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# *Welcome Back*

Welcome to the 2023/2024 school year. We are looking forward to a fantastic year filled with learning and fun. As a parent, I would like to thank you for entrusting us with your children and giving us the opportunity to work together to provide a safe learning environment as well as a quality education. The staff and I are committed to our mission, "To continually work to inspire every student to care, think, achieve and learn."

Working together is a key element in any successful education program. On behalf of the Mission Crest teachers, I would like to extend you an invitation to visit and/or volunteer in your child's classroom. We encourage you to be involved at Mission Crest. There are many opportunities for involvement whether it is in the classroom, library, or in our parent center. Your contribution to our school is needed and greatly appreciated. Please give us a call or stop by the office, and we will be happy to discuss volunteer opportunities with you. If you have not turned in your 2023/2024 volunteer form, please do so as soon as possible. Additional forms are available in the office.

Make sure to read this welcome back packet carefully as you will find useful information regarding school policies, procedures, and programs. Please store it in a safe place as it is an excellent tool that can be referenced as needed throughout the year. If you have any questions regarding the information in this packet, please feel free to contact the office.

Thank you in advance for taking the time to review this packet with your family. Our partnership is critical for Mission Crest to continue to be a school that we are proud to be a part of.

We look forward to a great year!

Mr. Plescia  
Principal

## **School Accountability Report Card (SARC)**

The School Accountability Report Card (SARC) provides parents and the community with important information about each public school including but not limited to: demographics, achievements, progress evaluation, ongoing goal realization, discipline, budget, and facility enhancement. The School Accountability Report Card for Mission Crest Elementary School can be found on the District's website at <http://hesperiausd.org/our-schools/>. A hard copy of the SARC will be made available upon request at the front office.

## **Office Hours and Messages**

The Mission Crest office is open Monday through Friday from 7:00 to 3:00. The office staff is prepared to assist with your questions during these hours. Our office staff is able to handle most requests themselves, and can refer you to the teaching staff or administration as needed.

## **Arrival Time and Procedures**

For the safety of your students, we ask that families **not** arrive to campus before 7:15am. Gates (Muscatel and Independence) are opened promptly at 7:15am for students. At this time, both student entrances are monitored to welcome your child(ren) and for your child's safety. The parking lot in front of the office/Kindergarten playground and the bus circle are not drop off areas. Students will have to walk to the Muscatel or Independence gates to enter the school. Parents are not permitted on campus during arrival time and must check in with the office to enter the campus. Parents/Volunteers are welcome to check in at the front office during arrival time with an appointment with teacher/staff. Students must enter through designated student entrances only.

## **Collaborative Wednesday**

Every Wednesday, students are dismissed early. The dismissal time on Wednesday is 12:51. 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 an hour earlier.

## **Attendance**

Student attendance is essential for academic progress. Students with excessive absences do not make adequate progress. If your student is absent, please send a written excuse or contact the school office to verify the absence. Ten (10) excused absences is considered to be excessive. Education Code Sec. §48260-Any pupil subject to full-time education or to compulsory education who is absent from school without valid excuse more than three days or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district. Students with excessive absences will be invited to meet with our Student Attendance Review Board. The purpose of the meeting is to discuss the consequences of being absent or tardy to school. Consequences for not attending school could include monetary fines to be paid by the parent.

Truancies are assigned as follows:

Letter 1 SARB- sent at 3 unexcused absences, 7 excused absences, or 5 tardies

Letter 2 SARB-sent at 6 unexcused absences, 10 excused absences, or 10 tardies

Letter 3 SARB- sent at 9 unexcused absences

### **Tardies**

Here at Mission Crest, the official school day begins at 7:28am and both student entrances (Independance and Muscatel) will be promptly closed at this time.. Any student arriving after that time will need to enter through the office and submit their name to appropriate office staff. As with excessive absences, students with excessive tardies will be invited to Student Attendance Review Board. Promptness to school teaches students the character trait of Responsibility which is essential for student success.

### **Early Sign Outs**

All students leaving school during the school day for any reason must be signed out in the office by a parent or guardian **before 1:30 and 12:30 on Wednesdays.** Students returning to school later that same day must check back in at the office before returning to class.

**The following is a description of all Dismissal options here at Mission Crest. Parents are requested to select one and adhere to all expectations for that option.**

### **Dismissal Procedures**

To ensure student safety at dismissal time, staff members accompany students to their appropriate dismissal area as designated by parents or guardians. Remember, students are dismissed earlier on Wednesdays (12:45) **A note from a parent is required if there is to be any change in the normal pickup schedule. Phone messages and "Student Word" will not be accepted.**

### **Bike Riders**

All bike riders **must** have a lock for their bike and wear a helmet as 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 are living within one mile of the school. Bikes are to be taken directly to the bike cage each morning. The bike rack is in a locked part of the campus, however, the school is not responsible for stolen or vandalized bikes. Bike riders ride at their own risk.

