

# Vista La Mesa Academy

## Parent/Student Handbook and Positive Discipline Plan & Code of Behavior Grades K - 8

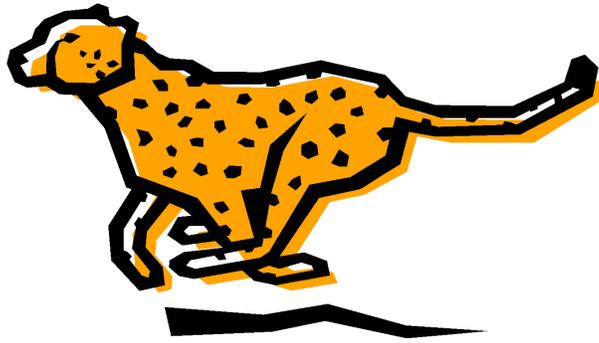
**2018-19**



**Vista La Mesa Cheetahs**

**3900 Violet Street  
La Mesa, CA 91941  
(619) 825-5645  
Fax: (619) 825-5783**

*Dr. Bonita DeAmicis, Principal  
Laurel Dehnel, Assistant Principal*



## **Vista La Mesa Cheetahs**

### **Our cheetah students are...**

... diverse in all aspects of life. Despite challenges, they have developed a resiliency that allows them to be critical thinkers who are empathetic to one another at school and in the community.

### **We value and embrace...**

... empathy, diversity, positive relationships, and collaboration leading to growth and learning.

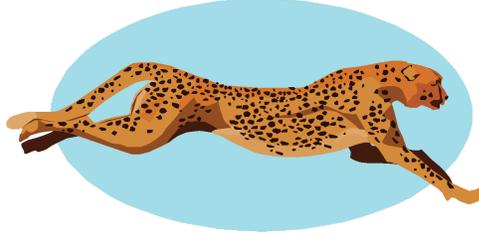
### **By the end of their nine years with us all cheetahs will be able to...**

... set and achieve goals that positively impact the community through cognitive flexibility and self reflection.

**Vista La Mesa Academy  
Parent/Student Handbook  
Positive School Discipline Plan & Code of Behavior  
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Vista La Mesa Academy  
2018-19



Dear Vista La Mesa Families,

The team at Vista La Mesa Academy is looking forward to a successful school year. We desire to continue to strengthen the positive relationships we have with our families. The partnerships within the school community are built on trust. The trust is based on the belief that we - parents and staff alike - want to do **what is best for students**.

With trust that we are all working for our students, we appreciate your efforts in working to develop a teamwork relationship with your child's teachers. When you have a concern about a classroom assignment or situation, I strongly encourage you to contact the teacher first. Over the years, I have found that a phone call to the teacher can offer clarity and understanding. If after speaking with the teacher, you feel that the issue has not been addressed, please make an appointment with the administration. The task we have before us, educating children and preparing them to compete in a global society, takes collaboration and trust. Children thrive when they know that we (parents and educators) are working together for their best interest.

In addition, in order to stay on top of their game, children need to be in school, on time, everyday. We appreciate, in advance, your efforts in getting your child to school each day, on time, and allowing him/her to remain for an entire day of instruction. Our instructional program is very rigorous. When children miss a day or a portion of the day they can quickly fall behind. We offer Cheetah's Race Club, starting in September, as a way for students to arrive early on campus every day and to start the day with a positive, healthy, brain-smart activity—walking!

We have developed our Parent/Student Handbook and K-8 Positive Discipline Plan and Code of Behavior. Please take time to review this with your child so that there is an understanding of the role each of us plays in creating and maintaining effective environments for learning.

Sincerely,

Dr. Bonita DeAmicis  
Principal of Vista La Mesa Academy

# VISTA LA MESA ACADEMY IS A PEACE BUILDER COMMUNITY!

## Peace Builder's Pledge

I am a Peace Builder. I pledge. . .

- To praise people
- To give up put-downs
- To seek wise people
- To notice and speak up about hurts I have caused
- To right wrongs
- To help others

I will build peace at home, at school, and in my community each day.

## Cheetah Character Education Traits

Appreciation  
Commitment  
Cooperation  
Courtesy  
Honesty  
Initiative  
Respect  
Responsibility  
Self-Discipline  
Success



## **Title I School-Level Parental Involvement Policy Vista La Mesa Academy**

Vista La Mesa Academy has developed a written Title I parental involvement policy with input from Title I parents. Our Vista La Mesa Parent Handbook includes our Title I policy and our Parent-School Compact. The handbook is reviewed each year with the following parent groups: ELAC, Title I, and School Site Council. During these meetings ideas for revisions and changes are solicited and incorporated into the Involvement Policy and the Compact prior to School Site Council approval.

As part of our parent handbook, our parent involvement policy and parent-school compact are provided to each new incoming family, posted online at our school webpage, and reviewed at the beginning of the year by teachers in each classroom. A signature page is sent home requesting families review the handbook, policy, and compact with their children. The policy and compact are then sent home separately a second time each year to assure parents saw them.

### **Involvement of Parents in the Title I Program**

To involve parents in the Title I program at Vista La Mesa Academy, the following practices have been established:

- The school convenes two meetings per school year to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program. These meetings are held during the school day and a flyer is sent home to invite parents, especially those families new to our school. Childcare is provided as well as Spanish translation. In addition, the school holds 2-5 morning coffees for military families where Title I activities are shared and parent input is requested from those military families that are part of Title I.
- The school involves parents of Title I students in an organized, ongoing, and timely way in the planning, review and improvement of the school's Title I programs and the Title I parental involvement policy by inviting parents to evening and morning meetings, and inviting parents to give input through ELAC and School Site Council at least one time per year.
- The school provides parents of Title I students with timely information about Title I programs through announcements at Back to School and Open House Nights, articles in the school newsletter, and the webpage calendar of school events.
- The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet during both formal and informal parent conferences, at SSC meetings, and at presentations made during Title I meetings.
- If requested by parents of Title I students, Vista La Mesa Academy would provide additional, regular meetings to allow parents to participate in decisions relating to the education of their children. Requests can be made through any parent organization on campus (PTA, ELAC, SSC) or by contacting the principal or assistant principal.

