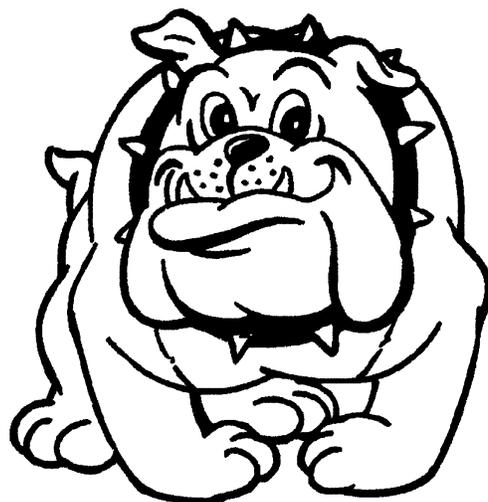


Mesa Linda
Parent/Student
Handbook
2020-2021



COVID 19 Updates: Due to the ongoing pandemic, Mesa Linda, and all Adelanto Elementary School District Schools will provide instruction only through distance learning. To meet the needs of our students the following schedule will be adapted:

2020-2021 Student Class Schedule

Distance Learning Schedule Grades 6-8		
Period	Time	Min
1.	7:40-8:10	30
2.	8:15-8:45	30
3.	8:50-9:20	30
4.	9:25-9:55	30
5.	10:00-10:30	30
6.	10:35-11:05	30
7.	11:10-11:40	30

- Seven Periods a Day, with five minute passing periods between each class
- Attendance will be taken daily, each period.

Please note that the office at Mesa Linda Middle School will remain open, by appointment only. If you or your child need assistance please call the office at 760-246-6363.

Attendance is required for students in all classes, during distance learning. Mesa Linda will still be offering students a 180 days of instruction. Attendance will be taken in two forms, in accordance with the new state guidelines.

Code	Definition	Who Uses These Codes
A	Absent	Teacher Codes
1	DL Synchronous	
2	DL Asynchronous	

If student is absent for synchronous instruction but **makes up** the time during asynchronous instruction, absent code shall be changed to “DL Asynchronous” for the day. The “make-up” window shall be determined by the teacher. To be marked “present” for synchronous learning, the student must be visible on the Zoom meeting to the teacher (i.e. in range of the camera) and participating.

Accelerated Reader

Accelerated Reader (AR) is a mandatory school wide reading program. This program assesses students’ comprehension of leveled reading books. Students are expected to reach their individual goal each semester reading AR books at their current reading level. Students may take AR tests in the library or in the classroom. Families may access AR book titles on line at www.arbookfind.com.

Attendance

Regular on-time attendance is a must for children to make academic progress. Whenever a child is absent from school, he/she not only misses’ important instructional time but also the District experiences a loss of revenue. The state acknowledges only the following as excused absences: student illness, bereavement,

student medical or dental appointment, visiting immediate military family members going to, or returning from deployment, and court appearance. ALL OTHER REASONS FOR ABSENCES ARE IN DIRECT CONFLICT WITH CALIFORNIA LAW AND ARE CONSIDERED UNEXCUSED.

If a student is going to be absent from school, a parent/guardian MUST contact the school office or email between 6:30 am and 8:00 am. The attendance line phone number is: 760-246-6363 Ext. 30100. Please state the name of the child who will be absent; the name of the person calling, as well as relationship to the child; the child's grade and the EXACT reason for the absence. Absences not cleared within 3 days of the absence will be recorded as unexcused.

Students are considered tardy if they arrive after 7:40 am. Students who arrive to school late must be either checked into the attendance office by a parent or guardian or must have a note from a doctor or dentist clearing his/her tardy. Students who are not either checked in by a parent/guardian or do not have a note will receive progressive discipline consequences (see chart below). Students whose tardies are excused will not receive consequences; however, the tardy will be recorded. Class to class tardies will result in lunch detention, after school detention or Saturday School. Tardiness is recorded on attendance documents. Students with excessive absences or tardiness may be referred to the District's School Attendance and Review Board (SARB); where a contract and/or fine may be issued.

Perfect attendance awards will be given to students who attend school every day, report to school on time and remain in school for the entire day.

Campus Cleanliness

The school is our shared environment. Keeping our campus clean is the responsibility of all students. Students must eat within designated areas and are expected to place all trash and recycling in the proper containers. Students found littering will receive a consequence.

Celebrations

Celebrations will be conducted at the discretion of the teacher, and with prior approval of no less than 48 hours. All food items brought to school for consumption by students must either be commercially prepared or prepared at the school site. Food items must meet federal requirements for healthy snacks. There will be no exceptions to this State of California legislative mandate. Please do not send balloons or other large items to school with your child; these items are distracting to the educational environment.