No skateboards, skates, bikes, or vehicles are allowed on the school ground at any time, including weekends. (V.C. 21113) Also, skateboards and skates may not be ridden to school.

### **Bus Riders**

All students who ride a bus are to use the same bus stop every day. If a temporary or permanent change of bus stop is necessary, the parent 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. Bus passes are issued during the first weeks of school and are required to board the bus in the morning and afternoon. If a student loses their pass, a temporary pass must be picked up from our office. There is a \$5.00 fee if students need a third pass. We expect bus riders to follow all bus safety rules. We also expect students to behave properly at their bus stop. Bus riding is a privilege, not a right, and misconduct could affect the safety of all children. When you have a question or concern, please call the District Transportation Department at 760 244-4022. They do their best to take care of your concerns, or they will refer you to someone who can.

### **Car Pick Up**

All traffic safety laws are in effect for a school zone. Students designated for drive up pick up, will be escorted to the west side of the school. Parents will remain in their cars while following the established traffic pattern. Only students for car pick up should be at this dismissal area. **Walk ups will be sent to Basketball Courts for Basketball pick up.**

### **Basketball Pick Up**

This option is for parents who wish to walk on campus and pick their students up. Students with this option will be escorted to the basketball courts. Once students are assembled, parents will be allowed on campus to pick up their student. As parents and students exit, there will be multiple staff members available to supervise as students and parents exit campus.

### **Walkers**

#### **Muscatel and Independence**

Students living west of our campus are recommended to exit on Independence and students living east of campus should exit on Muscatel. Determine the safest route between your home and the school, using crosswalks. Establish time limits for a direct walk to and from school. Parents must send a note to the office if students are to walk to a different location. **For safety's sake, check often to be sure that your child is traveling directly to and from 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.

### **Emergency contact information**

In order to update the school with current information regarding address, home and work phone numbers, and emergency phone numbers, please log into your Infinite Campus Parent Portal to complete what's referred to as the Online Registration (OLR). Cell phone numbers are encouraged. The emergency numbers should be relatives or friends nearby who can care for the child in the event that a parent cannot be reached. Persons listed from "down the hill" may not be your best choice. 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 reported to the office in writing as soon as possible.**

### **Divorce/Child Custody**

If your child(ren) 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 or 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.

### **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.** "Student word" is also unacceptable. The only ways for a student to be dismissed other than what is originally agreed upon is by written request, the parent coming to school in person, or by using email with a photo ID. 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

### **Cell Phone**

Students are allowed to have cell phones at school. All student cell phones are to be **“off and away”** during school hours unless the teacher allows for educational purposes or there is a natural disaster. Students who choose to bring cell phones to school, do so **at their own risk**. Mission Crest is not responsible for lost or stolen phones.

### **Medication and Insurance**

If your child has a medical condition which requires medication, please inform the school. If at all possible, medications should be given at home. **Students may not carry medications at school.** This includes over the counter medications as well. The office cannot give any medication to a child without a permission slip signed by a parent and physician. Permission slips may be obtained 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 child gets hurt during school activities. Low-cost insurance is available through the Healthy Families Program. Call the Health Office for further information.

### **Immunizations**

Parents of sixth grade students should be advised that before entering middle school students will need to receive the Tdap vaccine.

### **Breakfast and Lunch Program**

Breakfast and lunch service are available. Students may also bring lunch from home. All students can receive free breakfast and/or lunch for the 21/22 school year. Breakfast service is 7:15 am - 7:27 am.

## **Mission Crest Directions for Safety**

### **Hallway Procedures**

Mission Crest is an indoor school. Because every classroom is inside one building, the noise level must be monitored and maintained in order to keep from disrupting learning in classes. To maintain safety and respect the instructional time of other teachers, students will walk keeping their hands to themselves. All voices will be at a very low level. Students will walk in a straight line, when moving as a classroom group. Following these procedures will ensure that our hallways are safe and the noise level does not interfere with the instruction of other teachers.

### **Playground Directions**

- No food on the playground. Snacks must be eaten in the designated snack area.
  - All games are open to anyone wishing to play.
  - Follow all game rules, and use good sportsmanship at all times.
- Walk to designated line up area, after the bell has sounded or the signal is given by staff in charge.
  - No playing, drinks, or using the restroom after the bell.
  - No play balls should be brought from home.
- Students have access to a Buddy Bench during recess and lunch

### **Lunch Directions**

- Lunch consists of two parts; eating and recess. Students will have a 40 minute block of time, 20 minutes of recess followed by a 20 minute lunch.
- Use quiet voices while eating lunch in the MPR. If your voice can be heard at the next table, it is too loud.
  - Use courteous table manners.
    - No food exchanges.
    - Sit at the assigned table.
  - Finish eating and clean up your area.
  - Wait to be dismissed by staff in charge.

