the school campus. This includes attending school activities, observing or volunteering in class or attending a school meeting.

In case of an emergency, parents wishing to leave messages for their children may do so by contacting the school office. Any articles to be delivered to children should be delivered to the office lobby.

We try very hard to avoid unnecessary interruptions during "PRIME TIME" from "8:00 AM until the beginning of that grade level's lunch period." There are several ways that parents can be of assistance.

1. Check with your child prior to leaving for school to see that he/she has a lunch or lunch money and all necessary materials for class.
2. If there is a change in how a child will be transported after school, it is required that the parent send a note to the teacher indicating the change. This includes being picked up by a friend, neighbor, or relative. Before leaving for school, please make sure your child is aware that there will be a change in their regular pick-up routine.

TUESDAY "KNIGHT" NEWS BULLETIN (TKN)

The Tuesday Knight News (TKN) school bulletin is sent out on Tuesday of each week electronically through Parent Square. Please inform the office if you would prefer to receive a paper copy and arrangements will be made. The purpose of the bulletin is to provide parents with current information about the North Park school community, how you can support your child's learning, upcoming events and activities, as well as PTA news. It is a great way to stay informed!

ABSENCES

Consistent school attendance is essential for your child's success in school. Unless your child is ill, please send him/her to school each and every day on time. Your child should be in line before the school bell rings at 8:00 AM. Any students tardy to school need to be signed-in in the front office.

If your child is absent from school please call our school office at 661-294-5370 or email our office staff at nvillanueva@saugusd.org or mchang@saugusd.org. It is important that we receive specific information regarding your child's absence as it is required and checked by state auditors.

There are two types of absences; excused and unexcused. The law defines an excused absence as illness, quarantine by a health official, medical or dental appointments, or bereavement of one's immediate family. All other absences are considered unexcused. Please clear the absence within 3 days or your child will automatically receive an unexcused absence on his/her school record.

Please provide the following information if your child is absent:

1. Your name
2. Child's name
3. Child's teacher's name
4. Date of absence
5. Reason for absence (specific illness)

PHYSICAL EDUCATION EXCUSES

Students participate in 200 minutes of physical education every ten days of school per the California Education Code. Excuses from physical education because of minor illness or injury are obtained by written request from a parent. If a child is expected to be excused from physical education for more than three (3) days, it is requested that a physician certify this with a note to the school, and that you contact the school about the issue.

To ensure student safety, students who are excused from physical education may not engage in playground activities during recess and lunch. All physical education notes are to be given to the classroom teacher at the beginning of the day.

VERIFICATION OF ADDRESS

The policy established by the Governing Board requires all new families to the school to verify their address by submitting copies of two current utility bills that show their name and address. If the school encounters an invalid address or telephone number proof of residency may be required.

PARENT INVOLVEMENT

North Park encourages active parent involvement in the educational decisions and processes of our school. Our active and supportive parent community enhances the overall educational experience for all children.

School Site Council: The School Site Council (SSC) is an integral part of the school improvement process. Elected committee members include parents, teachers and other personnel in addition to the Principal and Assistant Principal.

- Participating in decision-making processes through involvement in assessing educational needs, planning the educational program, defining goals, evaluating programs, and approving the School Plan for Student Achievement.
- Facilitating communication between school, parents, and community.
- Informing and advising school staff regarding community conditions, aspirations, and goals.
- Supporting school programs for parents, teachers, students, and community.

We encourage and welcome your attendance at School Site Council meetings. If you have suggestions that you would like the committee to consider, and are unable to attend the meetings, you may contact one of the committee members or leave your suggestions in the office. SSC agendas are posted publicly 72 hours prior to the meeting. The Site Council meets monthly during the school year. These meetings are open to community members.

English Language Advisory Committee: Our English Language Advisory Committee (ELAC) meets four times a year to review and discuss North Park's English Language program, including the goals in the Single School Plan

PTA

North Park has a very active and supportive PTA, and we encourage families and friends to join. PTA association meetings are held monthly on campus or online via Zoom. All PTA members and parents are welcome and encouraged to attend. Dates for these meetings will be advertised in the Tuesday Knight News (TKN) bulletin and sent out via Parent Square.

DISASTER PREPAREDNESS

Preparedness: North Park has a clearly defined Evacuation/Disaster plan that focuses on proper planning and action before, during, and after a severe earthquake or disaster. This plan is evaluated and updated annually. The North Park Evacuation/Disaster Plan provides the necessary information to ensure the safety of students and staff.

