

# Mountainview

Parent & Student Handbook  
2025- 2026



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.

**Completion of your child's online registration acknowledges that you have received this notice.**



# Saugus Union School District

Excellence in Elementary Education

## *Board of Trustees*

Patti Garibay                      President, (Trustee Area 1)

Anna Griese                        Clerk, (Trustee Area 2)

Katherine Cooper                Member, (Trustee Area 3)

Christopher Trunkey              Member, (Trustee Area 5)

Matthew Watson                  Member, (Trustee Area 4)

### **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.

It is an honor to welcome you to Mountainview Elementary School. We look forward to partnering with our families for the 2025-2026 school year. Mountainview continues to be an award-winning school because of the dedication and collaboration of our staff, families, and community. Together we are committed to the educational, social, emotional and physical needs of all children who enter our campus.

The Parent/Student Handbook has been designed to serve as a source of information between the Saugus Union School District, Mountainview School, and our families. We hope it will assist you in becoming familiar with our programs, policies, and procedures.

Please remember that our doors are always open and that we are committed to supporting the success of all students. Thank you for your continued support! We look forward to a wonderful school year.

Sincerely,

Amy King, Principal

David Stepner, Assistant Principal

### **Mountainview's Mission:**

*"The Mountainview Staff, together with parents and the community, is dedicated to teaching each child the elementary standards and developing their character and creativity in a safe environment building the foundation to become successful, contributing members of our school and community."*

### **Mountainview's Values:**

*Integrity - Commitment - Compassion - Learning - Creativity - Innovation*

### **Mountainview's Vision:**

*Developing the hearts and minds of every child*

## **DISCIPLINE**

---

### **THE MOUNTAINVIEW PLEDGE**

*I am a Mountainview Mountain Lion.*

*I show respect for each person by using kind words and kind actions.*

*I show responsibility by taking care of my campus and doing my school work in the best way I can.*

*I am proud to be a Mountainview Mountain Lion.*

The Discipline philosophy of our school is based on the Mountainview pledge and Positive Behavior Interventions and Supports (PBIS). It assumes that each child:

- can speak and act respectfully
- can control and be accountable for his/her own behavior
- can make choices within an acceptable range
- and not infringing on the rights of others
- can be responsible for what happens as a result of choices made.

We ask students to follow these steps when someone is bothering them:

1. Ask the person to stop. If that doesn't work,
2. Walk away. If the person continues to bother you,
3. Report the incident to an adult

When playing a game, the best way to solve a problem with another student is:

1. Talk about the problem and see if you can come to an agreement
2. Use "Rock, Paper, Scissors"
3. If the other person does not abide by the Rock, Paper, Scissors result, report the incident to the nearest adult
4. Any time a student is injured, whether accidentally or on purpose, we ask the student to come to the office to report it.

Behavior expectations, which support the Mountainview Pledge, are clearly communicated to our students. Consequences for student misconduct are viewed as learning experiences, which focus on giving them the tools to change their behavior to become respectful and responsible. Teachers and administrators work with students regarding behavior difficulties and contact parents as appropriate. Parents are expected to act as partners in correcting behavior at school. Consequences for misconduct vary according to severity of offense and disciplinary action may include suspension or expulsion. All discipline and consequences are handled confidentially so as not to humiliate the child in front of his or her peers.

Administrators and teachers review school rules and behavior expectations at the beginning and throughout the school year as the need arises. Staff teaches and reviews

PBIS practices with P.R.I.D.E. (**P** Practice responsibility **R** Respect self and others **I** Include everyone **D** Do your best **E** Encourage kindness). The staff sees value in teaching students to take responsibility for resolving personal conflicts, which may lead to misconduct, and teachers actively address this issue as part of the classroom curriculum. Teachers also include Social Emotional Learning (SEL) lessons throughout the school year to help students understand their emotions and their effect on others. Parents and students are asked to read and commit to the discipline policy of the school and each classroom.

## **AWARDS**

---

Positive recognition of personal growth at school is emphasized. Staff members regularly reinforce accomplishments. Regularly scheduled awards presentations are held throughout the year honoring students for their academic achievement, effort and/or personal growth. Parents are encouraged to attend these assemblies to celebrate their child's success with us if allowable.

