

2017-2018 Parent-Student Handbook



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favor consulte la oficina.

Mesa Grande Elementary

MISSION STATEMENT

Learning for all through critical thinking, collaboration, communication, and creativity.

VISION STATEMENT

In order to achieve this mission, we are dedicated to an environment focused on Science, Technology, Engineering, and Math (STEM). Through the incorporation of STEM and the 4Cs, our students develop 21st Century skills and become college and career ready.

We are devoted to engaging our students' interest where research has determined a community need. According to Inland Empire's Healthcare sector projections, there will be an "increase of 16,000 jobs in the next five years" within the medical arena.

Through Mesa's Health and Medicine Lab, we provide greater opportunities for project-based learning, education based on real-life relevance, and real-life application in areas valued by professional working in the fields of health and medicine.

Given the needs of our community, we are committed to providing curriculum, lessons, and equipment designed to engage and inform students about careers in the fields of health and medicine.

General Information

Office Hours	7:30 a.m. to 3:15 p.m.
Student Hours	<u>Kindergarten:</u> M, T, Th, F: 8:20 a.m. to 11:56 a.m. Wednesdays: 8:20 a.m. to 10:59 a.m. <u>Extended Day Kindergarten:</u> M, T, Th, F: 8:20 a.m. to 12:56 p.m. Wednesdays: 8:20 a.m. to 11:59 a.m. <u>1st, 2nd, 3rd, 4th, 5th, & 6th Grades:</u> M, T, Th, F: 8:20 a.m. to 2:37 p.m. Wednesdays: 8:20 a.m. to 1:41 p.m.
Address	9172 3rd Avenue Hesperia, CA 92345
Telephone Number	760-244-3709
Fax Number	760-244-5259
School Website	www.mesagrandeelementary.org
Mascot	Mustang
School Colors	Navy Blue, White, and Grey

Administration

Principal	Tom Kirk
Assistant Principal	Carrie Lewis
Administrative Secretary	Brenda Mierish

Office

School Secretary	Shelly Kroeger
Attendance Specialist	Orlenda Aguayo
Health Technician	Special Black



Office Hours and Messages

The Mesa Grande Elementary office is open Monday through Friday from 7:30 a.m. to 3:15 p.m. The office staff is prepared to assist you with your questions and concerns during these hours. The office staff is able to handle most requests themselves and can refer you to the teaching staff or administrator if needed.

Attendance

Regular school attendance is expected and required for an effective learning program and school success. All absences and tardies may be reviewed by the School Attendance Review Board (SARB). It is essential that your child is present every day of the school year to in order to receive the maximum benefits of the educational program we offer at Mesa Grande.

Absences

Please call the school office at (760) 244-3709 before 11:00 AM the day your child is absent. If unable to do so, a call anytime between 7:30 a.m. and 3:15 p.m. would also be appreciated. If unable to call, please send a note signed by the parent/guardian stating the date and reason for the absence on the first day the student returns to school. More than three unexcused absences is considered truant.

Tardies

Responsible behavior includes being on time and ready to enter the classroom at 8:20 a.m. All students arriving late must check in at the office before going to class. Repeated tardies, no matter how small, will affect consideration for a medal.

Attendance Incentives

These incentives are developed to encourage student attendance. There are both classroom and individual rewards that will be given such as movies and a treat and extra social time. Individual rewards will be given each semester to students who have perfect attendance for the first semester and one for the entire school year.

Arrival Time

Students may not enter the school campus before 7:45 a.m. There is no supervision on campus before this time. Instruction begins at 8:20 a.m. for all grades. Please be very careful when dropping off your students in the morning. Student safety is a great concern. Be aware of those around you and watch for others in the crosswalk.

Collaborative Wednesdays

Every Wednesday, school dismisses approximately one hour early. This is to provide time for our teachers and other staff members to work together to help increase the overall effectiveness of our educational programs. Please remember that this occurs **EVERY Wednesday**, and that dismissal is almost **one hour earlier**.

Early Sign Out

All students leaving school during the school day for any reason must be signed out in the office by an adult listed on the emergency card. PLEASE BE READY TO SHOW IDENTIFICATION UPON SIGNING OUT YOUR STUDENT. Students returning to school later the same day must check back in the office before returning to class. If you are planning to sign your student out, you must do so by 2:15 pm. **The office will not call students out of class any later than 2:15p.m. (1:15 p.m. on Wednesdays)**

Visitors and Volunteers

All visitors and volunteers must sign in at the office before entering campus. For safety purposes no one may be on campus without a visitor's pass. Volunteers must apply in the office annually and must log in and out of the office daily. There are many ways to assist in your child's educational program. Ask your child's teacher about helping in the classroom or at home. Uninterrupted learning time is valued in our school; therefore, we ask that you leave other children at home when you volunteer.

