

# Skyblue Mesa

## 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*

*Board of Trustees*

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### 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.

#### LETTER FROM THE PRINCIPAL:

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Dear Skyblue Mesa Parents,

Welcome to the 2024-25 school year at Skyblue Mesa. We look forward to a fun and enriching academic school year. The Mission of Skyblue Mesa Elementary School is to provide a rigorous and relevant education in a safe and welcoming learning environment that ensures the academic achievement and emotional growth of **ALL** students.

I encourage you to read through this handbook as the information it contains will be very helpful to you. We welcome any suggestions or input you may have to improve our school. Monthly parent meetings will be held to discuss school related topics and address any concerns you may have. We have built a very positive school culture at our school and it is because of your partnership and support. Please feel free to contact me at any time if you have any questions or concerns at 661-294-5350 or [mcovington@saugusd.org](mailto:mcovington@saugusd.org). I look forward to working in partnership with you to make this school year the best it can be for your child!

Mrs. Misty Covington

Principal

## **Arrival and Dismissal**

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Arrival time for students begins at 7:35 a.m. School starts at 8:00a.m. Playgrounds are supervised from 7:35 – 8:00 a.m. No supervision is provided prior to 7:35 a.m. **IT IS IMPORTANT THAT STUDENTS ARRIVE ON TIME TO SCHOOL.** If your child is in Universal TK or Kindergarten please drop your child off at the kindergarten yard in the morning. If you are the parent of a first through sixth grade student you can either drop them off at the gate and your child will be greeted and directed on campus or you can use the morning valet. If choosing to use the morning valet, please drive into the parking lot with your 1<sup>st</sup>-6<sup>th</sup> grade child(ren) and wait until you get to the gate by the front office. At that point, one of our staff members will direct your child(ren) to exit the vehicle and they can safely enter through the main gate onto the campus.

The parking lot will be closed just prior to dismissal. It will be open for anyone displaying a handicapped placard. We encourage parents to walk to a designated spot to meet their child, or for students to walk to a designated spot to meet their parents. When walking on or off campus, always use the sidewalk. Do not cross through the parking lot or driveway.

Please be mindful of the signs around the school and do not park in No Parking Zones.

Please do not ask your child to cross in the middle of the street to and from your car. This poses a dangerous situation for your child. There are crosswalks designated for this purpose. A crossing guard is located at the Hardesty Avenue and Larbert intersection. Please do not walk with your child across the entrance or exit of our very busy driveway during arrival or dismissal.

**NOTE: Dogs, pets, etc. are not permitted on school grounds. However, service pets are allowed.**

## **Morning Valet Drive Through**

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For your convenience a student valet drop off service is provided each morning from 7:35-8:00 a.m. To use this service, please slowly enter the coned off area of the driveway and follow directions given. Once in the valet line, please do not pull out of the line before you reach the end of the coned area.

## **Walking To and From School**

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As a neighborhood school, most of our students are able to walk to and from school. Students must follow the safety rules/laws for the city of Santa Clarita. Students are encouraged to walk in pairs or groups. They are responsible for following school behavior standards to and from school. Students need to take care when crossing streets, and to use the school crosswalks. It is expected that at the close of school, students will walk directly home. Supervision is not provided by the school for after-hours play on the playground.

## **Bicycles**

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Students in grades 3-6 may ride their bicycles to and from school. Bicycle permits may be obtained at the school office and must be renewed each year. Bicycles must be registered. Bicycles are to be walked to the bicycle cage once the student reaches school grounds. Bicycles are to be kept locked during the school day. Bicycle riding is not permitted on school grounds. Students are not permitted in the bicycle cage area during the school day. Students who ride bicycles to school are required to follow the rules of the road and to adhere to school behavior expectations. Bike riding students must wear helmets. The school is not liable for bicycles or other equipment brought to school.