Evacuation/Disaster Procedures: In the event of a severe earthquake or disaster, North Park will implement a brief campus lock down to secure the area and account for all students and staff members. Once all students and staff have been accounted for, the school will be able to start the process of releasing children. **Please have identification with you when you come to pick up your child/children at the Student Release Center, which will be located at the fire lane gate on the west side of school in the parking lot.** Students and staff have been trained in procedures to use in the event of a disaster. Please allow staff and students to follow these guidelines. Your cooperation is appreciated.

In the event of a minor earthquake in which there is little or no damage or injury, the Superintendent, or designee, will decide whether school sites will remain open or be closed. Water, first aid supplies, and rescue equipment are kept on site. The Saugus Union School District is committed to supporting and expanding necessary supplies and equipment for use during a disaster.

Drills: Evacuation and lockdown drills are a vital part of disaster preparedness. Fire drills and lockdown drills are conducted monthly to ensure emergency readiness. Disaster drills are held approximately two times per year. Students and staff practice "duck, cover, and hold" techniques, as well as egress safety. Designated staff members also practice their assigned disaster and lock down duties.

SAFETY

Due to neighborhood proximity, North Park has been designated as a walking school.

Walking to and from school: For safety reasons, it is recommended that students walk to and from school in pairs or groups. Appropriate school behavior is expected at all times. Students must use crosswalks and appropriate safety procedures when crossing streets. As supervision is not provided after school, it is expected that all students go directly home at the close of the school day.

Arrival and Departure: Playground supervision is provided 30 minutes prior to the start of the school day. Parents are not permitted to wait on the playground with their child for supervision and safety reasons. Kindergarten dismissal will be at the front of the school. Parents are requested to wait at the front of the school for dismissal of all students. UTK dismissal will be at the K gate. Please park on the street and walk to the pick-up area.

Parking is not allowed in the circular driveway or parking lot. The parking lot is reserved for staff, buses and those with disabled persons placards. Due to student safety, the parking lot will be closed 20 minutes before arrival and

dismissal and then reopened 10 minutes after the bells sound. Times of when the parking lot is open or closed are posted on the gate.

If you drive your child to school, please use the Valet Lane located on the northeast side of Sunset Hills Drive to drop off students in the morning. If you choose not to use this option, then please park on the south side of Sunset Hills Drive and use the crosswalk located at the corner of Springtree Place and Sunset Hills Drive.

After School: There is no formal supervision of students on the playground or at the park after school hours. Students are to leave school immediately after dismissal and not linger on the grounds, play on the playground, linger in or around the restrooms, or at the park.

*Students who remain on campus when not permitted are liable for any damage they may cause.

CHESEBROUGH PARK USAGE, GUIDELINES AND SAFETY

Our students occasionally use Chesebrough Park for physical education instruction. We have a use agreement with the park for the use of the grass area and baseball diamond only. We share the park with the community. We ask that during school hours, parents use the other side of the park for children and that they not use our school PE equipment. Students cannot be released from the park — parents must sign them out in the school office.

PRIME TIME INSTRUCTION

Uninterrupted instructional time is critical in the educational process. To help promote best learning practices, we will not make phone calls or disrupt the classrooms before morning recess. "PRIME TIME" instruction is from "8:00 AM until the beginning of each grade level's lunch period." Children's textbooks and homework brought to the office will be placed in the teacher's mailbox. **We will only interrupt the classrooms during Prime Time for emergencies.**

AWARDS AND ASSEMBLIES

Positive recognition of scholarship, citizenship, and overall effort is emphasized. Staff members regularly reinforce student accomplishments in the classroom. Students' efforts and accomplishments are also reinforced during school-wide awards assemblies. Awards assemblies are periodically scheduled throughout the school year. Parents of children receiving an award are invited and encouraged to attend the celebration, if protocols allow for guests on campus.

FIELD TRIPS

Throughout the year teachers may take their classes on field trips. Parents may be invited to assist with supervision. Parents who will supervise need to have a Live Scan clearance from the district. The Office Manager can give you more information about getting scanned. All parents and students going on a class field trip must ride the school bus provided by the district.

CAFETERIA/LUNCH PERIOD

The Saugus Union School District contracts out all cafeteria and Red Cart services. If you have specific concerns regarding the food served or the service provided you may contact the Santa Clarita Valley School Food Services Agency at (661) 295-1574.

For the safety of all children, **parents who wish to eat lunch with their child(ren) are welcome to sign out their child(ren) at the front office and take them off campus.** Please remember to sign them in when they return.