Cell Phones

The law states that students may have cell phones with them during the school day; however, the cell phone must be turned off when the **child enters school property and must remain off**, and in a backpack, or pocket, until the child leaves school property. A student MAY NOT check messages, take pictures, text message etc. during the school day. If a student chooses to use his/her cell phone during the day it will be taken away and will be returned to a parent/guardian only. Mesa Linda is NOT responsible for any lost cell phones and will not use instructional time to investigate any loss or allegations of theft. Students bring electronic devices at their own risk.

Change of Address or Telephone Number

If you move during the school year, please notify the office of your new address and/or phone number, including email addresses. It is crucial that the school have the most current emergency information on file. Parents may make these changes uses the parent portal through AERIES.

Communication

It is very important for parents to know what is going on at school. When talking with your child about his/her day at school, ask if any notes were sent home. Parents are expected to review the student planner on a daily basis. Parents are expected to sign and return each correspondence that requires a signature. Please check the Mesa Linda web site regularly for all updated information. Go to www.aesd.net and follow the link to the school page. School to home "all calls" will be made regularly to notify families of important school information. Parents and students can also find updates on the school's Facebook page.

Concerns

Parents/guardians facing concerns about their child should first discuss the issue with the student's teacher. If the parent/guardian remains dissatisfied with the situation he/she may request to meet with the assistant principal or assistant administrator. If at that time a resolution has not been reached he/she may put his/her complaint in writing and meet with the principal.

Discipline Policy

All students have the right to learn in a conflict-free environment. Therefore, teachers have the right to expect each child to behave appropriately. When students make inappropriate choices, any authorized adult on campus can speak to the student about the problem. Behavior problems can result in various levels of discipline as defined in our school wide Model Bulldog Behavior Plan. A summary of our school wide discipline plan will be sent home the first day of school; it is anticipated that parents/guardians will review the discipline expectations with their children. Jurisdiction for school discipline begins when a child leaves his/her home and does not end until the child returns home from school. This includes all extra-curricular and athletic events.

Serious Offenses

There are a group of behaviors, listed in Education Code 48900, which require an administrator to become involved immediately. These are serious offenses and can lead to suspension from school and, in severe cases, expulsion. They will be strictly enforced at Mesa Linda.

Causing, attempting to cause, or threatening physical injury

Possessing or furnishing a weapon (including toy weapons)

Possessing, selling, or furnishing controlled substances or paraphernalia

Selling look-a-like controlled substances

Damaging or attempting to damage school or private property

Robbery, theft, or extortion

Possession of stolen property

Hate crimes

Cyber-bullying over the internet (social networking), in text messaging, or by other electronic means

Sexual Harassment includes, but is not limited to verbal, visual, or physical conduct of a sexual nature:

1. Unwelcome leering, sexual flirtations, or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Touching an individual's body or clothes in a sexual way.
7. Cornering or blocking of normal movements.
8. Displaying sexually suggestive objects in the educational or work environment.

9. Any act or retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a harassment complaint.

Suspension: an official consequence requiring a student to remain at home for one to five school days. The student may not enter campus or participate in any school sponsored activity during this time. Parent communication is required for this consequence. It is anticipated that parents will become partners with the school in this serious consequence by pursuing home discipline during the period of the school suspension.

Expulsion: an official consequence removing the student from school or district for a given period of time, usually one semester to one year. The principal of the school can recommend an expulsion to the Board of Trustees for the most serious of offenses or when a student has reached a threshold of five suspendable offenses. Recommendation for expulsion is required by law in certain circumstances: weapons, serious school violence, harassment, or drugs. The Adelanto Elementary School District Board of Trustees is responsible for final decisions in expulsion cases.

Due Process:

The staff and administration of Mesa Linda are dedicated to fair and equal treatment for all students. A serious effort will be made to investigate claims of student misbehavior. Discipline and consequences will be consistent with law, school expectations, and age. Parents are welcome to discuss consequences and evidence of wrong-doing at any time. All concerns of this nature should be referred to the school administration.

As mandated by state confidentiality laws, information regarding a student will be discussed with and released only to the child's parent and or guardian.

Dismissal and Release of Students

Our primary concern is student safety and well-being, therefore **NO STUDENT WILL BE RELEASED TO ANY PERSON UNDER THE AGE OF 18 AND/OR NOT LISTED ON THE EMERGENCY CARD.** Office personnel reserve the right to require government issued identification in order to release a child. This policy applies to routine, as well as disaster situations.