## **Principal Contact**

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You are invited and encouraged to contact the school principal or your child's teacher anytime you need assistance. The goal is always to create a team that works together to provide the best program possible for each child at Skyblue Mesa School. You may call the school office 294-5350, or e-mail the principal at [mcovington@saugusd.org](mailto:mcovington@saugusd.org) or your child's teacher at any time. Skyblue Mesa School is a safe, positive, comfortable environment in which each child learns to his or her maximum potential and open communication helps us reach this goal.

## **School Communications**

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Weekly messages will be sent out via ParentSquare. Please sign up for ParentSquare via the app on your phone. The school office can assist you with this process. You will get more information on ParentSquare at the start of the school year. The information will include dates to remember, and

information about activities and events at the school. Phone calls are also used as a means of communicating important school information. Please check your voicemail when you see you have a missed call from the school. You can also follow [skybluemesaschool](#) on Instagram.

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### **Parent Teacher Organization**

The PTO serves as the parent organization which assists in home-school communication, funding an array of student activities as well as providing for school-wide events. They support the school by organizing school pictures, appreciation luncheon, the school variety show, promotion, room parents, fundraising events, etc. In addition, this group supports earthquake preparedness efforts, art programming, field trips, and other recognized and requested school resources. Board elections for PTO are held in late spring of each school year. Their meetings are scheduled once per month in the evening at the school. Parents are encouraged to join our PTO and to participate in the school activities.

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### **Positive School Climate**

All schools within the Saugus Union School District are implementing Positive Behavior Interventions and Supports (PBIS). This is a multi-tiered system of support (MTSS) providing a framework to promote positive and safe school climates by clearly identifying positive behavioral expectations and explicitly teaching the desired behaviors to students. Skyblue Mesa was awarded the Silver Award by the California PBIS Coalition for our implementation of school wide PBIS for three years in a row. We use the word STAR (Safe, Trustworthy, Accountable, and Respectful) at Skyblue, which is our school symbol, to remind students of behavior expectations. You will get more information on this as the school year progresses.

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### **Bullying**

Bullying is not tolerated at Skyblue Mesa and is strictly against our school code of conduct. We define bullying as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance (inappropriate use of size, strength, popularity, or embarrassing information). The behavior is repeated, or has the potential to be repeated, over time. If your child is

being bullied, please bring it to the attention of your child's teacher or principal immediately. If your child is bullying others, you will be called and a meeting will be arranged between you, your child, the principal, your child's teacher, and the school behavior team. We will work with your child to prevent the behavior from continuing. However, if the behavior continues, your child may be suspended from school and will be asked to sign a contract.

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### **Phone Use**

Students are not allowed to use cell phones on campus. If cell phones are brought to school, they are to be kept in the front office and picked up after school dismissal. If your child is caught using their cell phone on campus during school hours, their phone will be confiscated and will only be released to a parent or guardian. Please see our District's policy regarding cell phones. Smart Watches are treated the same as a cell phone.

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### **Dress Code**

It is expected that all students will follow the district dress code and come appropriately dressed for school. Please see the "Dress Code and Appearance" in the Districtwide Information section of this handbook.

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### **Lost and Found**

In order to ensure that lost articles are returned to their proper owners, it is suggested that your child's name be printed on articles such as sweaters, coats, lunch pails, backpacks, etc. Articles that are found around the school will be turned into the school office and placed in the Lost and Found Bin at the school. Students may search the bin during school hours with an adult escort. Parents may request to search the bin after school hours.

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### **Volunteers and Visitors**

Skyblue Mesa values and appreciates its parent volunteers. It is required that before entering campus, all visitors and volunteers sign-in using the Raptor system in the front office. Parents may only enter campus after receiving a visitor pass. For safety reasons, the school must know who all non-employees are on the school campus.

Visitor reminders:

- All visitors are to enter the campus through the front office only unless otherwise stated.
- All parents must participate in a volunteer training and fill out a volunteer application form.
- Parents who plan to volunteer on a regular basis are required by state law to submit proof of a negative T.B. test result prior to volunteering.
- Parents who wish to attend field trips will need to become a Level II volunteer and must be live-scanned first. Parents who are interested in becoming a Level II volunteer should contact the front office for more information.