Dismissal

To ensure student safety at dismissal time, staff members will supervise students to the designated dismissal areas. The bus lane gate will be used for bus riders. Once a student has boarded the bus he/she will not be removed until they reach their stop. A note from a parent/guardian is REQUIRED if there is to be any

change in the normal pickup schedule. A phone call will not be sufficient. Pickups will be released at the yellow gate (3rd and Olive) for guardians walking up to the gate; green gate (Olive Street) for all guardians who will be driving up for grades 1-6, and blue gate (parking lot) will be for kindergarten pick-up. Students who walk home will be crossed at the corner of 3rd and Olive (this release is only for students walking home).

Independent Study Contracts

On those occasions when a family emergency or vacation occurs during the regular school session, parents should request an Independent Study Contract (ISC) for those days so that attendance credit is earned. Prior notice is necessary and your child must be gone for at least 5 school days. Please contact the school attendance specialist before the absence so that the study packet can be prepared for you.

Transportation

Bike Riders

All bike riders must have a lock for their bike and wear a helmet which is required by law. Traffic safety and respect for private property are to be observed at all times while riding to and from school. For student safety, it is recommended that bike riders live within one mile of the school. Bike riders must have parent permission. Bike privileges will be lost for the remainder of the year after three violations. Bikes are to be taken directly to the bike area each morning and locked. Upon arriving on school grounds, the bike rider must walk the bike to the bike area. The school is not responsible for stolen or vandalized bikes, scooters, etc. Bike riders ride at their own risk. Students are recommended to review bike safety rules with their parents/guardians and take a bike safety quiz before being allowed to ride their bike to school. **NO SKATEBOARDS ARE ALLOWED ON THE SCHOOL GROUNDS AT ANY TIME INCLUDING WEEKENDS.**



Bus Riders

Students who ride a bus are to use the same bus stop each day. If a temporary or permanent change of bus stop is necessary, the parent/guardian must send a note to the office so that records can be changed and a bus pass can be issued for the teacher and driver. If your bus pass is lost you may be charged for a replacement. Bus riding is a privilege, not a right, and misconduct can affect the safety of all children. Kindergarten students will be returned to the school site if there is no one to meet them at the bus stop. When you have a question or concern, please call transportation at (760) 244-4022. They will do their best to address your concerns and answer your questions.

Parent Transportation

All traffic safety laws are in effect for a school zone. Parent cooperation is expected by picking up your child while following safety procedures. Parents **MUST** send a note when their child is being picked up by someone other than their normal pick up person.

Walkers

Determine the safest route between your home and the school, using crosswalks. Establish time limits for a direct walk to and from school. Parents/Guardians must send a note to the office if their child is to walk to a different location. For safety reasons, check with your child often to be sure that your child is traveling directly home or to school. Remind your child never to talk to or accept rides from strangers, and encourage your child to tell you if anything happens on the way to or from school that makes him/her uncomfortable.

Phone Messages

For the protection of our students and at the advice of the Police Department, phone messages are not acceptable for making a change in how a student gets home from school. The only way for a student to be dismissed other than what is originally agreed upon is by written request or by the parent/guardian coming to school in person. In order to avoid classroom and office interruptions, students may use the phone only in an emergency. We ask that messages from home be kept to an absolute minimum, and limited to true emergencies.



Electronic Signaling Devices and Cell Phones

Cell Phones and Electronic Devices are not to be used during school hours. The first time a student is caught using a cell phone, the cellphone will be held in the office until the end of the day. On the second offense, the phone will be confiscated and held in the office until a parent can pick it up.