### **School-Parent Compact**

Vista La Mesa Academy also distributes to all students a school-parent compact through our Parent Handbook. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

- The school's responsibility to provide high-quality curriculum and instruction
- The ways parents will be responsible for supporting their children's learning
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities

## Building Capacity for Involvement

Vista La Mesa Academy engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

- Our school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children through a principal presentation at two or more meetings per year, through morning military coffees held at least two times per year, and through parent-teacher conferences, both formal (once per year) and informal (by parent or teacher request).
- Our school provides Title I parents with materials and training to help them work with their children to improve their children's achievement through individually requested meetings with teachers and/or the principal and/or the assistant principal.
- With the assistance of Title I parents, our school educates staff members about the value of parent contributions and how to work with parents as equal partners by providing teacher training on parent involvement at a minimum of two staff meetings per year, by having teacher representatives participate with parents in PTA and School Site Council, and by freely accepting parent input.
- Our school coordinates and integrates the Title I parental involvement program with PTA, SSC, and ELAC so that parents who are in each group will learn about the other opportunities available through parent groups on our campus. Furthermore, Vista La Mesa Academy provides a volunteer coordinator to recruit, oversee, and document parent and other volunteer activities on our campus.
- VLMA distributes information related to school and parent programs, meetings, and other activities to all parents, including Title I parents, through monthly newsletters, our school web page calendar, and flyers sent home or posted through the Internet periodically.
- When parents of Vista La Mesa Academy want to suggest changes or something new at our school, they may attend any formal meeting: ELAC, SSC, PTA, and or contact the school administration through telephone, email or in person. We strive to support all of our parents, including Title I parents, in their ideas for improvement.

## Accessibility

Vista La Mesa Academy provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are translated and distributed in both English and Spanish.

If you have questions about our school or have an issue, you may contact us at 619-825-5645.

## Vista La Mesa Cheetahs



# Vista La Mesa Academy Home-School Compact

Each student should be helped to reach his/her highest potential for intellectual and social growth. To achieve this, the home and school must work together by recognizing and agreeing upon the responsibilities of each party in the learning process.

## As a student, I will be responsible for:

- Showing respect and cooperating with all adults at the school.
- Coming to class on time, prepared to work.
- Completing all assignments to the best of my ability.
- Respecting the rights of others to learn without disruption.
- Showing respect for people and property by not using profanity, stealing, or vandalizing.
- Practicing the rules of the Code of Student Conduct.
- Spending time at home on daily reading and studying.



Date \_\_\_\_\_ Student Signature \_\_\_\_\_



## As a teacher, I will be responsible for:

- Providing instruction in a way that will motivate and encourage my students.
- Providing a safe and positive atmosphere for learning.
- Explaining and modeling assignments so that my students have a clear understanding.
- Communicating to parents, ways they can support student learning at home.
- Supplying clear evaluations of student progress to students and parents.
- Notifying parents of any concerns or problems in a timely manner.

Date \_\_\_\_\_ Teacher Signature \_\_\_\_\_



## As a parent, I will be responsible for:

- Communicating the importance of education to my child.
- Providing a caring environment, including adequate food and rest, so my child is ready to learn.
- Providing a time and place for quiet study and reading at home.
- Helping my child to meet his/her responsibilities.
- Notifying teachers of my concerns or problems that may affect school performance.

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

\* Parents/Guardians also receive a copy of the policy & compact in the first day packet to complete & return.

## General Information

3900 Violet Street  
La Mesa, CA 91945

Office: (619) 825-5645 • Fax: (619) 825-5783

Attendance Hotline: (619) 825-5743

Office and Telephone Hours: 7:30 a.m. to 4:00 p.m.,  
Monday-Friday

Parents are encouraged to call with questions or  
concerns.

### Instructional Time

**Preschool AM 8:00-11:00 a.m. (Rm20) and 8:00  
a.m.-2:30 p.m. (Rm 28)**

**TK/Kindergarten through 5<sup>th</sup> Grade 8:20 a.m. –  
2:40p.m.**

**6-7-8 Grade 8:15a.m. – 2:53 p.m.**

### Arrival and Departure of Students

Students should plan to arrive at school **no earlier than  
7:45 a.m. (preschool) and 8:00 a.m. (TK-8<sup>th</sup>)**. Staff  
supervision begins at 8:00 AM; students **should NOT  
arrive at school earlier** unless enrolled with the EDP  
Program. Each child should leave school promptly upon  
dismissal and go directly home, crossing only at the  
crosswalk. Students should report to their homes before  
going anywhere else - no other stops should be made  
without permission of parent/guardian. **No supervision is  
provided at school before 8:00 a.m. or after school at  
3:00 p.m.**

### School Dismissal

At the end of the school day students are expected to  
either leave campus and go home or sign into a  
supervised after school activity. Loitering on or around  
school grounds is not permitted. **Students in grades TK –  
5 need to be off grounds by 3:00 p.m. (1:23 p.m. on  
minimum days)** or in a supervised activity. Students in  
grades 6-7-8 need to be off grounds by **3:00 p.m.** (1:20  
p.m. on minimum days) or in a supervised activity.  
Administration will contact the parents/guardians of  
students who repeatedly remain on or around campus  
after school to request that they make arrangements for  
their child's proper supervision after dismissal.

### No Parking Zones

If your child is transported to and from school by car,  
parents are asked to observe the **No Parking** areas  
designated by red-painted curbs and/or signs posted in  
those areas. Parking in these areas is **prohibited** for  
safety reasons as well as to allow the free flow of car and  
bus traffic. **No parking in the Drop-Off Zones, PLEASE.**  
Be aware that our parking lot is patrolled by the La Mesa

Police who will ticket for violations. White curbs denote  
areas where parents can wait in their cars for a limited  
time. Cars at white curbs should always have a driver  
inside.

### Extended Day Program (EDP) - Contact: 619-825-5600 ext. 2655

Our schools are funded through the State of California's  
After School Education and Safety Program to provide  
before and after school activities. The EDP is staffed by  
district employees and includes academic and enrichment  
opportunities. The EDP is free to all enrolled school  
students. Before School: 6:30 AM until school day begins;  
After School: Begins when school day ends; open until  
6:00 PM (inc. Minimum Days – not last day of school  
year).

### Emergency Contact Information

For the safety of your child, a Student Information Form  
will be maintained in the school office. This form must  
show personal information such as correct name, address  
and phone number, the name and telephone number of  
your doctor, your work phone, and the name and number  
of a neighbor or relative who the school may contact in  
case of illness or emergency. **It is imperative that you  
report any change of information on the card to  
the office without delay.**

**A student will not be released (nor information  
regarding the student given out) to any person not  
listed on the emergency card unless specific  
authorization has been given in writing by the  
parent/guardian or the court. Authorized older  
brothers or sisters over 18 years of age who drive  
should be indicated on the emergency cards if they  
may pick up students during the year. You may use  
e-mail to inform the school of updated information.**

### Attendance (Education Code § 48200, 48290)

Good attendance is one of the keys to a good education.  
Students are expected to be in their seats when the bell  
rings. VLMA will notify parents/guardians when a student  
has excessive tardies and the student may be referred for  
additional intervention/consequences. Parents may be  
asked to attend a meeting to discuss improving  
attendance. All students are expected to come to school  
every day and on time unless there is a valid excuse such  
as doctor's note for illness.