District Disaster Policy

The Adelanto School District disaster plan outlines the procedures that will be used to protect children should a disaster take place while they are at school. In the event of a natural disaster or civil disruption, the principal shall keep students when:

1. The District Office specifically advises the principal by telephone not to release students.
2. The reports generated over the radio on the Emergency Broadcast System indicate, in the principal's analysis, that it is unsafe to release children.
3. It is apparent to an ordinary, reasonably prudent person using common sense that fallen electrical wires, uprooted trees, damaged streets, broken gas lines or water mains, or any other damage exists that would impede the ability of an average adult to safely traverse a route home, and/or when it is unsafe to leave the building.
4. See Lockdown procedures.

Students will be released only to an adult listed on the emergency card.

Early Pick-Up

If a parent/guardian must pick up his/her child early from school; please report to the office and your student will be called from class. Please do not call ahead and request that your child be waiting in the office. To maximize instructional time, Mesa Linda's policy is to call students out of class only after the parent/guardian is in the office. Except in an emergency, only students, whose parents have made prior arrangements with the office, and/or teacher, will be released from class during the last hour of the school day. Early pick-ups affect your child's attendance record and may become a variable in a referral to

SARB. Additionally, early pick up may negatively impact a student's academic development and cause an instructional disturbance to the entire class.

General School Expectations

A. School Grounds:

1. Students are not to be on the school grounds before 7:10 a.m.
2. Upon arriving at school, students are to go directly to the multipurpose room or quad.
3. Once on campus, students may not leave unless permission has been granted by the school administration or designee.
4. Students will not enter "staff only" areas (lounge, lunchroom, restrooms) without specific permission from a staff member.
5. Students must remain in designated areas during lunches; students are never permitted to loiter around classrooms. Designated areas include the cafeteria, quad, and basketball courts.
6. Running is allowed on the PE field area only. Students are expected to walk on all other areas of campus.
7. Electronic devices and valuable items (iPod, mp3 players, tablets, electronic games, etc.) are not allowed at school unless otherwise directed by a teacher. Valuable jewelry and large sums of money should not be brought to school. **There is no insurance provision for valuables that are lost at school and instructional time will not be used to investigate loss or allegations of theft.** Students bring electronic devices at their own risk.
9. Food and drinks are allowed in designated areas only. Only water is permitted in the classroom.

B. Restrooms:

1. Follow expectations in restroom.
2. Students are to assist in keeping the restrooms clean.
3. In an effort to maximize the use of instructional minutes, students will use the restroom during his/her lunch and passing periods. A student will be permitted to use the restroom during class time, on an emergency basis only. Students must have a valid restroom pass when leaving class to use the restroom. When a student leaves the classroom he/she **MUST** sign in and out on the restroom log. If there is a chronic medical issue that requires frequent use of the bathroom please notify the counselor.

C. Cafeteria or Multipurpose Room:

1. Students are to walk in an orderly fashion to the cafeteria.
2. Students will remain in the cafeteria for a minimum of 10 minutes.
3. Students will clean up their area.
4. While sitting at the lunch tables, students are permitted to speak quietly with students sitting in their immediate area.
5. Students will use reasonable table manners. They will eat only their own food.
6. Staff and administration will determine when students may leave.
7. Once students leave the cafeteria after eating, they may not return.
8. All food and drink must be consumed in the cafeteria.
9. Any student who chooses to throw food on any area of campus will receive a minimum of three days community service.
10. Students are expected to demonstrate safe and respectful behavior in line: all students involved in "cutting" will be sent to the back of the line.

Homework

Homework is an essential part of the educational program. It may consist of the completion of class work and/or special assignments appropriate to the level at which the child is working.

Teachers are expected to:

Assign homework to reinforce, extend, or enrich the educational process. Explain the homework assignment. Monitor, and/or evaluate, the completion of homework.

Parents are expected to:

Check and initial their child's Binder Reminder on a daily basis to see what homework is due. Provide a quiet place at home to do homework. Monitor the completion of homework and the return of homework to class on time.

Students are expected to:

Take homework home. Write all homework assignments in his /her planner. Complete homework to the best of his/her ability. Complete homework neatly. Return homework to class on time.

Illness and First Aid at School

When a student becomes ill or needs first aid at school, he/she is sent to the office. If the illness or injury is serious, a call is made to emergency services and then to the parents. If the condition is not serious enough for emergency services, only the parents will be contacted. All head injuries will result in an immediate call home. Please do not send your child to school if he/she is sick. **If your child has a fever of 100 degrees or higher, has diarrhea, has an open or unidentified rash, or is vomiting, please keep them at home.** State law mandates that a child must be kept home "fever free" for 24 hours. At Mesa Linda we will follow Board adopted policy and regulations to respond to emergency concerns. It is essential that emergency contacts are continuously updated and that contacts are capable of responding in the event of an emergency.

