

# 2022-2023 Mesa Family Manual



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por favor solicítela en la oficina.

# Mesa Grande Elementary

## MISSION STATEMENT

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

### General Information

Office Hours	7:30 a.m. to 3:15 p.m.
Student Hours	<b><u>All Grades:</u></b> 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	<a href="http://www.mesagrandeelementary.org">www.mesagrandeelementary.org</a>
Mascot	Mustang
School Colors	Navy Blue, White, and Grey

### Administration

Principal	Tom Kirk
Assistant Principal	Michelle Anten
Administrative Secretary	Coral Magana

### Office

School Secretary	Carrie Auxier
Attendance Specialist	Vania Regalado
School Nurse	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.

### **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, still affect a child's educational experience.

### **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. For safety, use the provided crosswalk. Student safety is a great concern. Be aware of those around you and watch for others in the crosswalk.

## **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, you must leave other children at home when you volunteer in the classroom.

## **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) and blue gate (parking lot) for all guardians who will be driving up for all grades. Orange gate (Olive Street) is used for students with Autism. Students who walk home will be crossed at the corner of 3rd and Olive (this release is only for students walking home).

## **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.

## 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, and cameras should be kept at home. 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.

## 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 “**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

## Discipline Plan

Mesa Grande takes high priority in maintaining 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.

## **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. Strategies may include after school tutoring. It is the policy of this District that we honor only 2 graduations; High School and College. We ask that you celebrate with your family outside of school.

## **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. 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**

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 parent will be contacted. Thank you for your support in following our dress code and for helping us provide a suitable learning environment.

## **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, and special activities, among others.

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 and receiving a basket of prizes. The purpose of all student recognition is to reinforce positive choices and actions, build confidence and independence, and enhance self-esteem.