**Please be on time!** Please make note of the time school  
begins:

### TK-5

**8:05 a.m. – Cheetah Race Club begins**

8:17 a.m. – School GATE opens

8:20 a.m. School starts and all students should be present and in their seats

### **6-7-8**

8:00 a.m. – Gates open

8:15 a.m. – School starts and all students should be present and in their seats

### **Absences, Tardiness, Release of Pupils**

Please telephone the Attendance Office Voice Mail at 619-825-5743 to report your child's absence on the first day he/she is out. If this is not possible, please send a note to the office on the day the student returns to school explaining the reason for the absence. Please be specific in stating the nature of the illness. State law places the responsibility for regular attendance upon the parents. State aid funds are lost each day for all absences.

Tardiness disrupts your child's instructional program, and that of his/her classmates. Instructional time is lost by all students when a child enters the classroom late. Please help your child meet his/her obligation by being on time each morning. If your child is tardy, please send a note explaining the reason. Parents will be contacted if excessive tardiness occurs, and students will be expected to make up the missed time. Parents are also contacted when students have excessive absences.

Please remember that pupils are expected to remain on the school grounds during school hours and during lunchtime. If you must take your child out of school during the school day, it is necessary for **you to come to the office and sign a permit to leave.** For your protection, children are only released to the parent, guardian, or other authorized persons listed on the "Emergency Card." For your child's safety, there can be **no exceptions. Please do not call and ask that your child be sent out early for dismissal.** This is not giving your child the full allotted minutes of schooling necessary for his/her grade level, and we do not have a way to notify students in a timely manner.

### **When Returning to School After an Absence**

Under Lemon Grove School District Administrative Regulation (AR 5113), the following methods may be used to verify the reason for student absences:

1. Written note from parent/guardian
2. Telephone call from parent/guardian to school office
3. Visit to student's home by a verifying employee
4. Physician's verification

Parents/guardians are to contact the school as soon as possible to verify the reason for a student's absence. The school will attempt to verify absences by using the automated calling system to contact parents/guardians on

a daily basis. Absences remaining unverified after 3 school days will be recorded as unexcused.

### **Limits on Parental Verification of Absences (Educ. Code 46014, 48205) (Admin. Reg. 5113)**

When a student has *10 excused absences* in the school year a parent/guardian may no longer excuse their child's absences by writing a note or calling the school. In order to have any additional days of absence excused, a parent/guardian must either:

1. Provide the school with a written note from a physician or other professional documenting either the medical, legal or bereavement reason for each day of absence
2. Bring the student to the school nurse, health clerk or designee to determine whether the child is healthy enough to attend school that day

The school will send a letter to the parent/guardian informing them of this requirement and it may be formalized in the form of an attendance contract. Any additional absences not verified in either of the ways listed above will be recorded as unexcused. Unexcused absences can result in a referral to the School Attendance Review Board for possible legal action.

### **Excused Absences (Education Code § 46010, 48205)**

Regular attendance is a key factor in school success. Under California Education Code Section 48205, a student's absences will be excused only for the following reasons:

1. Personal illness
2. Quarantine under direction of a county or city health officer
3. Medical, dental, optometric or chiropractic appointments
4. Attendance at funeral services of an immediate family member
5. Upon request of parent and approval of principal/designee for justifiable personal reasons.

### **Unexcused Absences/Tardies and Truancy (Education Code § 48260 and 48260.5)**

An unexcused absence is a day when a student is out of school without a valid excuse. Please see valid reasons for excusing absences above. An unexcused tardy is a day on which a student arrives late without a valid excuse. Students will be classified as truant if they have three days of either unexcused absences or unexcused tardies of more than 30 minutes. Truancy is against the law and may result in legal as well as school-based consequences. An on-going pattern of pattern of truancy/unexcused absences will result in a referral to the School Attendance Review Board for possible legal action.

### **Making Up Work Missed Due To Absence (Education Code § 48200)**

It is the student's responsibility to request missed work immediately upon return from an absence and to complete the work within the timeframe given by the teacher. Parents/ guardians may request work if the student will be absent for several days. Work may be picked up after school in the front office the day after the work is requested. It is advisable to call to confirm that assignments are ready before coming to pick them up.

### **Independent Study Contract (Education Code § 51745-51749.3)**

When a family knows in advance that a student has to miss 5 or more days of school, the parent/guardian can request an Independent Study Contract (ISC) so the student will not accumulate unexcused absences. Reasons students might need an ISC include a family trip or a sports related trip for an out-of-state tournament. Parents/guardians must contact the office to arrange for an ISC at least 5 school days ahead of time to give teachers time to prepare assignments. All work must be submitted on the day the student returns to school and all assignments must be complete in order to earn full attendance credit. An incomplete ISC will result in unexcused absences.

### **Visitors-Closed Campus Policy (Education Code § 48211, 48212; Health & Safety Code § 3389)**

Our schools are closed campuses. Only enrolled students may be on campus when school is in session or during school activities. No student visitors are allowed. Parents/guardians are always welcome – When the school day is in session, all adult visitors must sign in and out through the front office and wear a visitor's badge while on campus. Formal identification may be required. To spend time in your child's classroom, sign up with the teacher to volunteer. If you wish to observe, make an appointment with the principal so an administrator can accompany you. Students may not leave the grounds for lunch or at any time during the school day except in the company of a parent/guardian or authorized adult. Adults visiting on campus do not have permission to visit the lunch area without permission from the principal or designee. Parents/guardians must come into the office to sign students out.

### **Emergency Drills and Instruction**

Vista La Mesa School has a disaster plan that is discussed and shared with students during the year. School instruction concerning fire/evacuation drills is given regularly and drills are held throughout the year. This enables students to react calmly to any emergency situation that might occur. Fire drills are held monthly.

Emergency drills for earthquake, chemical spill, and lockdown, are held every other month. Some emergencies take us to **King Street Park or the KROC Center on University**. These are our back-up drill areas. During an emergency, we expect parents/guardians to follow our directions. Do not take students from school without following proper procedures.

### **Food Services (Education Code § 49510-49520, 48980)**

Breakfast is served each morning in every classroom. The cafeteria is open each day for lunch. All students of the Lemon Grove School District receive No Cost Breakfast. Lunch is **\$2.65??**. Applications for free and reduced lunches are available on line or in the school office. Payment may be placed in the collection box that is in the school office or purchased online at **www.ezschoollpay.com**.