Independent Study

Occasionally situations may arise when parents must be away from home and therefore students away from school. Students can be given full credit for missed days of school as long as parents request an Independent Study packet a minimum of one week before the planned absence. Independent Study is given to students missing school for no less than five days and no longer than ten school days. Examples of reasons used for Independent Study may include family business, family emergency or bereavement. Students must return the completed Independent Study packet for full credit. Please contact our attendance clerk at 760.246.6363 for an Independent Study application.

Items Dropped Off at School

Instructional time will not be interrupted to deliver items forgotten by a student at home. Students will be notified, via teachers, and will be able to pick up items during passing periods or lunch time. Please plan ahead for homework, lunches, jackets etc.; part of a student's responsibility in school is to come fully prepared each day. Although all efforts will be made, Mesa Linda staff will not be responsible for ensuring that the student receives the item in time.

Late Pick Up

If parents/guardians are late picking up their child, the student must be signed out from the office by a person 18 years of age or older and who is listed on the child's emergency card. All late pickups are documented and become part of the reporting procedure to SARB. If parents are more than 30 minutes late without having contacted the office, the police department will be notified. Notification to the office, while appreciated, does not reverse the reporting on a student's attendance record. Our primary concern is the safety of our children. Please make certain that you have a secondary plan in case of any circumstances that would prevent you from picking up your child.

Lockdown

In the event there are circumstances that necessitate lockdown the following protocol will occur:

1. Lockdown will be announced over the P.S. system.

2. Staff and students must go to the nearest classroom.
3. Doors are locked and lights are out.
4. Students and staff must stay away from windows.
5. The office will determine when the lockdown is lifted based on police and district office direction.
6. Parents PLEASE understand no one is allowed on or off campus during a lockdown for the safety of everyone. Students will be released in an orderly fashion to an adult on the contact list.

Lost and Found

Children will be able to view lost and found articles in the Multi-Purpose Room (MPR). At the end of each quarter all unclaimed clothing and items will be donated to a local charity. Parents are welcome to check the **Lost and Found** area periodically throughout the school year.

Medications

If your child needs to take medication at school, the law requires that you have a **Physician's Recommendation for Medication** on file. **The medication must come with a prescription which includes the student's name, the type of medication, correct dosage, and the time of administration.** We do not give aspirin, cough medicine, stomach-ache remedies or any other over-the-counter medicines. By law all medication must be brought to school **by an adult** and must be kept in the school office.

MTSS

What is Multi-tiered System of Support (MTSS)?

Multi-tiered System of Support (MTSS), formerly known as RTI grew from efforts to improve identification practices in special education. Simply put, it is a process of systematically documenting the performance of students as evidence of the need for additional services after making changes in classroom instruction. MTSS promises to change the way schools support students with learning and behavior problems by systematically delivering a range of interventions based on demonstrated levels of need.

MTSS is defined as "the practice of providing high-quality instruction and interventions matched to student need, monitoring progress frequently to make decisions about changes in instruction or goals, and applying child response data to important educational decisions" (Batsche et al., 2005). Based on a problem-solving model, the MTSS approach considers environmental factors as they might apply to an individual student's difficulty, and provides services/intervention as soon as the student demonstrates a need. Focused primarily on addressing academic problems, MTSS has emerged as the new way to think about both disability identification and early intervention assistance for the "most vulnerable, academically unresponsive children" in schools and school districts (Fuchs & Deshler, 2007, p. 131, emphasis added).

Positive Behavioral Interventions and Supports (PBIS) is based on a problem-solving model and aims to prevent inappropriate behavior through teaching and reinforcing appropriate behaviors (OSEP Technical Assistance Center on Positive Behavioral Interventions & Supports, 2007). Positive Behavioral Interventions and Supports (PBIS) is a process that is consistent with the core principles of MTSS. PBIS offers a range of interventions that are systematically applied to students based on their demonstrated level of need, and addresses the role of the environment as it applies to development and improvement of behavior problems.

Both MTSS and PBIS are grounded in differentiated instruction. Each approach delimits critical factors and components to be in place at the universal (Tier 1), targeted group (Tier 2), and individual (Tier 3)

levels. Our goal is to describe the shared (identified in bold) characteristics of these approaches as a basis for highlighting how best to meet the needs of children experiencing academic and social difficulties in school.