### **Raptor Visitor System**

Part of keeping students and staff safe is knowing who is in our buildings at all times, and the Raptor Visitor System allows us to do that. The Raptor system allows us to track visitors, contractors, and volunteers in our schools and provide us with a safer environment for our students and staff. When you arrive to volunteer on campus, please expect to present your personal **photo** identification to our front office staff to be scanned into the system. In subsequent visits, you will be expected to scan this ID to check in. A personal visitor sticker will print with your picture, name, date and planned location to visit. Once you have your sticker printed, you will be given access to campus. To learn more about the Raptor visitor management system, please visit the Raptor Technologies website ([www.raptortech.com](http://www.raptortech.com)).

### **Field Trips**

Throughout the year teachers may take their classes on field trips. Parents are often invited to assist with supervision if they are cleared by the district as a level 2 volunteer. All students going on a class field trip must ride to and from the event on the school bus provided by the district. Field trip transportation is typically paid for by the PTO. PTO fund-raisers provide the monies needed for our field trips.

### **Classroom Observations**

Parents are welcome to visit/observe classes at Skyblue during the school day. Observations are limited to a twenty-minute period of time. Parents

are asked to prearrange their observation with the classroom teacher to avoid any unnecessary interruptions to the instructional program. On the day of the observation, parents are to check in at the front office and then an administrator or administrator designee will join the parent for the observation time

### **Attendance**

Regular school attendance is required. When students are consistently late or absent from school, they miss valuable instruction and fall behind. School starts at 8:00 a.m. Children will be marked tardy if they are not in class by 8:00 a.m. Your child must report to the school office upon late arrival at school. Effort should be made to avoid tardiness. Tardy arrival takes away learning time for all students in the classroom, not just the student arriving late. The teacher must stop teaching to bring the tardy student up to date, collect his/her homework, change the attendance, etc. As a result, the smooth flow of the classroom is interrupted. Parents of students who are frequently tardy or absent will be required to attend a School Attendance Review Board hearing. Three tardies equal one absence.

Independent Study Contracts (ISC's) are available for extended absences of three days or more and must be arranged with the teacher a week in advance. The ISC allows students to be given attendance credit.

### **Technology**

All grade levels (UTK-6<sup>th</sup>) have a 1:1 Chromebook to student ratio. Students are expected to use all school provided technology responsibly. They will be expected to read and sign a Technology Agreement form pledging to follow our code of conduct as it pertains to technology use.

### **Objects from Home**

It is our goal that every student feels safe when coming to school, so he/she can enjoy a positive academic and social experience. It is important that students understand that bringing certain objects to school may violate school and District policy. Many students do not realize how severe the consequences can be for bringing items that do not belong at school. To prevent any students from bringing an item that does not belong at school, we

ask that parents remind their child that toys like water guns and plastic knives or dangerous objects such as utility tools, firecrackers, mail openers, and keychain pocket knives can compromise one's safety and lead to consequences including suspension and expulsion. Quite often students place objects in their pockets or backpacks intending to take them out before leaving for school. In the morning when they are preoccupied with getting ready, they tend to forget and end up bringing the object. It is a good idea to check your child's backpack or pockets before coming to school. Personal belongings such as handheld video games, portable electronics, trading cards, roller blades, skateboards, etc. may not be brought to school.

### **Celebrations**

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Celebrations District policy allows for two classroom parties per school year, which traditionally take place before winter vacation, and during the last week of school. Food provided by parents for these celebrations must be commercially-prepared and delivered in the original sealed package. Homemade foods cannot be distributed to students. For student birthdays, we ask our parent community to respect our goal of meeting the needs of every child by celebrating birthdays and other special days at home, rather than in the classroom. Parents are requested not to send in food treats for the class. Invitations for student parties may only be passed out if all students in the class are invited. Thank you for respecting this school policy.