### **Lost and Found**

A lost and found box is kept inside the front door of the auditorium. Small items such as keys and jewelry are placed in a box in the office. Students may check for lost items before and after school. Items in the lost and found box will be given to charity at the end of each trimester. If you find something on the grounds, please bring it to the office.

### **School Telephones**

The office phone is only for school business or in the case of an emergency. Students may only use a phone at school with permission of staff. Once school is dismissed, students who need to contact a parent/guardian may use the office phone after 3:15 p.m.

### **Messages for Students**

We will not interrupt a class to deliver a phone message to a student except in the case of an emergency. If there is an emergency, parents/guardians are asked to call the office and ask to speak to an administrator. If the situation warrants interrupting a class the message will be delivered as soon as possible. Parents can generally expect a response to an email or phone message within a 48 hour time period. **Cell Phones (Education Code § 48901.5)** Personal cell phones are to be turned off and put away during the entire school day. They may only be used by students outside of school hours. If a cell phone is used by a student or is left on and causes a disruption during school as defined by a staff member, the phone will be taken away and turned in to the front office. A confiscated cell phone will only be released to a parent/guardian or authorized adult.

### **Contacting Teachers**

Parents/guardians wishing to speak to a teacher or to

schedule a teacher conference should call the school during office hours, 7:30 a.m. to 4:00 p.m. to leave a message for staff. Teachers are also available by email. Parents can generally expect a response to an email or phone message within a 48 hour time period. For 6-8<sup>th</sup> grades, parents can access grades, teacher websites, and email addresses through the district's student data program, Illuminate.

### **Homework Policy**

Homework should be viewed as an extension of the classroom. It is to be a meaningful practice and explained thoroughly by the teacher prior to assignment. It should take into consideration the age and ability of the child. Homework will be reviewed regularly by the teacher, graded and recorded. It will then be considered and used as part of the final grading process.

Homework provides a link between home and school. It opens up avenues of communication between the parent and the child. It gives parents an opportunity to get involved in their child's education and teaches the child responsibility for his/her own learning. If you have concerns about your child's homework—please discuss your concerns with your child's teacher as soon as possible.

### **Textbooks**

Textbooks are distributed to students as a tool to support learning. These resources are considered school property on loan to students. Once these resources have been assigned to a student, they become the sole responsibility of the student. Students will be required to pay for lost, stolen or damaged textbooks and for books checked out through the Media Center.

### **Hall Passes**

Students are not permitted outside the classroom during class periods unless accompanied by a staff member or with a hall pass/Passport in their possession. Hall passes must be signed with date and time by a staff member.

### **Passport 6<sup>th</sup> – 8<sup>th</sup> Grade Students**

At the start of each trimester, students receive a Passport that is to be used with teacher permission for trips to the restroom/water fountain. The time permitted to be outside the classroom may not exceed 3 minutes. Student is to write name in pen on passport.

- At all times, students must have their Passport or a hall pass to be outside of class
- Alteration or destruction of the Passport renders it invalid; the Passport cannot be replaced if lost or stolen
- The Passport can only be used by the bearer (if a

student allows another student to use his/her Passport, it will be taken away)

### **Health Office/School Nurse**

Students should notify the nearest teacher or campus supervisor immediately in case of injury, illness or emergency. Students who are sent to the health office should go directly there. A certified school nurse is assigned to our school on a rotating basis. Our Health Clerk is on duty daily from 7:45-4:00 p.m. She works cooperatively with the nurse to carry out activities directed toward finding health problems and assisting parents to seek help for them. They do not diagnose illness, but may send a child home after first contacting the parent. The nurse will be happy to confer with parents regarding health problems of children. In all cases where injury leaves blood on a student's clothing, the parent will be contacted to bring clean clothes to school or to take the student home to change.

The Health Clerk is available for students with medical emergencies and health related issues arising during school hours. Students must obtain a pass from their teacher before coming to the Health Office. Parents/guardians are asked to inform the Health Clerk of any student health issues that arise.

### **Communicable Disease Control**

Please notify the school immediately in the case of contagious disease such as chicken pox, strep, lice, etc., in order that school may notify the parents of other children who have been exposed. Children should remain at home until free from fever for at least 24 hours. Those who vomit during the night/in early morning should stay home until free from symptoms for 24 hours.

### **Medication**

The Lemon Grove School District recognizes that some children need to take medication at school. To encourage school attendance, school personnel (nurse, health clerk, or secretary) will assist in carrying out physician's recommendations for medication in the exceptional circumstance that a child's health would be jeopardized without it. When medication cannot be adjusted so that all doses are given at home, the following precautions must be observed for the safety of your child and others, and to comply with state law:

1. All medication must be brought to school offices by an adult.
2. No medication whether prescribed or over-the-counter can be given in school unless there is **a physician's written order and a signed statement from the parent.**
3. Medication must be brought into the school office

in a prescription bottle labeled with the student's name, physician's name, name of medication and amount and time to be given; special instructions should accompany the prescription bottle. This should include: how medication is to be stored, side effects, and how taken i.e.: with food, water, juice.

4. Under no circumstances are students to carry medication on their person, in a purse, backpack or lunchbox. Prescription and over-the-counter medication must be cleared with the health office. This includes, but is not limited to: cough drops, aspirin, vitamins, throat sprays, and inhalers.
5. The child must be instructed to report to the office to take the medication at the appropriate time.
6. If a child is on life sustaining medications such as insulin, epileptic medication, asthma and allergy medication, it is important to discuss this with the school nurse. In case of a disaster, preparation must be made to insure each child has a three day supply for an emergency. Physicians written orders need to be obtained to ensure your child gets the medications he/she needs.

#### **Physical Education (P.E.) Requirements (Education Code § 51240-51246)**

All students are required by state law to participate in physical education. Students in 6<sup>th</sup> – 8<sup>th</sup> grades are required to be dressed in appropriate P.E. clothing including athletic shoes and are asked to take their P.E. clothes home for cleaning on a weekly basis. Students may wear gym shorts and a t-shirt (preferred PE uniform: black gym shorts, gray t-shirt). Students may not wear their P.E. clothes during the school day unless directed to do so by administration.

#### **P.E. Lockers for 6<sup>th</sup> – 8<sup>th</sup> Grade Students**

Students will be loaned a combination lock and assigned to a locker. If the lock is lost the student must pay to replace it. Lockers are the property of the school and may be checked by staff at any time. All belongings must be locked inside the locker at all times. The school cannot be responsible for lost or stolen items. No glass containers, hairspray, aerosol cans, or food are allowed in the locker rooms. To ensure the safety of personal items, all lockers should be locked and combinations should not be shared.