The combination of MTSS and PBIS provides effective instructional strategies for both academic and behavior systems

Implementation Features

Grounded in the same principles as Positive Behavioral Interventions and Supports (PBIS), the core features of MTSS include:

- Expectations for high quality, research-based instruction in general education classrooms.
- Universal, classroom-based screening to identify need for additional support.
- Collaborative, team-based approach to development, implementation, and evaluation of alternative interventions.
- Increasingly intense, multi-tiered application of an array of high-quality, evidence-based instruction matched to individual needs.
- Continuous monitoring of progress to determine impact of interventions.
- Expectations for parent involvement throughout the process.

Parking Lot Rules of Safety

Your Awareness and Courtesy Keep Our Students Safe

- Load and unload students in designated areas **ONLY** - students must exit nearest the curb.
- Park in marked spaces in the parking lot - please do not move any cones as they are meant to assist with the flow of traffic.
- Do not double park or park in any loading zone.
- Never leave your car unattended in any undesignated parking area.
- Parking in the handicapped space is by special permit only.
- Do not block handicapped space while in the parking lot.
- Follow the direction of all arrows and traffic signs on the campus.
- Make a family plan to determine where you will meet your child each day.
- Be courteous and cooperative with other drivers and school staff - all requests made by the school staff are done so with students' safety in mind.
- To reduce traffic congestion, have your child/children meet you at a designated spot other than directly in front of the dismissal gate. If you live within a mile of the school, consider walking to meet your children.
- Students should not skateboard or ride their bikes in front of the school.

Student safety is of paramount importance. Those that consistently violate parking lot rules of safety will be referred to the Victorville Police.

Personal Belongings

Items of value, including, but not limited to, electronic games and devices, excess money, jewelry and makeup must be left at home. Problems often arise when articles are brought to school that are expensive or disruptive to the educational environment. Items needed for a project may be brought to school with teacher and parent permission. **Mesa Linda is not responsible for broken or stolen personal items brought to school and will not use instructional time to investigate loss or any allegations of theft.**

Promotion

A letter discussing Promotion and eighth grade end of the year activities will be sent home with every eighth grade student the first week of school. Below are the criteria that will be strictly enforced.

Promotion and Eighth Grade Activities Criteria

- A minimum of a 2.0 grade point average
- Zero suspensions from April 1, 2020 to June 3, 2020
- No more than one suspension in the second semester
- All fines and dues paid in full
- No more than 10 tardies to school in the second semester
- No class cuts

Magic Mountain Criteria

- A minimum of a 2.0 grade point average
- Zero suspensions in the second semester
- All fines and dues paid in full
- No more than 10 tardies to school in the second semester
- No class cuts
- A permission slip signed and returned on time

Report Cards

Two report cards will be sent home during the year, one at the end of each semester. If a student is performing below grade level in any academic area, a progress report will be sent home sometime between the sixth and ninth week of each quarter. The quarter grade is the student's progress report and the semester grade is the final grade.

School Hours

The school office is open Monday-Friday from 7:00 am - 3:00 pm.

School hours are as follows:

Monday, Wednesday, Thursday and Friday

7:40 - 2:01

Tuesday

7:40 - 1:16

EVERY TUESDAY IS AN EARLY OUT - PLEASE PLAN ACCORDINGLY

School Meals

All students receive breakfast and lunch at Mesa Linda.

Our menu is posted on the District website at www.aesd.net.

Social Media

While we understand the use of social media is an important part of today's society it is expected that students will use it responsibly. Federal law requires that a person must be at least thirteen years of age to possess social media accounts.

Per California Educational Code: Any inappropriate use of social media which discloses a user name or password or personal information is not permitted on an educational institution. "Social media" means an electronic service or account, or electronic content, including, but not limited to, videos or still photographs, blogs, video blogs, podcasts, instant and text messages, email, online services or accounts, or Internet Web site profiles or locations. (Ed code 99120-9122)

Jurisdiction for social media bullying and/or threats for the school site extends to non-school hours when the bullying or threats have an impact on the instructional day.

Student Dress Code

As a part of Mesa Linda's effort to maintain an environment in which all students can learn, we have instituted a dress code. The purpose of the dress code is to ensure that a student's clothing and grooming will allow the student and others to learn safely without distractions.

General Rules: The Governing Board of the Adelanto Elementary School District believes that appropriate dress and grooming contribute to a productive 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. Student's clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

1. All students are expected to comply with the District dress code.
2. Students and parents share primary responsibility for student compliance with the dress code.
3. School personnel are responsible for enforcing the dress code with ALL students.
4. A student who violates the dress code may not remain at school or at a school function unless the violation is corrected. For example, the student will be asked to:
 - a. remove the accessory; or
 - b. change into loaner clothing.