## **SAFETY**

---

### *Visiting Campus*

When visiting Mountainview you will need to gain access to the front office by pushing the "doorbell" located on the panel installed just to the right side of the front office door. This will activate a video monitor/speaker that is located on the desks of our office staff. An office staff member will check the video monitor and respond regarding access. Please understand that we may not always recognize you on the monitor, so please do not be offended if we ask for ID. When access is granted, you will hear a click that unlocks the front door for entering. Please realize that our office staff are constantly attending to students and answering phones so it may take a moment or two to answer the bell. Please be patient. Please also allow extra time if you are picking up a student from school before the end of the day, especially if near a dismissal time. This added security measure will add a little extra time to your check out process.

### *Visiting/Volunteering in Classrooms*

Volunteers will need to preregister online with our Raptor System, which will require specific documents based on type of volunteer. Feel free to contact the front office with questions. When you arrive to volunteer on campus, please expect to present your personal identification to our front office staff to be scanned into the Raptor system on your first visit. In subsequent visits, you will be expected to scan this ID to check in and out.

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. It is expected that volunteering has been pre-arranged with the teacher before arrival.

### ***Walking To and From School***

As a neighborhood school, many of our students are able to walk to and from school. Students are encouraged to walk in pairs or groups to school. They are to go directly to and from school with no stops along the way. We expect our students to be respectful and responsible all the way to and from school.

Students need to cross in the crosswalks ONLY. A crossing guard is provided at Cypress and Garnet Canyon. There is an additional crosswalk by the park. Students may begin to enter campus when the gates open at 7:45 am: prior to this time, there is no supervision and it is not safe. Supervision is also NOT provided for after-hours play on the playground. Students are to exit the school campus at dismissal.

### ***Front Circle Safety***

*Between the following times:* 7:30-8:15; 12:15-12:45; and 2:15-2:45 the only vehicles that may enter the Front Circle are childcare vans, buses, cars with ADA placards, cars with front circle passes, and emergency vehicles. This is NOT a regular pick-up zone or valet.

### ***Student Drop Off and Pick Up Zones***

We have two main areas that are designated for student drop off and one for pick up: For morning drop-off, the main parking lot on Garnet Canyon and the top of Cypress by the Fire Lane gate down almost to the bridge are available. Both of these areas are single lane drop off zones where the driver is **to remain in the vehicle at all times**. Students should be ready with backpacks and lunches to get out of the car quickly **on the sidewalk side** as soon as the car stops at the sidewalk. Parents **MAY NOT** exit the vehicle to let children out on the street side or parking lot side of the vehicle. If a student cannot exit independently from the curb side, please be sure to park out on the street and walk your child to a campus gate.

At dismissal time, the front gate and K-yard gate are available for TK and Kindergarten dismissal, buses, childcare vans, and those with front circle passes only. TK students will exit from the Kindergarten yard ramp and Kindergarten students will exit from the front gate. Students in grades 1-6 will exit through our MPR gate and gates adjacent to our E-Pod building. **The parking lot is closed to vehicles during our dismissal times for the safety of the students.** Parking lot gates will be closed at 1:45 daily through dismissal time. Parents may select to meet their child(ren) at an agreed upon location or parents may park

and wait near the student exit gates. We ask that parents wait out on the sidewalk and not crowd the gates so that students can exit easily and locate parents.

In order to promote safety and efficiency: On Cypress, please move as far forward as possible to drop off your student(s). In the main parking lot, please have your child(ren) remain inside your vehicle until you reach the designated drop-off zone from in front of the MPR to the end of the curb in front of the E-Pod building. Please DO NOT double-park anywhere at any point during arrival and/or dismissal as this is a safety hazard for our children. Children **MAY NOT** be dropped off anywhere else within the parking lot. As well, do not park in staff/teacher parking spaces to drop off or pick up students; the parking lot is designated for staff only.

TK and Kindergarten parents are recommended to find a parking spot out on the street and walk children to the ramp of the kindergarten playground or to use the Cypress gate drop off area. Parents are required to drop children at the bottom of the ramp. Parents should exit the drop off area once students enter the gates and no parents should be on the ramp or on the yard. This is for the safety of all children entering school in the morning.