### **Student Recognition**

There are many ongoing programs in the classrooms, the school, and the District to recognize and encourage student accomplishment. 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 – the Chargers Ignite program, Charger of the Week, BOLT slips, academic recognition, and special activities, among others. The purpose of all student recognition is to reinforce positive choices and actions, build confidence and independence, and enhance self-esteem.

### **Special Events**

In order for our students to participate in making decisions that affect others in positive ways, special events and service opportunities are planned and scheduled throughout the year. These events can include: Red Ribbon Week, Field Day, Family Night, Fall Festival, holiday food drives, STEM night, community Blood Drive, Literature Day, and many others.

### **Yearbook**

Throughout the year, the staff records special events around the school with their cameras. These photos become part of the yearbook (and are often posted on the website/Facebook). The yearbook is available for purchase, so that students can remember their days at Mission Crest Elementary. You will receive information when yearbooks become available in the Spring.

### **Mission Crest Website**

The Mission Crest website at <https://www.missioncrestelementary.org> is a valuable resource for school events, staff information, educational information, student work, and many other interesting features. We also have an Instagram, Twitter and Facebook page. Soon we will have a Mission Crest app. Visit often, and feel free to email with your thoughts and suggestions.

### **Assemblies and Field Trips**

With the support of the Mission Crest Elementary Parent Club sponsored school-wide fundraisers, selected assemblies will be provided to enhance the learning program. In recent years, assemblies have been successful and effective ways to provide important enrichment activities to all our students. If a field trip is scheduled, your child's teacher will inform you of the destination, day, and approximate time of departure and return.

Teachers will contact parent volunteers to assist with the field trip by supervising students on the bus and in small groups during the trip. For safety and insurance reasons, private vehicles cannot be used to transport students and additional children are not allowed on field trips. All chaperones must have an approved volunteer form on file with the office.

### **Parties**

Classes may observe Holidays, National Events, and End-of-the-Year with a class party during the last hour of the school day. Teachers will contact volunteers to arrange needed assistance. Please contact the classroom teacher if you wish to bring treats for your student's birthday. For student safety, only "store bought" treats are permitted. Balloons and flower bouquets will not be delivered to a student's classroom. These special gifts are to be enjoyed at home and not brought to school.

### **Lost and Found**

Students are responsible for the safe and appropriate use of their school materials. Personal items, such as toys, trading cards, electronic games, etc. are not permitted at school. Please make sure that your child's name is on his/her jacket and lunch pail/bag. If items are missing, check with your child's teacher. Also, if your child comes home with "new" items, please give us a call to check. Articles found on school property are usually placed in the lost and found box located in the cafeteria. Labeling personal items can make it easier to return them if misplaced. **The school is not responsible for lost or stolen items.** Unclaimed articles will be donated to charitable organizations in December and at the end of the school year.

### **Parent Involvement**

It is our belief at Mission Crest Elementary School that parental support and involvement in a child's education is an essential element for improving academic achievement. Studies have shown that parental direction, interest, and participation in the student's educational development affect performance, attitudes and school success. We at Mission Crest recognize that we can provide many opportunities for learning, but the crucial element that is needed is assistance from parents and families. There is no replacement for the support, encouragement, approval, and love that parents can give to their children. **(Refer to BP 6020 and AR 6020)**

### **Visitors and Volunteers**

When visitors, volunteers, or other adults come onto campus, they will be asked to present a valid government issued ID which will be scanned into the Raptor System. The system will compare the ID with people who are listed in the Megan's Law national database. *No other data from the ID is recorded and the information is not shared with any outside agency.* Once entry is approved, the Raptor System will issue a badge that identifies the visitor, the date, and the purpose of his/her visit.

Board approved volunteers must register with the office annually. The approval process usually takes about one month. Volunteers may assist the teacher by providing service in the classroom, or working in our onsite Parent Center. Parents without the necessary board approval will not be allowed to volunteer in our classrooms. Volunteers and visitors must have a purpose for volunteering and prior arrangements with staff must be made before the visit. Our Parent Center is open Monday through Friday, 10am to 1pm. The Mission Crest Parent Liaison is available and has various tasks which can be



completed in the Parent Center. Children are welcome in the Parent Center. **Parents visiting during recess and lunch times are welcome to check out their students during these times but are not permitted on the playground or in the MPR.** If you would like more detailed information regarding visitor and volunteer policies, please meet with administration or ask the front office.