Rules of thumb about inappropriate and unacceptable clothing

Per California Educational code: Any article of clothing or accessory that illustrates, depicts, showcases, and/or promotes: alcohol, drugs, tobacco, sex or suggestion thereof, affiliation with inappropriate groups, gangs, prejudice and/or hatred toward any age, gender, ethnicity, race, religion, physical or mental disability, violence or reveals/suggests body or undergarments or presents a health/safety risk is considered inappropriate and unacceptable. Students are NOT to wear such items to school. Students will be directed to change the clothing and parents shall be contacted. A student who continues to violate these standards shall be subject to appropriate disciplinary action. School administration is the final authority in any disputes about issues of apparel. NOTE: as styles continually change, Mesa Linda Middle School administration reserves the right to add/delete items to the dress code and/or list of inappropriate and unacceptable clothing without prior notice.

Specific Rules:

1. Clothing must not display obscene or sexual content, profanity, drug, alcohol, or tobacco related content. Clothing may not be gang related. Bandana prints on clothing is not permissible. The inappropriateness will be determined by school administration.
2. Clothing must not display illustrations and/or language degrading a race, religion, or gender.
3. Clothing must not be revealing
 - a. no short shorts, shorts must be longer than a student's fingertips.
 - b. no short skirts or dresses (skirts and dresses must be no shorter than mid-thigh)
 - c. no low-cut tops
 - d. no short tops; midriff must be covered when arms are raised overhead
 - e. no halter tops, tube tops, strapless, or backless tops, no spaghetti strap tops
 - f. tank-style tops are allowed; strap must measure two inches wide and arm holes must not reveal any body parts
 - g. no undergarments may show
 - h. no see-through clothing
 - i. no excessively tight clothing
 - j. ensure that the waist of the pants is high enough to cover all undergarments when seated.
 - k. if wearing shorts, socks may not be pulled up past mid-calf
4. Clothing must not be baggy.
 - a. pants and shorts must be worn at the waist

- b. pants, shirts and shorts must be size appropriate; size appropriate clothing does not fall off without a belt, and is not too long or too large to impede movement
5. Belts must be threaded through all belt loops
 - a. no chain belts
 - b. no wallet chains
 - c. belt buckles must not exceed 2 inches in length and 2 inches in width
6. Shoes must meet safety standards. They must be closed-toed, closed-heel, or have a strap across the back
 - a. no sandals and no slides
 - b. no slippers
 - c. no combat style/steel-toed boots
 - d. no untied or unfastened shoes or boots
 - e. platform shoes and high heels can be no more than 2 inches high
7. Accessories and jewelry must not substantially disrupt or materially interfere with student safety and instruction. "Golf-tees" and "gauges/tapers" are not allowed.
8. Make-up should be kept to a minimum; application of makeup is not permitted on the school campus.
9. Body Art/Tattoos must be covered at all times. Facial and body piercings must be removed during P.E. for safety.
10. Hats are allowed to be worn at school in an effort to protect children from cancer and other hazards related to exposure to the sun (SB 310). The Mesa Linda hat policy is intended for outdoor use only as sun protection. Hats are to be worn properly, forward facing. Hats must not be gang affiliated. No bandanas, skullcaps, do-rags, hairnets, or hair curlers - these items will be confiscated.
11. Physical Education
 - a. Students are to wear P.E. clothes with Mesa Linda Middle School name and logo.
 - b. Students must wear athletic shoes in P.E.
 - c. Students are expected to wear socks to help protect their feet and for good hygiene.
 - d. Long term loaners are available

Student Safety to and from School

As required by law, students must wear helmets if they ride a bike, skateboard, or scooter to school. If your child rides his/her bike to school without a helmet, the student will not be permitted to ride the bike home. A parent will be called to retrieve the items. Students may not ride roller blades or skates, including Heely's, to school. All bicycles and skateboards must be walked on sidewalks and through the school parking lot and must be locked in the designated bike area.

Please stress these safety expectations with your child:

- Look both ways before crossing the street
- Obey traffic signals and crossing guards
- Walk facing the traffic when there are no sidewalks
- Cross streets in the crosswalks
- Walk, don't run across streets
- Do not talk to strangers

Students are expected to go directly home from school. Students are considered under the jurisdiction of the school until they have arrived and entered their home, or until they are under the supervision of their parents and/or guardians. It is highly recommended by Mesa Linda administration that students do not loiter at the park after school hours.