#### **Limiting P.E. Activity**

If for any reason a student cannot take part in the full P.E. program, the parent/guardian must send a note or provide documentation from a physician stating the reason and duration of time the student's activity must be limited. Parents/guardians may excuse a student from P.E. for up to 3 days; longer periods of time must be requested by a

physician. Notes are to be brought to the Health Office in the morning before school.

#### **Playground Use**

K-1 Playground is for K-1 students only - 2-3 Upper Playground is for 2-3 students only  
Lower Field for 4-8 students only. Other uses of playground/field only as directed by staff member

#### **Playground Equipment and Rules**

- Students must go in the same direction on bars, rings, slides or ladders.
- Students may kick soccer balls only (red balls and basketballs are bounced).
- Balls may be bounced on playground or designated area (not in halls or on ramp).
- Footballs may only be used during PE with a teacher on duty. THERE IS NO TACKLE FOOTBALL.
- Jump ropes are for jumping only.
- No Kendamas or other personal toys are allowed on campus including fidgets.
- No student may leave the school grounds or climb fences to retrieve balls.

#### **Games**

- All games and play areas are open to all students allowed in that area.
- Only school-provided equipment and teacher requested equipment may be used (do not bring equipment from home without a teacher note).
- Softball games (no hardballs) must be played on a marked diamond, catchers must wear a mask, other team members must remain behind fenced areas.

#### **Lining Up**

When the bell rings at end of recess/lunch recess, students will freeze, listen for a whistle, and then walk to designated line-up areas.

#### **Out of Bounds**

Students are expected to remain in designated areas of campus at all times. Examples include: during lunch – remain in the lunch area/assigned recess area unless given permission by a staff member to go elsewhere; during P.E. remain in the locker room or assigned P.E. area.

#### **PTA (Parent Teacher Association)**

Vista La Mesa has a very active and successful PTA. They support our school's program and sponsor the many different activities including class field trips, school assemblies and student recognition events. The PTA's success depends on parental support and participation! Join the PTA and help our students enjoy all

the positive programs provided by this organization. Contact the school office for more information.

### **SSC (School Site Council)**

Our SSC is made up of elected parents, community members, teachers and other school personnel and also serves as our School Advisory Council (SAC). The SSC oversees the development and implementation of the Vista La Mesa Single Plan for Student Achievement (SPSA). The responsibilities of the SSC, in conjunction with the principal, are as follows:

- The development and recommendation of the SPSA and subsequent modifications.
- The review of the effectiveness of the SPSA in cooperation with school personnel.
- The annual review and modification (if necessary) of the SPSA and developing the School Improvement Budget.

### **ELAC (English Language Advisory Committee)**

Our ELAC is comprised of parents whose primary language is typically a language different than English. This group advises the principal and School Site Council on issues regarding second language learners. All parents are welcome to attend ELAC meetings.

### **Volunteering (Education Code § 35021)**

Our school welcomes family involvement. Parents/guardians are encouraged to contact the front office and be connected to our Parent Volunteer Coordinator to arrange times to volunteer at school.

### **Student Support Services**

The School Social Worker and School Psychologist are available to assist students with academic and personal issues. They are also able to help families connect with local community resources for counseling and other assistance. Students can request to see Student Support staff through the office and parent/guardians are encouraged to call the school as needs arise.

### **If a Student Has a Concern...**

There are many caring adults on campus who are available if a student is concerned about a situation or is experiencing difficulty with another student. Classroom situations are best resolved by the teacher; students should let the teacher know if they are having difficulty in a specific class. Other situations are best referred to our Student Support staff or an administrator. It is important that students report concerns in a timely manner so that issues can be addressed and resolved before the end of the day. Students are expected to alert an adult of any situation that is a violation of school rules, California Education Code, and/or California Law. Students can remain anonymous and should not hesitate to inform an

adult regarding issues of safety.

### **We Tip Anonymous Hotline: 1 - (800) 78-CRIME www.wetip.com**

Serious threats or crimes can be reported using an anonymous hotline. Using an anonymous hotline means students or community members can take action and do the right thing without giving their names. Reports can be made by telephone or on-line.

Another resource is **Students Speaking Out: 888-580-8471 – [studentsspeakingout.org](http://studentsspeakingout.org)**

### **Law Enforcement Interview (Board Policy 5145.11)**

Law enforcement officials may interview students without the presence of a school official or without first notifying the parent of the impending interview. This procedure is necessary in order to avoid interfering with a law enforcement investigation. We have a La Mesa Police Department School Resource Officer who works with our school to assist with any situations that require or would benefit from law enforcement involvement.

### **Special Programs**

Vista La Mesa Academy uses special curriculum and software that teaches children how to resolve conflicts, solve problems, and build resiliency. Second Step is a classroom curriculum that will be used in grades Tk-8. Ripple Effects is a computer program that will be used with individuals and small groups of students to address specific needs.

### **Bicycles**

The bike rack is located at the back of the cafeteria. The school is not responsible for damage or theft of any bicycles brought to school. Heavy-duty bike locks are necessary for all bicycles. By law, helmets are required for all students riding bicycles.

**Only students in 4<sup>th</sup>- 8<sup>th</sup> grades are allowed to ride their bikes to school. We recommend that students complete the La Mesa Police Department's Safety Course.** Children who ride their bikes must abide by the following safety rules or they may no longer be allowed to bring bike on campus due to safety concerns:

- Enter school grounds by front gate, walk bike to bike rack and lock it to prevent theft
- Keep bicycles away from buildings and out of hallways.
- Walk bicycles on school property/sidewalks at all times.
- Wear a helmet whenever riding a bike.

### **Scooters and Roller Blades (CA Penal Code § 21212)**

In order to protect the safety of all children, scooters and roller blades are not allowed on school property. For

safety reasons skate shoes (wheelies) are not allowed.

### **Banned Items**

In addition to items prohibited under district policy and state law, students are not allowed to have items at school that create a disruption to the learning environment or a safety hazard. Items such as permanent markers/sharpeners, **laser pointers**, aerosol sprays, pump sprays, or cards/dice used for gambling purposes are prohibited. Kendama and other toys are no longer permitted on campus.

### **Bullying**

A person is being bullied when he or she experiences repeated exposure, over time, to negative actions from others which can include:

- **Physical** - hitting, shoving, grabbing
- **Verbal** - teasing, name-calling, including racial or sexual slurs
- **Social** - spreading rumors, shunning or excluding

Each of us is part of promoting a safe and respectful campus. Bullying is not allowed. Please report bullying to an adult so that this unacceptable behavior can be addressed and responded to as outlined in district policy.