### **Guidelines for School Volunteers (Adults)**

1. Volunteers must be approved each school year, by the school board.
2. Volunteers must adhere to the Mission Crest Dress Code.
3. Volunteers must sign in and out in the front office.
4. Prior arrangements should be made with the teacher or staff member before volunteering in the classroom.
5. Uninterrupted instructional time is valued in our school, therefore, we ask that you leave other children at home when you volunteer in the classroom. Parents are welcome to bring siblings when volunteering in the Parent Center.
6. Parents must not discipline or confront students. If a situation is to arise that would require the attention of an adult, parents are to inform staff immediately.
7. If complaints or problems regarding a volunteer occur, the privilege of volunteering may be revoked at the discretion of an administrator and/or police.
8. Parent Volunteers do not have access to the staff lounge.

### **Guidelines for School Volunteers (Students)**

1. All student volunteers must sign in and out in the front office.
2. All student volunteers must have a prearranged, supervised place to work and eat.
3. Staff children must be under direct supervision of their parent or an identified staff member at all times, including before and after school.
4. Parents will be notified on an individual basis if their child (student volunteer) is disruptive or engages in behavior that is detrimental to the normal functioning of the school.
5. If complaints or problems regarding a student volunteer are not resolved, the privilege of volunteering may be revoked at the discretion of an administrator.
6. Student volunteers must adhere to the Mission Crest Dress Code.
7. Children of staff members must not interfere with the staff member's duties and responsibilities.
8. The staff lounge is off-limits to students of all ages during the hours of 7:00-3:30.

## **Opportunities for Involvement**

### **School Site Council**

The Mission Crest School Site Council is the elected body of parents and staff who oversee the planning, implementing, and monitoring of Mission Crest's School Based Plan. The SSC meets monthly. Specific dates will be announced early in the school year. All meetings are open to everyone. Your questions can be answered and your suggestions are welcome!

### **MCEPC - Parent Club**

The Mission Crest Elementary Parent Club fundraisers support student programs such as assemblies, Field Day, awards recognition, library books and purchase of playground equipment. MCEPC meetings are scheduled by the Executive Board.

### **Mission Crest English Language Learner Advisory Committee (ELAC)**

The Mission Crest ELAC meets quarterly on the third Friday of each Month. Please check with the Parent Center for a schedule of exact times.

### **Annual Title I Parent Meeting**

At this meeting, school-wide programs are discussed, programs are identified for students, and further strategies are developed to help students in all academic areas and with homework. This meeting occurs annually at Back to School Night and issues are also discussed at SSC meetings monthly.

### **Family Fun Nights**

Parents engage in science, math and/or literacy activities with their children. Parents also participate in family reading and writing training sessions. The annual Scholastic Book Fair is available to make purchases of the latest children's literature books. Notification will be sent home with students prior to events.

## **Special Programs**

### **ASAP**

Mission Crest's after school activities program, ASAP, begins from the end of the school day until 6:00 PM. The program is designed as an extension of the school day. Students will receive homework help and tutoring in needed areas from staff and/or ASAP leaders. Also offered are enrichment activities. Registration packets may be obtained through [www.hesperiaUSD.org](http://www.hesperiaUSD.org), [www.hesperiaparks.com](http://www.hesperiaparks.com), or at the school office.

### **ELL**

English Language Learners, students whose primary language is other than English, are provided with comprehensible learning opportunities in English while they develop their English proficiency. Some of the strategies provided include scaffolded classrooms, differentiated instruction, and the availability of bilingual staff to provide individual and small group support and the use of supportive learning materials in both English and the child's native language, if possible.

### **Student Study Team**

The goal of the Student Study Team is to screen referrals of children thought to have special learning needs or behavior challenges that interfere with the student's education. The purpose of an SST meeting is to develop strategies to help the child be more successful in school and to meet proficiency standards. When you have a concern about your child, please discuss it with your child's teacher first. A SST meeting can be scheduled through the team if additional assistance is needed. The Student Study Team meets every two weeks. If it is determined that the parent needs to attend a meeting to discuss a student, a notice will be sent home with the date and time to invite the parent.

## **SAI**

Students who require extra help for specific learning disabilities are served through scaffolding with support from the special education teachers. The students are referred by the Student Study Team for interventions and possible assessment. If a learning disability is confirmed, a meeting is scheduled to discuss possible special program placement. Parents are involved and informed throughout the process by participating in all Student Study Team and Individualized Educational Plan (IEP) meetings. An IEP is developed for each student who is admitted to the RSP or SDC programs.

## **Speech Therapy**

The speech therapy program is designed to identify and assist students with speech or language problems. Children with suspected problems are referred to the speech therapist for evaluation through the Student Study Team. Parents are well-informed throughout the process. If a problem is identified, the child will be placed on the therapist's schedule following an IEP meeting. The speech therapist is on campus daily.