Student Searches

Our primary goal is to ensure the safety of every student at Mesa Linda Middle School. In doing this the law provides that we may search a student's belongings and/or their person if there is reasonable suspicion that the student may be in possession of any item which may cause harm to him/herself or others.

Student Supervision

There is no school supervision before 7:10 am. **STUDENTS SHALL NOT ARRIVE BEFORE 7:10 am, AND MUST BE PICKED UP PROMPTLY AT THE TIME CLASSES ARE DISMISSED.** Dismissal is 2:01 pm on Monday, Wednesday, Thursday, and Friday and 1:16 pm on Tuesday.

Telephone

A student must have permission from a staff member to use the phone in the office. The telephone is for emergency use only. Arrangements for transportation to and from school, sports activities, visiting a friend's house, etc., need to be made in advance. Classrooms will not be interrupted by outside calls during class time, nor will students be allowed to use classroom telephones to call home during the day. Messages will only be relayed to a student in an emergency situation.

Transfer of Students

If a parent/guardian requests the transfer of a student from one classroom to another, the following procedure will be followed:

1. The parent must voice his/her concerns to the teacher in either a phone call or meeting.
2. If after step 1 there is no resolution the parent may speak with the assistant principal and teacher to work to resolve the matter.
3. If after step 2 there is no resolution the parent may speak with the principal and teacher to work to resolve the matter.
4. If the parent is still dissatisfied, the parent shall formally request, in writing, a transfer of the student to another classroom. The principal will then take the written request under consideration. A SST (Student Study Team) Meeting may be called at this time.
5. If the move is approved, the principal will inform the receiving teacher before the student is moved. The receiving teacher will be provided with information necessary to avoid a similar problem.

Visitors Passes and Sign-In

Anytime you visit or volunteer on campus you must sign in at the office and obtain a visitor pass - all staff and students will be looking for this identification. You must provide proper identification when you arrive in the office. You will be run through our Raptor system before being allowed to come onto campus. If the sticker is not visible to staff and students, you will be asked to return to the office for this important item. This is for the protection and safety of our students.

Volunteers

Mesa Linda has an active program for interested parents and community members eighteen and over who wish to volunteer at the school. After attending a short training session, volunteers may work in classrooms and at the school to provide teacher/student support. A completed volunteer application, a TB Test, finger prints, and a copy of driver's license, along with Board approval must be turned in prior to volunteering. Board approved volunteers will be issued an identification badge and lanyard to be worn while on campus. Interested volunteers may call the school office at 760.246.6363. You must be a Board approved volunteer to chaperone a field trip and/ or work at a school sponsored event. Students not enrolled in the academic program at Mesa Linda will not be permitted on campus during school hours.

Volunteer Coaching

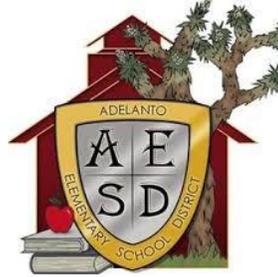
Anyone interested in coaching after school events must go through the volunteer process, in addition to taking a CPR class, attend concussion training and attend a coaching class.

Mesa Linda Middle School administration reserves the right to add/delete/change items in the Handbook at any time throughout the year. Revisions will be posted on our school website and phone calls will be made to alert our students and families of any changes.

Mesa Linda Middle School

What does School-wide Title I mean?

Mesa Linda Middle School receives Federal money for our enrollment of free/reduced lunch numbers. The money is used to improve academic achievement. The Title I funds are used to improve curriculum, enhance parent involvement and extend learning time for students who need extra help. These opportunities are provided to students throughout the school year.



Adelanto Elementary School District

Mesa Linda Middle School Title I Parent Involvement Policy

Adelanto Elementary School District



Tel: 760-246-6363

Parents and Community Members are Welcome

At Mesa Linda Middle School, a Title I school, parents and community members are welcome and invited to participate in the various activities and involvement options we have at our school. We believe that active parent and community involvement is essential to ensure student academic success. During each school year, we will have several parent events. These events will focus on various areas including discipline, academics, opportunities for students, etc.

The following is a list of opportunities/activities for our school:

Information will be provided to parents regularly through the use of **PeachJar** and **InTouch**

School Site Council meets on a regular basis. The purpose of the Site Council is to serve as the foundation for actively involving the school community and parents in designing learning goals as well as innovative projects which enhance the educational experiences of our students. This team creates, reviews and edits the School Plan for Student Achievement (SPSA).

An introduction and invitation for parent involvement is offered by staff during **"Back to School Night"**, and other events throughout the school year to encourage parents and community members to be actively involved

We provide **translators/interpreters** to assist parents, when necessary, to aid in their understanding and assist in their student's progress toward grade level standards.