DISTRICT CELL PHONE POLICY

Except for prior consent for health reasons, the following policy will be strictly enforced:

- **All electronic devices that are powered off may be in possession of students. These devices must remain powered off and stored out of sight while on the bus, or on campus during the school day. If seen by school or bus personnel, the device will be confiscated and return to parents on the first offense. Subsequent violations of district or school rules and regulations may be subject to discipline, including, but not limited to, suspension, expulsion, or transfer to an alternative program in accordance with Board Policy and Administrative regulation.**
- **Permissible uses for cell phone are limited to:**
 - **Life threatening emergency situations anytime**
 - **On campus before and after the official school day**
 - **At the conclusion of field trips after return to campus if after the school day**
 - **At sporting or other events on campus after the school day**
 - **Anytime with the specific limited permission and supervision of a site administrator or classroom teacher who is utilizing the device to teach their designated curriculum content area.**

Chromebooks, Textbooks, Library Books, and Personal Property

The School District and Mesa Grande Elementary are not responsible for stolen or lost items. Personal items, such as toys, trading cards, electronic gaming devices, CD players, mp3 players, and cameras are NOT ALLOWED on campus. Students are responsible for textbooks, library books and chromebooks issued to them during the school year. All lost or damaged books/chromebooks must be paid for by the parent/guardian.

Student Information

Emergency Cards

Each student is given a new emergency card every year so that parents can provide the school with current information regarding address, home, work, and emergency phone numbers. Cell phone numbers are encouraged. The emergency numbers should be relatives or friends nearby who can care for your child in the event that a parent cannot be reached. Persons listed from "down the hill" may not be your best choice in the case certain emergencies such as natural disasters. Students will be released ONLY to persons named on the emergency card. In case of an emergency, students will remain at school until an authorized person arrives. Any changes of address, phone number, etc. must be made in the office as soon as possible. Every year we have an incident where it is urgent that we contact a parent and we find there are no working numbers on the card. Please make sure your card is updated often.

Divorce/Child Custody

If your student has special or unique custody or visitation arrangements, it is most important that you bring this to the attention of the office staff. A copy of the "Order to Show Cause" document of final divorce papers should be given to the office. California State Law allows both natural parents of a child to pick up that child from school unless court documents state otherwise. Please understand that without specific court documents to the contrary, the non-custodial parent MAY sign out and remove the child from school.

Medication and Insurance



If your student has a medical condition that requires medication, please inform the school. If at all possible, medications should be given at home. STUDENTS MAY NOT CARRY ANY MEDICATION TO SCHOOL. This includes over the counter medications as well as cough drops. The office cannot give any medication to a student without a form filled out by the parent/guardian and the physician. This form is available in the office. Also be advised that the school DOES NOT provide medical insurance coverage for school accidents. This means that parents are responsible for medical bills if your student gets hurt at school. Low-cost insurance is available through the Healthy Families Program. Call the office for further information.

Immunizations

Please be aware that 6th grade students must be immunized for Hepatitis B and Tdap before entering Junior High/Middle School. The Hepatitis B series involves three shots, and the entire process takes about 6 months.

School Rules

No weapons of any type are allowed on campus at any time or while going to and from school.

No alcohol, tobacco, or any controlled substances are allowed on campus at any time or while going to and from school.

All members of the Mesa Grande community are expected to ***Live a Mustang Life***. They are to **"Be Safe, Respectful, and Responsible"** at all times.

Being safe includes:

- Following directions at all times
- Using equipment, materials, and facilities properly
- Staying in assigned areas at all times

Being respectful includes:

- Keeping hands, feet, and objects to yourself
- Using positive language and working to solve problems peacefully
- Using quiet voices at all times

Being responsible includes:

- Being in control of your actions
- Cleaning up your own materials and helping keep the campus clean and safe
- Coming to school on time and prepared to learn

Mustang "Semester Classic" Medals & Celebrations

This program is designed to promote academic success and enforce school rules. This program will be held semesterly. In order for students to earn Mustang Medals, he or she must:

- Have no more than 5 attendance entries of any kind including absences, tardies, or early outs.
- Have no referrals to the office which result in detention or further action.
- Have no more than 5 minor referrals written by the classroom teacher.
- Have turned in 90 percent of their work.

Displays of Affection

Public displays of affection are inappropriate both on campus and during school sponsored activities. This kind of behavior will not be tolerated and may be grounds for suspension.

Discipline Plan

Mesa Grande takes high priority in maintain a safe and effective learning environment; all staff at Mesa Grande Elementary will utilize a progressive discipline plan. ***Students need to ensure that they are being Safe, Respectful and Responsible at all times.*** When students choose not to follow the school rules a consequence will be given. When a student chooses not to follow our school or classroom rules, one or more of the following consequences will occur:

- Warning and clarification of expectations
- Conference with students
- Time-outs
- Loss of privilege time
- Home contact (notes/phone calls/conferences)
- Referral to principal/assistant principal
- In-school suspension
- Suspension
- Recommendation for expulsion
- In extreme situations students will receive an in-house suspension, out of school suspension or possible expulsion without prior consequences.
- Law enforcement may be contacted depending upon the severity of the incident.
- Other consequences may be issued as deemed appropriate.