## **DISASTER PREPAREDNESS**

---

In the event of a disaster, it is the policy of our school district to hold children at school until clearance is given by the Civil Defense. Children will only be released to their parents or to a responsible adult listed on the electronic disaster form, upon showing valid identification, such as a driver's license. The form is completed online at the beginning of the school year as a part of the registration process annually.

Emergency supplies, water, food, and first aid/rescue equipment are kept on site and provided for the students and staff. Regular drills for evacuation and protective drop procedures assist students in becoming prepared and are reviewed regularly by staff.

## **ATTENDANCE/ABSENCES**

---

Children need to be at school, on time, unless they are ill. Three unexcused absences or tardies will begin the process of a conference with parents and/or a referral to the School Attendance Review Board.

If your child is going to be absent from school, please email [mvattendance@saugusUSD.org](mailto:mvattendance@saugusUSD.org) or leave a voicemail message at 661-294-5325 and provide the following information: your name, your child's name, your child's teacher, the date of absence, the reason for absence (be specific).

The school's email and phone line are available anytime day

or night; you do not have to wait for the school office to open.

If the student is returning from a diagnosed case of strep throat, an unknown rash, pink eye, conjunctivitis, or other communicable diseases, or is returning from a hospital stay, the office **must have** a written note from the doctor allowing the child to return to school.

General education students are expected to be in line by the 8:10 am bell and in class by the 8:15 am tardy bell, at which time the gates will be closed and locked. Please understand that students arriving after 8:10 may still be marked tardy even if they enter before gates are locked. Special education students in the Special Day Program are expected to be in the gate by the 7:55 bell and in class by the 8:00 tardy bell.

### **Tardies**

After 8:00 am, all parents of students enrolled in the Special Day Program need to report to the office with their child to sign them in. After 8:15 am, all parents of general education students need to report to the office with their child to sign them in. **ALL gates will be closed and locked at 8:15**, so students will need to be brought to the front office at that time.

### **Check out**

If you need to check your child out of school during the school day (i.e. illness, family emergency, etc.), you must do so at the school office. Students missing more than 30 minutes at any time during the school day for an unexcused reason will result in the student being marked tardy, as they are missing instruction time. Please do your best to schedule appointments after school or as close to the end of the day as possible to minimize the loss of instruction time for your child(ren).

### **INDEPENDENT STUDY CONTRACTS**

---

If your child will be away from school for one or more days, you may request and complete an Independent Study Contract so that your child remains up to date with classroom studies and is not counted absent. The teacher will provide the regular daily number of hours of school work for your child that will closely mirror what occurs in class during the time your child will be out of school. All assignments must be completed accurately and returned on the day your child returns to school in order for your child to receive attendance credit. We encourage families to take advantage of this opportunity and to complete the assignments in a timely manner so that your child can remain current with the class. Independent Study Contracts must be requested a full week before they begin in order for the teacher to gather and organize the assignments. If a contract is not created and students complete work from the teacher, attendance credit cannot be credited to the student. Please contact the office as soon as you are aware

of the need for your child to miss one or more days of school. Please try your best to schedule time away during Fall Break, Thanksgiving Week, Winter Break, Spring Break, or one of the many other holiday weekends when school is closed to minimize the loss of instruction time for your child(ren).

### **LUNCHES AND SNACKS**

---

Students may bring their own lunch and snacks from home. Breakfast and lunch will be provided free of charge to students enrolled in SUSD for the 2025-2026 school year through our SCV School Food Agency. The monthly menu may be viewed online at [www.scvschoolnutrition.org](http://www.scvschoolnutrition.org). Please note that glass containers may not be brought to school. If items are brought to school after students are in class, they will be collected in the office and students will pick them up on their way out to lunch so as not to interrupt instruction. Please do your best to have students arrive at school with their lunch or plan to get lunch from the kitchen so they feel confident and secure in their lunch plan daily.

### **EXTENDED DAY CARE**

---

On-site after school care is provided by qualified staff after school dismissal until 6:00 p.m. for school-aged children. This is a fee for service program, and your child must be pre-registered. Visit [saugusd.ce.eleyo.com](http://saugusd.ce.eleyo.com) for more information.