### **Electronic Devices/Personal Property at School (Including Cell Phones)**

Students are not to bring valuables to school including expensive jewelry, large amounts of cash, and electronic devices such as cameras and i-Pods. ***Students that choose to bring these items must understand that the school will not be responsible or liable for any lost or stolen articles (including lost or stolen cell phones).***

In addition, electronic devices that are visible or in use during the school day will be confiscated, turned in to the office, and will only be released to a parent/guardian or authorized adult. Students are to leave personal property such as toys, play items, balls and other equipment at home.

### **Graffiti/Vandalism**

All “tagging” or graffiti is considered an act of vandalism and will result in disciplinary as well as financial consequences. Students may not be in possession of notebooks, binders, or any other items that display graffiti. Marking pens or other items typically used to write graffiti are prohibited on campus.

### **Threats**

A threat is any expression of an intent or plan to harm someone. Threats may be:

- Spoken, written, or expressed in other ways such as through gestures
- Direct (“I’m going to beat you up”) or Indirect (“I’m

going to beat him up later”)

- Vague (“I’m going to hurt her”) or Implied (“You better watch out”)
- Possession of a weapon will be investigated as a possible threat.

If a student feels threatened or knows about a serious threat to someone else, he/she should seek assistance from an adult. School staff and administrators take all threats seriously. Please report threats or threatening behavior to an adult as soon as possible

### **Snacks, Gum, Candy**

Students may bring a nutritious snack (fresh fruit, fresh vegetables, water, 100% fruit juice) for their mid-morning snack. The following items are not allowed at school: sunflower seeds in the shell, cookies, Takis, chips, ramen noodles, candy, soda, energy/power drinks, or other unhealthy, high sugar food items.

### **Public Displays of Affection**

Excessive displays of affection are inappropriate on school grounds or during school sponsored activities. Public displays of affection include kissing, hugging, and other physical demonstrations that are considered to be inappropriate when conducted in public.

### **Sale of Any Items**

Students are not allowed to sell any items on campus. This includes non-school related fundraising activities.

## **STUDENT SERVICES**

The School Social Worker is available to assist students with academic and personal issues. He is also able to help families connect with local community resources for counseling and other assistance. Students can request to see Student Support staff through the office and parent/guardians are encouraged to call the school as needs arise at (619) 825-2152 or (619) 825-2154.

### **California Penal Code Section 415.5 (paraphrased)**

Any person who (1) fights within any building or upon the grounds of any school or challenges another person to fight, or (2) maliciously and willfully disturbs another person within school buildings or upon the grounds by loud and unreasonable noise, or (3) uses offensive words within school buildings or upon the grounds which are likely to provoke an

immediate violent reaction is guilty of a misdemeanor punishable by a fine not to exceed \$400 or by imprisonment in the county jail for a period of not more than 90 days or both.

## **Bullying**

Bullying may be defined as the activity of repeated, aggressive behavior intended to hurt another person, physically or mentally. Bullying is characterized by an individual behaving in a certain way to gain power over another person. Bullying can include:

- **Physical** - hitting, shoving, grabbing
- **Verbal** - teasing, name-calling, including racial or sexual slurs
- **Social** - spreading rumors, shunning or excluding

Each of us is part of promoting a safe and respectful campus. Bullying is not allowed. Please report bullying to an adult so that this unacceptable behavior can be addressed. Students, Parents and/or Guardians may complete and submit a *Report of Allegation of Bullying/Harassment* to the assistant principal where additional follow-up will occur relating to the situation.

## **Threats**

A threat is any expression of an intent or plan to harm someone. Threats may be:

- Spoken, written, or expressed in other ways such as through gestures
- Direct (“I’m going to beat you up”) or Indirect (“I’m going to beat him up later”)
- Vague (“I’m going to hurt her”) or Implied (“You better watch out”)
- Possession of a weapon will be investigated as a possible threat.

If a student feels threatened or knows about a serious threat to someone else, he/she should seek assistance from an adult. School staff and administrators take all threats seriously. Please report threats or threatening behavior to an adult as soon as possible.

## **Sexual Harassment (Ca Ed Code 48980, 231.5)**

Sexual harassment involves the unwelcome sexual advances, requests for sexual favors, and other

verbal, visual, or physical conduct of a sexual nature made by someone in the education setting. Sexual harassment is prohibited and includes:

- Sexual assault
- Physical abuse (unnecessary or unwanted touching, pinching, or cornering)
- Verbal abuse (propositions, lewd comments, or sexual insults)
- Subtle or overt pressure for sexual favors accompanied by implied or overt threats
- Leering, gestures, or displaying of material designed to embarrass or intimidate

Any student who feels that s/he has been the victim of sexual harassment shall immediately report it to a teacher and the principal/assistant principal. Any student who has knowledge of conduct (be it employees of the district, volunteers or other individuals in the school community, or students); which may constitute sexual harassment, shall immediately report this conduct to the school principal/assistant principal.

## **California Penal Code Section 415.5 (paraphrased)**

Any person who (1) fights within any building or upon the grounds of any school or challenges another person to fight, or (2) maliciously and willfully disturbs another person within school buildings or upon the grounds by loud and unreasonable noise, or (3) uses offensive words within school buildings or upon the grounds which are likely to provoke an immediate violent reaction is guilty of a misdemeanor punishable by a fine not to exceed \$400 or by imprisonment in the county jail for a period of not more than 90 days or both.

## **Searches/Seizures**

The law provides school administrators with wide latitude to search students, their possessions, and lockers in the ongoing effort to maintain a safe and secure campus. When an administrator/designee has a “reasonable suspicion” that a student may be in possession of an illegal item or dangerous object, the student and his/her possessions may be searched by the administrator/designee in the presence of another adult. Students should be aware that any item found in their possession will be assumed to belong to them. In addition, confiscated cell phones may be inspected and searched when a site administrator/designee has reasonable suspicion that a violation has occurred, is in the process of being committed, or has reasonable cause to believe that a search of the cell phone’s contents is necessary to maintain a safe school environment or

enforce other school policies and state law.

**Please Be Aware**

Situations or problems that arise during the school year that are not specifically covered in this handbook will be governed by Lemon Grove School District Board Policy and addressed by site administration.



**TK-5 Progress Reports and Parent Conferences**

Standards Based Progress Reports for students in Kindergarten-6<sup>th</sup> Grade are issued three times during the school year. At the end of the 1<sup>st</sup> Trimester, parent conferences are held for all students. In addition, we encourage parents to schedule a conference whenever needed.

**7-8 Report Cards and Progress Reports**

Report cards are issued at the end of each quarter. Academic marks indicate the student's progress in acquiring or improving skills and developing desirable habits and attitudes. Citizenship marks are based on a student's behavior in the classroom. Each teacher establishes behavior expectations and informs students and parents/guardians of their classroom management and grading procedures. Report Cards will be sent home within one week of the end of the quarter.

