

## WELCOME

Welcome to La Mesa Junior High School! Every member of the La Mesa staff is dedicated to helping students have a successful junior high school experience. The office staff will always be available to lend guidance, answer questions, and provide assistance whenever and wherever the need arises. We hope you have a very enjoyable and successful year.

This handbook is designed to help you be organized in your classes and to inform you of some school policies and procedures. Pages are not to be torn out or folded. Please read this information carefully. ***You are required to have your binder reminder and I.D. card with you every day.***

## COMPREHENSIVE GUIDANCE PROGRAM

The La Mesa counselors have as their aim the recognition of the dignity and worth of each individual and a respect for the differences that exist among individuals. The success of this program relies upon the development of relationships within the school community; hence, effective counseling depends upon a team approach – student, parent, teacher, and counselor.

Counselors work closely with students to ensure their academic and educational development as well as providing the skills for career, social, and personal development. The Guidance curriculum is taught through classroom presentations, structured groups, and individual and small group counseling. Students will develop a variety of skills needed to become self-sufficient, socially responsible citizens.

### Credit Requirements

A student must accumulate a minimum of 107.5 credits in two years; sixty credits may be earned each year to meet the district requirements. Students deficient in credits may earn credits by attending Summer School.

## LUNCH

La Mesa has a full service cafeteria, where Class A hot lunches and a-la-carte items are available. Many students prefer bringing a lunch from home. Students can prepay for meals before school with their I.D. card. Checks must be made out to: WSHUHS. If you have any questions, please contact the cafeteria at (661) 250-0022 x101. During the lunch period, recreational equipment is also available for use on the athletic fields.

## NOTICE OF RIGHTS, REGULATIONS, AND RESPONSIBILITIES

A copy of the "Notice of Rights, Regulations, and Responsibilities" handbook is available on the District home page at [www.hartdistrict.org](http://www.hartdistrict.org) or available in hard copy by request.

## EQUAL EDUCATIONAL OPPORTUNITY AND GENDER EQUITY

The William S. Hart Union High School District ensures that its programs and activities are available to all persons without regard to race, ancestry, ethnic group identification, religion, creed, age, sex, color, physical or mental ability, marital or parental status. Complaints of unlawful discrimination in its programs or activities shall be investigated.

## COMPLAINTS CONCERNING STATE AND FEDERALLY FUNDED PROGRAMS – UNIFORM COMPLAINT PROCEDURES

The Uniform Complaint Procedures shall be used to investigate and resolve any complaints concerning alleged violations of state or federal regulations governing educational programs. For additional information, please see the ***Notice of Rights, Regulations, and Responsibilities***.

## VISITORS

All visitors, guests, and parents must sign in at the Main Office and receive a visitor's pass to be worn during the visit. Parents are welcome to visit classes. Please call at least 24 hours in advance to arrange an appointment. **We do not allow student or older sibling visitors on campus due to district liability and insurance.**

## I.D. CARD

Each student is issued a photo I.D. card. This card identifies you as a La Mesa student and, therefore, must be carried every day at school and to all school district functions. I.D. cards are for safety purposes. You will be asked to show your I.D. card for various reasons such as library use, school dances, buses, all ASB purchases, cafeteria, etc. NO PURCHASES CAN BE MADE WITHOUT A STUDENT I.D. CARD. If you lose your I.D. card you may purchase a new one in the library for \$5.00.

## STUDENT ACTIVITIES

A great deal of emphasis is placed on student activities at La Mesa. We encourage all of our students to become involved in the variety of activities we offer. We feel that students who do participate in an activity can more closely identify with the school and, therefore, develop a feeling of pride and loyalty. Students who become involved in activities also do well in classes.

### Eligibility

To be eligible to participate in co-curricular activities students must maintain a 2.0 grade point average and must maintain good citizenship by following school rules. Details on this policy are explained in the Rights and Responsibilities Handbook available on the District home page at [www.hartdistrict.org](http://www.hartdistrict.org).

### Associated Student Body Government

Faculty and students share in the government of La Mesa Junior High School. This mutual participation is expressed in the many clubs, leadership class, and the Associated Student Body activities. La Mesa offers clubs such as Rock Climbing, Weightlifting, Runners Club, Sports Talk, T.A.G., Heart to Heart, and College & Career Club.

The purpose of the Associated Student Body (or A.S.B. as it is known on campus) is to promote the welfare of the school, to encourage loyalty, school spirit, and to develop leadership. Every student is a member of the association. A leadership class is offered to students who have a strong desire to get involved in student activities and meet the criteria.