### **LOST AND FOUND**

---

Each year many hundreds of dollars' worth of children's clothing is left behind on campus. Much of this could be alleviated by having your child's clothing properly marked with a last name. We always make an effort to return items that are marked with a name. If your child is missing any item(s), please check our Lost and Found

### **GETTING THINGS TO YOUR CHILD DURING THE DAY**

---

If you need to get something to your child during the day, please drop it off at the office, and we will see that it gets to your child. We avoid disturbing classes during instructional time except when it is completely unavoidable.

### **PTA**

---

The Parent Teacher Association's purpose is to support school programs and provide another avenue of home-school communication. The monthly meetings are open to community members, and all parents are urged to become involved in this organization.

Our weekly Mountainview Times bulletin contains PTA information and events.

### **PHYSICAL EDUCATION**

---

Our P.E. program enhances our academic program. All children are expected to participate fully. Excuses from physical education because of minor illness or injury are obtained by written request from the parent. If a P.E. excuse is expected to cover a period of more than three days, documentation from a physician is required.

### **RESPONSIBILITY FOR SCHOOL PROPERTY**

---

Parents are held liable for their child(ren)'s damage to school property, including books and technology.

### **BIKES/SCOOTERS**

---

Third through sixth grade students may ride their bikes/scooters to school if they follow necessary safety rules and expectations. Each bike/scooter must have a chain and lock and is to be locked in the bike rack. Locks may not be shared with others. Bikes and scooters must be walked while on school property, including the sidewalks of our parking lot. They should also be walked on any public sidewalk when there are large crowds at dismissal time to avoid injury of the walker or the rider. ***Bikes/Scooters MAY NOT be ridden through the parking lot or front circle at any time!*** They MUST be walked to cross the street in crosswalks. **Helmets are required by law.** Parents will be called to pick up bikes/scooters of students not wearing helmets or for repeated violation of bike safety rules. This would result in loss of the bike/scooter privilege.

### **ADMINISTRATOR CONTACT**

---

The Principal and Assistant Principal may be contacted through ParentSquare, a note, telephone call, or drop-in. Please realize that drop-ins will be accommodated based on administrator availability. Conferences are to be scheduled in advance with the Office Manager. To assist in making best use of time, please let the Office Manager know the nature of the appointment so that she can schedule enough time and have all necessary information on hand at the time of the meeting. The administrators make every effort to return calls and respond to notes within 24 hours of when they are received. You are also welcome to email us at: [aking@saugusd.org](mailto:aking@saugusd.org) or [dstepner@saugusd.org](mailto:dstepner@saugusd.org).

### **TEACHER CONTACT**

---

Teachers are available for parent conferences which can be arranged by contacting the teacher directly by phone, note, or ParentSquare message. Drop-in conferences or conferencing at car pick up areas are not allowable as teachers have other scheduled meetings, planning, and conferences outside of the teaching day. Teachers are not available for conferences during instructional hours as this time is designated for classroom teaching. They may meet with you before or after school based on pre-arranged meeting requests. Every effort is made to return calls or

ParentSquare messages within 24 hours.

### **WEEKLY BULLETIN**

---

A "Mountainview Times" bulletin is sent home via ParentSquare weekly. You have options as to how you receive these messages when you set up your ParentSquare account. This bulletin includes a message from the principal or assistant principal, dates to remember, as well as information about school, district and PTA activities and events. Paper copies are available by request. Any articles, flyers, notices, etc. MUST receive administrative or district office approval prior to being distributed to students.

### **STUDENT USE OF THE PHONE**

---

Students may not use cell phones on campus for any reason. Please see the SUSD District policy on cell phones for more information. Students may use the office or classroom phones to contact parents with permission from a staff member. If you need to get a message to your child during the day because your plans have changed unexpectedly, we will be happy to relay that message to your child. Play date arrangements cannot be made through phone calls home during the school day. Please do your best to arrange and communicate any afterschool plans prior to the school day so that your child feels confident in their dismissal expectations.

### **STUDENT VOLUNTEERISM**

---

Typically, Mountainview students are provided with multiple opportunities to volunteer and give back to the school. Students in Grades 3-6 may sign up for a variety of service opportunities. These opportunities help build relationships with students across grade levels which build an even stronger sense of school belonging and community, both on campus and out in the greater community. Please join us in encouraging our students to find areas to volunteer service either at school or out in the community.