During each quarter, 7<sup>th</sup>-8<sup>th</sup> grade progress reports will be issued directly to all students who will be responsible for bringing them home to their parents/guardians. In addition, parents/ guardians are encouraged to access their child's most up-to-date grade information via PowerSchool throughout the year.

**Reporting Periods 6-8**

**Citizenship Marks:**

		Grade Point Average (GPA)
O	Outstanding/Excellent Behavior	4.0
G	Good Behavior	3.0
S	Satisfactory Behavior	2.0
N	Needs Improvement	1.0
U	Unsatisfactory Behavior	0.0

**Academic Marks:**

		Grade Point Average (GPA)
A	Excellent	4.0
B	Good	3.0
C	Average	2.0
D	Below Average	1.0
F	Failing	0.0

**Promotion Standards (AR 6146.5)**

In June 2008 the district's Governing Board adopted Admin. Reg. 6146.5 - *Middle School Promotion Requirements*. These requirements provide more structure and definition to the upper grade program by defining promotion requirements, performance expectations, and appropriate remedies for students who are falling behind. Detailed information concerning promotion requirements is provided to members of the school community at the beginning and throughout each school year. This Administrative Regulation includes a minimum criteria for promotion from 8<sup>th</sup> Grade of a "C" or higher academic and citizenship grade point average cumulative during grades 7 and 8. **Any student not meeting Promotion Standards is considered ineligible for extracurricular activities including the end of year ceremony.**

# Technology Use Guidelines

**Netiquette (Network Etiquette\*)** The use of LemonLink and the Internet requires that you abide by accepted rules of network etiquette. These include, but are not limited to:

- **Be Polite.** Do not send abusive messages to anyone.
- **Use Appropriate language.** Do not swear or use vulgarities or any other inappropriate language. Any reference to illegal activities is strictly forbidden. If you know about messages relating to illegal activities you must report this to the school authorities.
- **Keep what's private... PRIVATE!** Do not reveal your personal information or personal information of anyone else. This includes names, addresses, phone numbers and images.
- **Respect Copyright.** Anything accessible on the Internet should be assumed to be the property of the author and may not be reused without permission. In other words, it's not acceptable to copy/paste text, images, film clips, or music without citing the source or getting permission from the author.
- **Do Not Disrupt the Network.** Do not use the network in a way that would disrupt its use by others. This includes destroying data of another person or intentionally 'hacking' into the system.

\*Etiquette: showing good manners

**Cyber-Bullying** Cyber-bullying can include email messages, instant messaging, text messaging, cell phone communication, Internet blogs, chat rooms, postings, web sites, or other means of communication through technology that:

- deliberately threatens, harasses, intimidates or in any way ridicules an individual or group of individuals.
- places someone in fear of being harmed or fear of damage to their personal property.
- disrupts the orderly operation of the school.
- sends mean, vulgar or threatening messages or images.
- posts sensitive, private information about another person without their permission.
- allows someone to pretend to be someone else in order to make that person look bad.

If you believe you or one of your friends is being cyber-bullied you should tell a school staff member, teacher, assistant principal or principal.

Consequences for cyber-bullying may include disciplinary action at the classroom, school site, district level or by law enforcement. This may include behavioral interventions up to and including suspension or expulsion. (Education Code § 48900)

## **Some Considerations for the Proper Care and Use of District-Provided Technology**

The Lemon Grove School District has gone to great deal of effort to provide each student, teacher and classroom with the most up-to-date technology tools and equipment. You can show your respect and appreciation by demonstrating the following:

1. **Keep the equipment safe.** Do not intentionally harm or destroy any piece of equipment provided for your use. Parents will be asked to provide replacements for intentionally damaged equipment.
2. **Take care when you start or finish using the equipment.** Take a couple of extra seconds to properly put away your equipment and make it ready for the next person. Put the mouse, power cord, keyboard, and Ethernet cord in the correct place as directed by your teacher.
3. **Keep the equipment clean.** Please do not mark on cases, screens, or any other part of technology in your classroom or in your possession. Put your trash in the cans provided in each classroom... not stashed in e-Pad compartments or wire management trays of the tables. The e-Pad case is *not* your lunch bag... please keep food and liquids away!
4. **Follow the Netiquette Rules.** The use of this equipment is a PRIVILEGE not a right. Inappropriate use may result in cancellation of those privileges.

## **Dressing for Success**

Student dress and appearance needs to reflect that our school is a place of learning. Students are asked to exercise good judgment regarding their clothing and grooming so that the educational environment will not be disrupted. Shoulder straps are to be fastened over the shoulders, including overall straps. Midriffs must be covered at all times, sweatshirt/jacket hoods may not be worn while on campus, and closed-toed shoes are required. Students who wear inappropriate clothing to school will be directed to change into their PE clothes, to wear a school-provided t-shirt for the remainder of the day, or to have their parents/guardians bring appropriate clothing to school for them. Continued dress code violations will result in parent/guardian contact and disciplinary actions.

### **Dress Guidelines**

The following attire is **not** allowed at school or during school-related activities:

- Backless, strapless, “muscle”, spaghetti strap, low-cut, see-through, tank tops or shirts that show bare midriff/cleavage
- Shorts/skirts/dresses above mid-thigh
- Covering any of the above with a jacket, sweatshirt or sweater is not acceptable
- Any form of headgear including, but not limited to, hats, bandanas, caps, hoods, rags, hair nets, visors – headgear must be put away in backpack while on school grounds
- Gang identification or the gang-look including sagging or oversized pants/shorts
- Metal belt buckles with initials, pocket chains or any apparel that might be considered as a possible dangerous object may not be worn or displayed
- Clothing with profanity, obscene language/pictures; inappropriate sayings; racial/ethnic/sexist slurs, alcohol/tobacco products or messages that promote or encourage violence or use of alcohol or other drugs of any type
- Platform/high heel shoes (greater than 2”), flip flops, open toed shoes
- Belts with large metal buckles
- Pajamas or slippers (except on special dress up days as scheduled by ASB/Student Council)
- Blankets
- Shoes with rollers inserted
- Earrings with large hoops or earrings that are long and dangle

*\*Dress guidelines are subject to change when needed to ensure a safe and respectful campus environment as determined by the site administrators.*

## **Vista La Mesa Academy Student Code of Conduct**

*To promote a safe and supportive learning environment, students and parents/guardians have reviewed the Vista La Mesa Academy Parent/Student Handbook and agree to:*