Mesa Linda Middle School staff is available to communicate with parents through various methods: school and class newsletters, notes home, phone calls to parents, email, and if necessary, interpreters will be made available. Parents are invited to provide input and assist in making decisions regarding their child's education.



During our Annual Back to School Night (in August) parents are provided with information regarding student preparation, and data trends.

Aeries is available to staff and parents so that parents can be kept abreast of their student's progress in their various classes.

Parents may receive other assessment reports throughout the year that inform them of their child's progress towards their established goals.

Each individual classroom has its own method of utilizing parent support and communication depending on the needs of that particular classroom.

Mesa Linda Parent Groups Include

ELAC (English Learner Advisory Committee)

AAPAC (African American Parent Advisory Committee)

SSC (School Site Council)



Mesa Linda Middle School: School-Parent Compact

Mesa Linda Middle School has jointly developed a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

School Pledge

Mesa Linda Middle School will share responsibility to provide high-quality curriculum and instruction in partnership with parents to help students reach proficiency on the Common Core State Standards (CCSS) The Mission of Mesa Linda Middle School is to support the district Mission by preparing our students for the future by:

1. Providing opportunities to promote leadership, respect, responsibility and creativity in a safe environment.
2. Achieving high academic standards through rigorous and relevant curriculum
3. Learning to understand and celebrate cultural diversity.
4. Maintaining a partnership among school, parents and community to ensure success for all students.

Parent's Pledge

The parents of Mesa Linda Middle School will share the responsibility to support their children's learning by:

1. Actively monitor homework and provide a quiet place and time for students to work.
2. Support the school's and district's homework, discipline, tardy, and attendance policies.
3. Respect diversity within the school community and cooperate with school personnel.
4. Participate in school activities including parent meetings, School Site Council, ELAC, AAPAC, parent education programs, parent/teacher conferences, Back to School Night, Open House, and all other related programs that show support for students.
5. Teach and model appropriate traffic safety rules to provide a safe environment for all.
6. Keep children healthy by providing adequate sleep, proper nutrition and hygiene.
7. Monitor free time activities such as television, music, internet, telephone and friends.
8. Return notes and letters to the teacher or the school the next day as required of student.
9. Ensure that students are dressed according to the school's dress code policy.
10. Supply the school with accurate and up-to-date phone numbers, addresses, and reasons for absences, etc.
11. Communicate pertinent medical or academic information to the appropriate school personnel so that the school may meet the needs of the student.
12. Be a positive role model for your child.
13. Monitor grades and attendance on Aeries at least once a week.
14. Communicate with teachers on a regular basis via email, or telephone

Teacher's Pledge

Teachers at Mesa Linda Middle School will recognize the importance of ongoing communication with parents (e.g. annual conferences, reports on student progress, access to staff, and opportunities to volunteer, participate in, and observe the educational programs.

1. Provide an integrated, balanced curricular program using the State adopted Common Core Standards as well as District Standards and Benchmarks.
2. Post/display expectations of daily assignments
3. Maintain professionalism when dealing with students, staff and parents.
4. Have high expectations for each student.
5. Recognize the differing needs and learning styles of individual students as appropriate.

6. Communicate standards of behavior and classrooms expectations to all parents and students.
7. Instill pride in finished assignments or projects. Expect students to be accountable for correct, neat and excellent work.
8. Maintain regular and accurate accounts of student progress so that parents can have access to current grades.
9. Communicate regularly and in a timely manner with all parents regarding their student's academic progress and student conduct.
10. Respond to parent concerns/questions in a timely manner.
11. Maintain a classroom environment that is conducive to learning.
12. Provide a safe learning environment that is comfortable and free from fear.
13. Hold School Performance and Goals Conferences for students

Student's Pledge

Students will share responsibility for their learning to reach proficiency on the Common Core State Standards by:

1. Bring his/her school binder and identification card to school, daily.
2. Write assignments and projects in planner on a daily basis.
3. Take school notices home and [if applicable] return them the following day.
4. Complete all classwork and homework on time and turn it in when it is due.
5. Show respect and cooperate with all students and adults.
6. Be an active participant in learning and be responsible for his/her own behavior and actions.
7. Be polite and attentive at all school functions and assemblies.
8. Attend school regularly and on time. Be prepared to work and bring proper school materials (including P.E. clothes, if applicable) to class each day.
9. Follow all school and classroom rules.
10. Respect all school facilities, materials, P.E. equipment, and other students' property.
11. Continue learning beyond the school day as appropriate
12. Monitor grades and/or assignments