Nutrition

Breakfast Program

Breakfast is served each morning at 7:45 a.m. These meals are free to all students who attend Mesa Grande Elementary. Please make sure students arrive on time so they will have the opportunity to eat breakfast.

Lunch Program

Students may bring their lunch from home or receive lunch from the cafeteria. All students will be assigned a lunch number to enter into the cafeteria's computer system, which keeps track of each student's account. No cost lunches are available for all Mesa Grande students.

Student Achievement

District Promotion Policy

All students must meet State and District proficiency standards each year in order to be promoted to the next grade. Your child's teacher will explain the standards to you and tell you when your child is performing below the expected levels in reading, language, and math. Together, we will develop a remediation plan to help your child reach the standards. Strategies may include after school tutoring. It is the policy of this District that we honor only 2 graduations; High School and College. We therefore, will not have promotion ceremonies. We ask that you celebrate with your family outside of school.

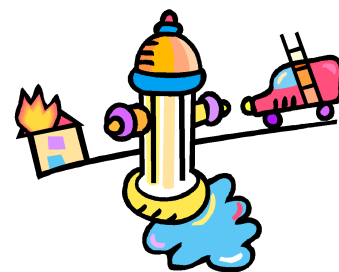
Report Cards and Parent-Teacher Conferences



Report cards are prepared two times per year and sent home with the child unless otherwise specified. If you do not want your child's report card sent home with them, please stop by the school's front office to make arrangements to have them mailed home or picked up. In addition, teachers may meet with parents periodically to discuss student progress. It is our intent to schedule a formal conference with each parent/guardian once a year. These conferences can prove very valuable in helping us work with your child and in providing you with information concerning his/her school progress. Please make every effort to attend these conferences. Due to staff committee meetings and classroom preparation, it is recommended that conferences be scheduled in advance. Teachers are not able to meet with parent/guardians during teaching hours.

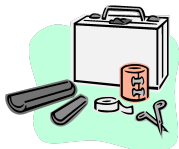
Disaster Preparedness

The staff of Mesa Grande Elementary works throughout the year preparing themselves and the students to be ready in the event of an earthquake or other emergency. Fire, earthquake, and lockdown drills are scheduled throughout the year to practice procedures. These practices are required by California Education Code and it is imperative that students and staff take them very seriously. We update water, and first aid supplies periodically. Parents are kept informed of specifics through social media and PTSC meetings. Please be sure to let the office know whenever there is a change in your home, work, and/or emergency phone numbers.



Some suggestions for home safety are:

- Prepare your family for an earthquake or other emergency by talking about what to do, what not to do, who to call if possible and where to meet in an emergency situation.



- Prepare an "Earthquake Kit" for your family. The Red Cross can help you obtain more information.

STUDENT DRESS CODE

Students should be dressed and groomed in a manner which will not interfere with or detract from the academic process nor create a health or safety risk for any student. Students must observe the District's K-12 Dress Code Policy which **prohibits** the following unacceptable dress:

- Clothing, jewelry, and personal items that a student has including notebooks, folders, book covers, magazines, drawings, pictures, fanny packs, gym bags, water bottles, backpacks, or any other item that disrupts the instructional process
- Hats other than unaltered school approved hats, properly worn (outside) and facing forward
- Oversized clothing such as shorts, pants, coats, etc. Pants or shorts must fit at the waist
- Items that promote hate, intolerance or violence
- Unsafe jewelry and accessories, including wallet chains and belts hanging from the waist
- Visible undergarments
- Clothing with profanity, that is too tight, revealing or sexually provocative or wording of a sexual/inappropriate nature, including Player 69 and Skin Industry clothing which portrays the female silhouette.
- Clothing with pictures, insignia or brand names for controlled substances, tobacco or alcohol
- Bandannas
- Unsafe footwear including flip flops or slippers. Additional footwear requirements may be imposed on students in specific classes such as: physical education, science and shop.
- Raiders and Kings clothing, "LA" and "Skin" labels, and any additional articles of clothing or accessories identified by the HUSD School Police Department as being gang or hate group related will be forbidden on campus or any other school function or activity including sporting events.