## **GATE/Enrichment**

The Gifted and Talented Program is designed to provide challenging, enriched learning opportunities for students who have been identified for the program. We are meeting the needs of our GATE students daily through our PBL/Unit of Study Models, which includes differentiated instruction. All 3rd grade students meeting basic GATE qualifications are given the opportunity to be tested each Spring.

## **WIN Time**

**WIN** stands for 'What I Need' and this embodies the purpose of this time period. 'WIN time' is a flexible period of time that is embedded in all of Mission Crest class schedules. This time is utilized to provide intervention or enrichment opportunities for students. It short is supports both our GATE/Enrichment and RTI (Response to Intervention) programs.

## **Placement for the Next School Year**

All schools in Hesperia Unified School District operate their own model. **Requests for next year's teacher are taken for the following school year prior to placement meetings starting in mid-April. You can pick up a request form in the office. The form will have specific dates and information regarding teacher request policy.**

Your child's current teacher along with a student placement team looks at each individual student and places students appropriately for both student and teacher success. Concerns may be addressed with the principal by appointment after the fourth week of school. Placement changes are rare and considered on a case by case basis

## **Change of Teacher Request**

Class changes will not be made until after the 4<sup>th</sup> week of school. The procedures to request a teacher change are as follows:

1. Conference with the teacher
2. Meet with administrator

3. Request will be considered based on reason for requested change and current enrollment.
5. Parent will be informed by administration of the decision made.
6. If a change of placement is approved and other classes are at capacity, a waiting list process will be established.

### **Pet Policy**

For the safety of our staff and students, please do not bring pets on school grounds before, during or after school. Any pets for "Show and Tell" purposes must have current required shots and Vet certification of good health. Approval must be obtained from administration and the classroom teacher.

### **Textbooks, Library Books and Personal Property**

Mission Crest Elementary and Hesperia Unified School District are not responsible for stolen or lost items. Personal items, such as toys, trading cards, personal electronic devices are not permitted on campus. Students who choose to bring cell phones, tablets, laptops or other multimedia devices do so at their own risk. Students are responsible for textbooks and library books issued to them during the year. All lost or damaged books must be paid for by the student before additional books will be issued.

### **Homework**

The purpose of homework is to apply, reinforce, and extend the skills and concepts learned during classroom instruction and to develop a sense of self-discipline, personal responsibility, and the ability to study independently. In order to give students an opportunity to develop various kinds of skills, teachers will give many types of homework assignments, some of which may not be written work. Reading is one activity that will be assigned. Other assignments may include collecting information, conducting interviews, or doing research. Homework is assigned on an average of four days per week. Recommended length of homework by HUSD School Board (AR6154) K-3 half an hour and 4-6 is one hour. Teachers may use their discretion to vary both the length and frequency of homework in order to meet the needs of the students. Your child's teacher will inform you about the homework policy in his/her classroom and provide you with ways you can help your children at home. Parents should consult their child's teacher whenever there is a question about homework.

### **Independent Study Contracts**

On those occasions when a family emergency or vacation occurs lasting longer than 5 or more days during the regular school session, parents should request an Independent Study Contract (ISC) for those days so that attendance credit is earned. Prior notice (minimum of 48 hours) is necessary for this. Please contact the school attendance clerk before the absence so that the study packet can be prepared for you. This packet needs to be returned on the day the child returns to school. Credit is given only when the packet has been completed to the satisfaction of the classroom teacher.

### **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. Through parent conferences and meetings as needed, the classroom teacher will keep you informed of your student's academic progress. If needed, the teacher, parent, and

student will develop a remediation plan to help the student reach the standards. Strategies may include summer school or after school tutoring.

HUSD does not have 6<sup>th</sup> grade promotion. Though this is a noteworthy milestone, we as a district have made the decision to reserve such recognition for our Senior High Schools.

### **Report Cards and Parent - Teacher Conferences**

Report cards are prepared twice per year at the end of each semester with progress reports sent at the end of each quarter. In addition, teachers may meet with parents periodically to discuss student progress. It is our intent to schedule a formal conference with each parent once a year. These conferences can prove very valuable in helping us work with your child and in providing you with information concerning his or her school progress. Please make every effort to attend these conferences. Additionally, teachers are available in the morning from 7:00 to 7:25 for phone conferences or scheduled conferences with parents. Due to staff committee meetings and classroom preparation, it is recommended that conferences be scheduled in advance. Teachers are not able to meet with parents during instructional hours.

### **Communications**

At Mission Crest Elementary, we do our very best to inform the home about schedule changes and calendars. Please look out for messages brought home by your child almost every Monday in our Monday News Folder. The Mission Crest Facebook page also has a lot of information about upcoming events. Most classrooms provide weekly or monthly updates for parents about classroom activities and student progress. Do not hesitate to call whenever you're curious about a meeting or other activity. We also frequently provide updates via social media through our Facebook page which can be found at: <https://www.facebook.com/MissionCrestElementary/?ref=settings>, Instagram: <https://www.instagram.com/missioncrestelementary/?hl=en>. You can also check the reader board on the front of the school for current events and information. Last, we will frequently send out automated phone calls and texts to notify you of events and information. Please make sure the office has your most current phone number on file.