Hot lunch, including milk, is served daily. Prices, menus, and details regarding bulk lunch purchasing will be communicated through school notes and bulletins.

Children from families whose income is within levels established by the Federal Government may be eligible for free or reduced priced lunch. Contact the school cafeteria staff for further information.

SCHOOL RULES

PBIS: North Park is a PBIS (Positive Behavior Interventions & Supports) school. PBIS is designed around the belief that schools should explicitly teach behavioral expectations to students as they would any other core subject. Studies show that when expectations are clear and consistently reinforced, there is less ambiguity and the majority of students will choose to act appropriately. Positive reinforcements will be provided for students who demonstrate the "Knightly" behaviors aligned with North Park's stated PBIS goals:

1. Be Safe
2. Be Respectful
3. Be Responsible

As educators, our primary goal is to teach appropriate behavior and guide students to learn from their mistakes. Consequences are designed to change behavior as well as restore relationships rather than be punitive in nature. Consequences for inappropriate actions during the school day are based on the inappropriate action and California Education Codes while taking into consideration the student's age, grade and any special circumstances.

Consequences are confidential and are only shared with the student, their parents or guardians and the teacher.

Playground: The playground is supervised at all times during the school day when children are on it. Students will be taught what behaviors are expected to Be Safe, Be Responsible, and Be Respectful on the playground. Disregard of the rules will result in consequences that may lead to being excluded from specific games or the playground in general for a period of time. In these cases, students may be expected to participate in restorative practices like community service activities at the school.

General Playground Rules:

1. Play all games according to their rules.
2. Keep hands and feet to yourself.
3. Use appropriate language.
4. Be respectful – (teasing, taunting, and/or threatening other students is not permitted)
5. No running on the blacktop except in permitted areas (i.e. basketball court).
6. Walk around (not through) games while they are in progress.
7. Only school equipment is to be used on the playground.
8. Stop all activities immediately upon hearing the bell or whistle.
9. Follow instructions from the campus supervisors at all times.
10. Return all equipment back to its original place/bin

Cafeteria/Lunch Area: Students will be given ample time to eat their snack and/or lunch. It is expected that all students demonstrate appropriate table manners at all times. Students who have not finished eating may remain at the tables to finish their lunch.

BIKES / SCOOTERS

Students in grades 3-6 may ride their bike, scooter, or skateboard to school if they have a bike permit on file in the office. Each bike/scooter/skateboard must be locked in the bike rack. Locks may not be shared with others. Violation of bike safety rules or damage to other student's bikes in the bike rack will result in the loss of the bike permit.

Students are required to wear a helmet when riding a bike, scooter, or skateboard (V C Section 21212 Youth Bicycle Helmets Minors). Failure to wear a helmet will result in the loss of a permit. In order to keep everyone safe, bikes, scooters, and skateboards must not be ridden while on school grounds. The “school grounds” includes the parking lots, blacktop, grass areas, and sidewalks. “Walking” a bike means being all the way off it and to the

side of the bike; not sitting on it, standing on the pedals, or pushing it with your feet.

Rollerblades and other wheeled footwear are not allowed on school grounds at any time. Motorized modes of transportation are not allowed on campus, including motorized scooters.

LOST AND FOUND

In order to ensure that lost articles are returned to their proper owner, **please be sure that your child's name is printed on articles such as sweaters, coats, lunch pails, water bottles, etc.** Articles that are found will be turned into the school office or placed in the Lost and Found area located to the right side of the MPR and may be claimed at recess or after school. All unclaimed Lost and Found items will be donated to local charities approximately three times per year, following the advertisement of such in the TKN.

BIRTHDAYS

Due to the District's Wellness Program, allergies and other potential health risks to students and staff, **birthday treats are not permitted.** All sweets brought to celebrate a child's birthday will be sent home to the parent/guardian.

North Park's staff is committed to promoting quality literature for our students. For students' birthdays, parents are encouraged to donate a favorite book to our school library or their child's classroom library. Donated books will be clearly labeled with your child's name. Classroom teachers will still recognize your child's birthday on his or her special day.

CLASS PARTIES

Two class parties are permitted per year (Winter holiday and end of year). Protocols are still adhered to during class parties. All food provided must be commercially prepared and delivered in the original sealed package. Homemade foods cannot be distributed to the students. Colored drinks are discouraged as spills will stain the carpets. Siblings are not permitted to attend class parties. Every effort will be made to accommodate students who have allergies and other dietary restrictions, so they may participate.