*** Interpretation of dress that is inappropriate and distracting is left to the discretion of the school administration**

When students violate the dress code, a parent will be contacted and may be asked to bring appropriate clothing to school. If we are unable to reach a parent, the student will be loaned a suitable garment or be asked to turn the article of clothing inside out for the day (if appropriate) and the student will take a note of explanation home to the parent. Thank you for your support in following our dress code and for helping us provide a suitable learning environment.

Dress and Grooming

AR 5132 (a)

Local law enforcement officials indicate that certain types of dress **and colors** contribute to gang association and violence. Students wearing gang attire become targets for violence even though they are not gang members. In addition, the baggy, oversized clothing now identified as gang related, presents a safety hazard since it allows students to more readily conceal dangerous objects such as knives, and other weapons or providing hiding places for drugs and drug paraphernalia. Accordingly, the following types of clothing have been identified as unacceptable dress:

- ***Clothing, jewelry and personal items that a student has including notebooks, folders, book covers, magazines, drawings, pictures, gym bags, water bottles, backpacks, or any other item that disrupts the instructional process***
- Hats other than unaltered school approved hats worn properly
- Oversized clothing such as shorts, pants, coats, etc. Pants must fit at the waist
- Items that promote hate, intolerance or violence
- Unsafe jewelry and accessories including wallet chains and belts hanging from the waist
- Visible undergarments
- Clothing with profanity, too tight, revealing or sexually provocative
- Clothing with **pictures**, insignias or brand names for controlled substances, **tobacco or alcohol**
- ***Unsafe footwear including house slippers. Additional footwear requirements may be imposed on students in specific classes such as: physical education, science and shop.***
- Raiders and Kings clothing, **"LA" and "Skin" labels**, and any additional articles of clothing or accessories identified by the HUSD School Police Department as being gang or hate group related will be forbidden on campus or **any other school function or activity including sporting events**

Legal Reference:

Administrative Code, Title 5

302 Pupils to be neat and clean on entering school

Hesperia Unified School District

BP 5132

Dress and Grooming

The Governing board believes that appropriate dress and grooming contribute to a productive and safe learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing and possessions must not present a health or safety hazard or a distraction, which would interfere with the educational process.

When gangs constitute a danger to students, the Superintendent or designee may restrict student dress and grooming as necessary to comply with Board policy related to gang activity. The dress policy is applicable to all of Hesperia Unified School District's functions and activities.

Students and parents/guardians shall be informed about the school dress code at the beginning of the year and when revised. A student who violates the dress code shall be subject to appropriate disciplinary action.

Legal Reference:

Education Code

35183 School Dress codes; Uniforms

48907 Student Exercise of Free Expression

49066 Grades: Effect of Physical Education Class Apparel

Code of Regulations, Title 5

Pupils to be neat and clean on entering school

Hartzell v. Connell (198) 35 CA: 3D 899

Arcadia Unified School District v. State Department of Education
92 Daily Journal, D.A.R. 3578

Student Life

Parties

Classes may observe Christmas, Valentine's Day, and the End-of-the-Year with a class party during the last hour of the school day. Teachers will contact volunteers to arrange for needed assistance. For student safety, only "store bought" snacks are permitted.

Yearbooks

Throughout the year, the staff records special events around the school with their cameras. These photos become a part of the yearbook. The yearbook is available for purchase, so that the students can remember their days at Mesa Grande. Parents will be notified when the yearbooks are available to purchase.

Lost and Found

Students are responsible for the safe and appropriate use of their school materials. Please make sure that your child's name is on his/her jacket, backpack, and other personal items. Labeling these can make it easier to return if misplaced. Articles found on school property are usually placed in the lost and found cart located near the cafeteria. Unclaimed articles will be donated to charity at each semester break.

Student Recognition

There are many ongoing programs in the classrooms, the school, and the District to encourage student accomplishments. Positive achievement in both academics and citizenship is expected of all students. Students are encouraged to find their strengths and use these strengths to the best of their ability. Recognition occurs both spontaneously and formally- notes and phone calls home, announcements of positive behavior, perfect attendance awards, academic recognition, and special activities, among others.

Student of the Day/Month

The Mesa Grande "Student of the Day" program recognizes one student each day who has exemplified Safe, Respectful, and Responsible behavior. Each of these students participates in the morning "Pledge of Allegiance," and is recognized by their teacher for their outstanding behavior. At the end of each month, one former "Student of the Day" is selected as the Mesa Grande "Student of the Month," and is recognized by having his/her name placed on the school's marquee. The purpose of all student recognition is to reinforce positive choices and actions, build confidence and independence, and enhance self-esteem.