### **Disaster Preparedness**

The Mission Crest staff works throughout the year preparing themselves and the students to be ready in the event of an earthquake or other emergency. A copy of the School Site Safety Plan is also available on our website. Fire and earthquake drills are scheduled throughout the year to practice emergency procedures. In the event of an emergency, we provide our students with the basics. Students are encouraged to bring an emergency kit from home. These are kept in the classroom and given to students in the event of an emergency. The classroom teacher has more information on the emergency kits. 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:

1. Prepare your family for an earthquake or other emergency by talking about what to do, what not to do, and where to meet in an emergency situation.
2. Prepare an "Earthquake Kit" for your family. The school or the Red Cross can help you obtain information.

### **Transfer Policy**

The purpose of an intradistrict attendance agreement (transfer) is to provide parents with choices in selecting the schools that their children may attend within the district's boundaries. The site administrator of the school of choice must approve the agreement. Requests for intradistrict transfers will be accepted unless it would cause the school to exceed the class size average limits established by the California Education Code or the child(ren) exhibit behavior or attendance issues. Transportation to and from school shall be the sole responsibility of the parent. Parents wishing to submit applications for admission to their school of choice must do so during an open enrollment period. The open enrollment period shall be announced by March 1 for the following school year. Other dates for enrollment during the school year will be available in the school office. Should the number of applications received exceed the space available at the school, students are admitted on a first come, first serve basis by grade level.

### **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.

### **Dress and Grooming**

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 provide 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 hoop earrings, notebooks, folders, book covers, magazines, drawings, pictures, fanny packs, gym bags, water bottles, backpacks, or any other item that disrupts the instructional process.
- Hair colors or styles that are disruptive to the learning process are not allowed
- 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 is not allowed.
- Clothing that is too tight, revealing or sexually provocative is not allowed
- Students may be allowed to wear Bermuda shorts, walking shorts, or shorts of this type within the following guidelines:
  - o Shorts must be hemmed and straight legged.

- o The length of the shorts must be within the bounds of decency and in good taste as appropriate for school. The shorts length shall not be shorter than the end of the extended fingertips.
  - o Shorts that do not meet these criteria are not allowed.
- No clothing with pictures, insignia or brand names for controlled substances, tobacco or alcohol
- Bandannas
- Unsafe footwear including house slippers. Additional footwear requirements may be imposed on students in specific classes such as: physical education, science and shop.
- Flip-flops
- Sandals must cover the toes and have a back strap. No shoes with skates in them.
- 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.

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). Thank you for your support in following our dress code and for helping us provide a suitable learning environment.

Legal Reference:

ADMINISTRATIVE CODE, TITLE 5

302 Pupils to be neat and clean on entering school

## **School Rules**

NO WEAPONS OF ANY TYPE ARE ALLOWED ON CAMPUS AT ANY TIME, OR WHILE GOING TO AND FROM SCHOOL. THIS INCLUDES TOYS THAT RESEMBLE WEAPONS.

NO ALCOHOL, TOBACCO, OR ANY CONTROLLED SUBSTANCES ARE ALLOWED ON CAMPUS AT ANY TIME, OR WHILE GOING TO AND FROM SCHOOL

Mission Crest Elementary School is a S.W.P.B.I.S. school. S.W.P.B.I.S. (School-Wide Positive Behavior Interventions and Supports) is a research-proven framework for improving behavior in the school setting. It is a systematic and proactive approach to explicitly teaching all students behavioral expectations and reinforcing those expectations with positive interventions. The ultimate goal for Mission Crest is to encourage and maintain a positive learning environment for our students.

## **B.O.L.T.**

**Be Safe, Respectful, and Responsible**

**Own your actions**

**Lead Positively**

**Think about others**

### **Chargers Ignite**

This program is designed to promote academic success and enforce school rules. In order for students to earn Chargers Ignite he or she must:

1. Complete 90% of classwork
2. Have no referrals to the office and behavior in accordance with teacher's discipline plan.