1. Behave appropriately in the classroom, on school grounds, and on the way to and from school. At no time engage in horse play including play fighting, chasing or any aggressive physical behavior.
2. Follow all directions of classroom teachers and other school staff, obey the rules and procedures of the school and each classroom, avoid behaviors that disrupt school activities.
3. Follow all directions of teachers and school staff, obey the rules and procedures of the school and each classroom, avoid behaviors that disrupt school activities
4. Resolve any potential conflicts with others without confrontation or threat of violence and seek adult assistance to resolve issues. In the event of a physical or verbal altercation, students are to walk away from the incident. Students running towards or 'jumping' into a physical or verbal altercation will incur disciplinary action from the site administrators.
5. Act with personal integrity at all times - treat classmates, staff and visitors to campus with courtesy and respect – at no time engage in plagiarism, forgery, theft, bullying, harassment, vandalism or disruption of school activities
6. Follow district policy which defines and prohibits sexual harassment – at no time use inappropriate language or make obscene gestures
7. Wear appropriate attire while at school – follow the dress guidelines.
8. Arrive to school on time and report to class on time – absences can only be excused by parent/guardian for valid reasons
9. Come to school prepared with learning supplies and completed assignments
10. Take proper care of personal, school and district property at all times; respect other's property
11. Eat and drink only in designated areas unless given permission by a staff member – students are to dispose of trash properly
12. Keep cell phones turned off and put away during the entire school day, limit use to after school
13. Leave valuable personal items including electronic devices such as i-Pods, MP3 players, PSPs, cameras, etc. at home - they are not allowed at school – school is not responsible for any lost or stolen personal items including cell phones and will not investigate the cause of such loss/theft
14. Follow the drug, alcohol and tobacco-free campus policy at all times – this includes not using, possessing, selling or distributing tobacco or any controlled substance including look-a-like drug substances or drug-related paraphernalia
15. Follow district policy and state law which prohibit possession of any dangerous objects including but not limited to knives, guns, look-a-like weapons/toys, fireworks, poppers, laser pointers, etc.
16. Wear a helmet when riding bikes or skateboards to school – bikes and skateboards are to be locked in school's bike rack - roller blades/scooters, motorized bikes are not allowed at school
17. Leave school grounds when dismissed and go directly to a supervised after school activity or home – students are not to loiter on or near school grounds after dismissal

## Vista La Mesa Academy K – 8 Positive Discipline Plan

Believing that all students have a right to learn, and all teachers have a right to teach, we agree upon these School Wide Rules:

1. Be safe
2. Be respectful
3. Be responsible
4. Be Kind

### KEY POINTS

1. In order for the program to be effective, the basic rules must be fairly and consistently applied.
2. Since the greatest percentage of our students do follow the rules, the majority of discipline efforts should be on “Praising our Students” and acknowledging our Peace Builders. These students are excellent role models and are acknowledged throughout the year.
3. For those students choosing to break the rules the following steps will be followed and documented:

**Step 1:** The teacher gives a warning and counsels the student about following school rules and classroom expectations.

**Upper grade students may be assigned to serve a 15 minute “See Me” after school, with their teachers. This gives them the opportunity to talk through any concerns and review expectations outside of instructional time.** Detention in excess of 15 minutes requires parent/guardian notification and, if not feasible to serve on same day, detention would be assigned for the following day.

**Step 2:** The teacher counsels the student, records the behavior and notifies the parent.

**Step 3:** **If a behavior continues,** the teacher conferences with the parent regarding the student’s misbehavior.

**Step 4:** **If a behavior still continues,** teacher refers the student to the principal or assistant principal/designee resulting in an administrator/student conference and parent contact.

**Step 5:** The principal or assistant principal/designee arranges a conference to include the student, the teacher, the administrator and the parent. Further disciplinary action may be taken by the administrator. This action may include, but is not limited to: lunch detention, after school detention, assignment of community service and/or letter of apology, placement on ineligibility list, schedule/classroom change, suspension from school, administrative hearing at the district level.

Parents, teachers, students and the principal/assistant principal will work together seeking solutions and alternative programs for a student’s behavioral problems. However, habitual disrespect, defiance, **bullying**, malicious actions, obscene language, sexual harassment, and/or fighting, rock throwing, or physical harm will not be tolerated. ***The seriousness of a behavior may result in an immediate referral to the principal/assistant principal.***

## **Suspension/Expulsion**

A suspension is a temporary removal from school. It is normally from one to five days in duration. However, in the case of recommendation for expulsion, it may be extended until the next meeting of the governing board.

A suspended student may be allowed, at each teacher's discretion, to complete assignments and tests missed during suspension if these can be reasonably provided. Upon satisfactory completion, full credit shall be given.

In cases of repeated or extreme violations of the Education Code the principal may recommend that expulsion proceedings be initiated. An expelled student has gone through an extensive legal process, is no longer allowed to attend school on a regular campus, and must enroll in an alternative setting such as a Juvenile Court & Community School for up to one year.

A student may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including, but not limited to any of the following:

While on school grounds	During the lunch period whether on or off the campus
While going to or coming from school	During, or while going to/coming from, a school-sponsored activity

Depending on the severity of the situation, the administrator may substitute detention, campus beautification, or other disciplinary action for suspension. Alternatives to suspension or expulsion may be imposed against any student who is truant, tardy, or otherwise absent from school activities, including detention. Parent/Guardians are responsible for their students during a suspension.

A student may be suspended from school or recommended for expulsion if the principal or designee determines that the student has committed any of the following actions outlined in Education Code Section 48900:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the student had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal
- c. Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of, any controlled substance, listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind
- d. Unlawfully offered, arranged or negotiated to sell any controlled substance, as defined in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid substance or material as controlled substance, alcoholic beverages, or intoxicants.
- e. Committed or attempted to commit robbery or extortion
- f. Caused or attempted to cause damage to school property or private property
- g. Stole, or attempted to steal, school property or private property
- h. Possessed or used tobacco or any products containing tobacco/nicotine
- i. Committed an obscene act or engaged in habitual profanity or vulgarity
- j. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm— meaning a replica of a firearm that is substantially similar in physical properties to a firearm as to lead a reasonable person to conclude that the replica is a firearm
- n. Committed or attempted to commit a sexual assault
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness in a school disciplinary matter.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug SOMA
- q. Engaged in, or attempted to engage in hazing as defined in Section 32050
- r. Engaged in an act of bullying, including, but not limited to bullying committed by means of an electronic act, as defined in subdivisions (f) & (g) of section 32261, directed specifically toward a pupil or school personnel.
- s. Aided/abetted infliction/attempted infliction of physical injury

### **Section 48900.2**

Committed sexual harassment (Grades 4-8).

### **Section 48900.3**

Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

### **Section 48900.4**

Engaged in harassment, threats, or intimidation directed against school personnel or students.

### **Section 48900.7**

Threat against school officials, school property or both