Students who accomplish these tasks each quarter will be rewarded with the following items:

1. 45 minutes out of class at an event

**Students earning 4 out of 4 Charger Ignites in a year, earn special recognition.**



## Mission Crest School Wide Behavior Intervention Plan

Mission Crest's school-wide Behavior Intervention Plan has been developed in order to provide a safe and orderly environment where teachers can teach and students can learn. Our goal is to nurture self-esteem as we help students to learn to make good behavior choices, become self-disciplined, and responsible for their actions. **This is intended to be a guideline. Each discipline case is unique and will be treated as such.**

<b>Minor Behaviors</b> will be addressed and handled by the teachers/staff.	Progressive Intervention Steps to Be Taken
<ul style="list-style-type: none"> <li>➤ Violation of classroom rules</li> <li>➤ Unauthorized food, gum, etc</li> <li>➤ Disrespect to fellow students</li> <li>➤ Inappropriate items(toys, cards, items from home)</li> <li>➤ Failure to line up when bell rings</li> <li>➤ Dress Code violation</li> <li>➤ Lying, Cheating</li> <li>➤ Unacceptable Language</li> <li>➤ Continually unprepared for class</li> <li>➤ Rough Play</li> <li>➤ Violation of Cafeteria Rules</li> <li>➤ Communication Devices</li> <li>➤ Disruption</li> <li>➤ Misuse of Technology</li> <li>➤ Unsafe Behavior (running in hallways, throwing objects without the intent of hurting others, crawling on floor, tripping, pushing, shoving)</li> <li>➤ Refuse to serve detention</li> <li>➤ Violation of Playground rules (playing football, hitting play balls after bell rings, jumping off the swings)</li> </ul>	<p>Offenses which primarily affect only the individual student and will usually result in time out to another classroom, detention, or parent contact</p> <p>Documented reteach/Model (mini-lessons) for desired behavior  Warning  Time Out  Refocus  Loss of Privilege  Student Conference with teacher  Detention  Documented Parent Contact by teacher  Check and Connect  Repeated offenses over time will be treated with progressive consequences.</p> <p><b>*Before an office referral for level one behavior, there must be documented use of at least 3 interventions, one to be parent contact.</b></p>
<b>Major Behaviors</b> will be referred to the office to be handled by the principals. Must have a written behavior referral.	Progressive Intervention Steps to Be Taken

<ul style="list-style-type: none"> <li>➤ Repeated violations of Level One Behaviors (with documentation and parent contact)</li> <li>➤ Cause or threaten to cause bodily injury to another (fighting, throwing objects)</li> <li>➤ Possession of dangerous item</li> <li>➤ Damage to school or private property</li> <li>➤ Profanity, obscene language or gestures toward student or staff</li> <li>➤ Blatant disrespect/defiance to authority</li> <li>➤ Extortion</li> <li>➤ Racial Slurs</li> <li>➤ Harassment/Threats/Bullying</li> <li>➤ Offensive conduct/sexual harassment</li> <li>➤ Stealing/Possession of stolen property</li> <li>➤ Controlled Substance</li> <li>➤ Leaving Class without permission</li> <li>➤ Public Display of Affection</li> </ul>	<p>Serious offenses that cause a disruption to the learning environment. Disciplinary action may be in-school suspension or out-of-school suspension. Major offenses will receive the most severe disciplinary action of out-of-school suspension.</p> <p>Parent contact and conference Loss of recess(multiple days) Referral to Discipline Office In school suspension Out of school suspension Behavior Contract (Reflection) completed with Parent Check and Connect Student Study Team</p>
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### **Mission Crest's Profanity Policy**

In order to maintain a respectful environment profanity will not be tolerated on campus. Profanity can include but is not limited to "cuss words", gender based comments, pretending to use inappropriate language, and racial comments. Teachers will contact home on each offense and administration will often follow up repeated offenses with a suspension. Consequences include: teachers contacting home, loss of recess, and/or suspension on a case-by-case basis. Profanity spoken directly to a teacher will result in suspension.

#### **Formal Parental Involvement Policy Involvement of Parents in the Title I Program**

*Mission Crest* has developed a written Title I parent and family engagement policy with input from Title I parents and family members. *At Mission Crest we have been able to involve our parents in several ways. We have utilized our ELAC (English Language Advisory Committee), our SSC (School Site Council) as well as MCEPC (Mission Crest Elementary Parent Club) to garner input from our parent population. We also gain input from our community using our annual parent survey. Utilizing this information, we are able to develop policies that are inclusive of all of our parent populations, more exclusively our Title I Parent Population.*

**It has distributed the policy to parents and family members of Title I students. Title I policies are shared and discussed in our Parent/Student Handbook and is addressed during the Back to School Night parent presentation. The policy describes the means for carrying out the following Title I parent and family engagement requirements [20 USC 6318 Section 1118(c),-(g) inclusive].**

To involve parents and family members in the Title I program at Mission Crest, the following practices have been established:

a. The school convenes an annual meeting, at a convenient time, to which all parents of participating children shall be invited to attend and encouraged to attend, to inform parents and family members of their school's participation in the Title I program and to explain the requirements, and the right of the parents to be involved. (20 USC 6318 (c)(1))

*This topic is discussed in detail during our multiple Back to School Night events. It is also presented during the year at ELAC, SSC, as well as our Parent Club meetings.*

b. The school offers a flexible number of meetings, such as meetings in the morning or evening, and may provide, with Title I funds, transportation, child care, or home visits, as such services relate to parent involvement. (20 USC 6318 (c)(2))

*The different parent group and committee meetings are held on different days of the month as well as at different times throughout the day including before, during, and after school. During these meetings, children are welcome to attend and/or child care is provided.*

c. The school involves parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan. (20 USC 6318 (c)(3))

*Through the use of community surveys as well as student surveys, we garner input from our students and parents. This input is used to facilitate changes and modifications to programs and policies.*

d. The school provides parents of participating students with

1. timely information about the Title I program. (20 USC 6318 (c)(4)(A))

*Through the use of social media, digital, Phone calls and text, Class Newsletters, our website, parent meetings, paper communication, we keep our community consistently informed of current as well as upcoming programs and events at Mission Crest.*

2. a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards. (20 USC 6318 (c)(4)(B))

*Through Back to School Nights, parent-teacher conferences, and the use of the PLC process, our teachers and staff provide parents with critical information to support in success of their students.*

3. if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible. (20 USC 6318 (c)(4)(C))

*We have multiple ways for parent to access this information. We currently have monthly meetings including Parent Club, ELAC, SSC, as well as parent-teacher conferences. Site administration has an open door policy as well as returns phone calls in a timely manner. Further, we respond to email as well as questions made on social media.*

- e. if the schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency. (20 USC 6318 (c)(5))

*Each year the results of the Parent Survey are tabulated and presented to all parent clubs. Parents are given the areas of success as well as the areas that need to be addressed. Parents are given an opportunity to ask questions regarding current plans for improvement and give further input.*

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted with Title I, Part A funds, the school has established the following practices:

a. The school provides parents with assistance in understanding such topics as the challenging State academic standards, State and local assessments, the requirements of Title I, Part A, and how to monitor a child's progress and work with educators to improve the achievement of their children. (20 USC 6318 (e)(1))

*At Mission Crest, we help our parent community to deepen their understanding of these concepts through the use of various family night events such as our annual STEAM Night, Read Across America, as well as Back to School Night. We also utilize our parent center and parent liaison to facilitate relationships and understanding as well as offer support within our parent community.*

b. The school provides parents with materials and training to help parents work with their children to improve their children's achievement. (20 USC 6318 (e)(2))

*We have a parent center along with our parent liaison to facilitate parent education and involvement. We are also a Silver Medal SWPBIS (School-Wide Positive Behavior Interventions and Supports school) Award Winning School. We partner with Desert Mountain SELPA as well as our site psychologist to provide group and individual counseling as well as life skills training to at-risk students.*

c. The school educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (20 USC 6318 (e)(3))

*Selected staff both certificated and classified along with a parent group attended the CAFE conference this year. Further, classes are held in our parent center in areas such as health, language support, as well as parenting. In addition, the parent liaison supports and publicizes the district parent center as a direct resource for the Mission Crest community.*

d. The school, to the extent feasible and appropriate, coordinate and integrate the parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. (20 USC 6318 (e)(4))

*We have a parent center staffed with a liaison that is open for parents to network, volunteer, participate in school related activities, and help in their child's education. Parents are encouraged to volunteer in the parent center, library, classrooms, as well as the many school activities.*

e. The school ensures that information related to school and parent programs, meetings, and other activities to parents is sent in a format and, to the extent practicable, in a language the parents can understand. (20 USC 6318

(e)(5)) *School-wide communications are done in English and Spanish. These communications include paper communication as well as social media, digital, phone calls and texts.*

f. The school provides such other reasonable support for parental involvement activities as parents may request. (20 USC 6318 (e)(14))

*Through the use of our School Site Council, Parent Club and ELAC, parents are invited to make requests, bring concerns to be considered for activities. This is an open forum for community members to provide input regarding Title I budgets. In addition, the SPSA and School Site Report Card is made available to parents upon request.*

- Accessibility

*Mission Crest Elementary School, to the extent practicable, provides opportunities for the informed participation of all parents and family members (including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory students) including providing information and school reports are provided in a format and language that parents understand.*

*All Mission Crest events are all inclusive, providing accessibility as well as translations as needed. Our parent groups including SSC, ELAC and Parent Club are influential and active in supporting all parents. (20 USC 6318 (f))*

*\*It may be helpful to include the parent and family engagement policy review in the annual review of the Single Plan for Student Achievement.*

*\*\*The policy must be updated periodically to meet changing needs of parents and family members and the school. If the school has a process in place for involving parents and family members in planning and designing the school's programs, the school may use that process if it includes adequate representation of parents and family members of Title I children.*