### Honor Society and Honor Roll

Students who receive a 3.5 GPA or higher are encouraged to join our local chapter of the National Junior Honor Society, a scholastic service organization.

### 8<sup>th</sup> Grade Annual Awards Night

Each year at the Annual Awards Night, numerous awards are given to eighth grade students who have excelled in some aspect of the school environment. Awards are given to students who achieve all A's in any subject area as well as specific individual outstanding achievement awards. Those areas include math, English, science, social studies, physical education and electives.

## SCHOOL SAFETY

In order to ensure the safety of all students and staff, the school reserves the right to:

- Use surveillance cameras.
- Restrict any clothing or items deemed harmful, disruptive, gang-related, or unsafe.

## SCHOOL RULES

### Student Rules of Conduct:

1. Students are required to comply with the dress code.
2. La Mesa is a closed campus. Students are not allowed to leave the school grounds unless authorized by the office. Parents must sign student in/out through the office.
3. Arrive each day with the required materials, La Mesa Binder Reminder, and I.D. card. A \$5.00 fee is charged to replace each I.D. card or binder reminder.
4. Personal devices must be off and in backpacks once students enter the gate and may be used once they exit the gate at the end of the day.
5. Keep hands, feet, and objects to yourself.
6. Follow directions the first time they are given.
7. Be on time to class every period, every day.
8. Be aware that it is against the rules to deface, damage, or steal school property or the property of another person.
9. Reflect an attitude of courtesy, respect, honesty, and good manners.
10. Eat food and drink beverages in the lunch area only. Help maintain a clean campus by putting all trash in the proper containers.
11. Use the library responsibly, respecting the rights of others.
12. Represent La Mesa appropriately and responsibly at all times, both on the campus and off.
13. Any action that is unsafe or that disrupts classroom activities is unacceptable.
14. Public displays of affection such as kissing or fondling are prohibited.
15. GUM CHEWING IS NOT ALLOWED. Students found chewing gum will be assigned consequences.
16. Permanent markers are prohibited.

## DRESS CODE

Our dress code is in place to promote student safety and a focus on learning. The standard of dress must reflect that of a professional student. Students are expected to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. We are charged with preparing students for college and career readiness. Our dress code expectations reflect this aim. The dress code is gender neutral and La Mesa will strive to enforce it consistently among all students.

1. Clothing must fit properly.
2. Clothing must conceal undergarments, cover the torso, chest, and bottom. Shirts, tops, and dresses must have straps.
3. Clothing and accessories must be positive and safe. They must not advocate or depict prejudice, racism, drugs, alcohol, violence, pornography, or profanity. Clothing and accessories will not violate the Wm. S. Hart UHSD anti-discrimination policy.
4. Clothing must not depict or advocate gang related affiliation or activity.
5. Shoes must be worn at all times. Shoes must be closed-toe and closed-back with a solid, hard sole.
6. Students may not wear clothing or accessories that obscure the face with the exception of approved religious items.

FAQ –

**Question:** Would a “crop top” be ok?

**Answer:** No, as clothing must cover the torso.

**Questions:** Can I wear pajama bottoms? I want to be comfortable at school.

**Answer:** This would not reflect a focus on learning attitude and may violate the expectation for cleanliness. While comfort is important, sleep clothing is just that...for sleeping. We do occasionally have spirit days that allow for PJ wearing as a treat.

**Question:** Can I wear sleeveless tops?

**Answer:** As long as they have a strap and do not show undergarments, yes. Some sleeveless tops are intended to be undergarments. These would not positively reflect the aim of dressing as professional students.

#### **Consequences for not following the dress code:**

- Students who are out of dress code will be changed into clean school provided clothing, doing our best to have minimal disruption to their learning. A review of the policy will occur with the student.
- Repeat violations of the dress code will result in progressive discipline

### **ATTENDANCE MATTERS**

Student success is directly related to attendance. Parents are encouraged to plan vacations and appointments in coordination with the school calendar.

**Reporting Absences** - Please call the school at 250-0022 between 8:00 and 10:00 a.m. on each and every day your child is absent. Automated telephone calls go out every night to make you aware your student has 2 or more periods of uncleared absences. The attendance office voicemail is available 24 hours a day to leave a voice message to clear a student’s absence or tardy. Please include your child’s name, date of absence/tardy, reason, and a phone number to reach you in case of any questions. After three days, an uncleared absence is recorded as truancy and students may be assigned appropriate consequences.

If someone other than the parent is to pick up the student early for an appointment, a note from the parent must be given to attendance the morning of, with the name of the person who is picking up the student. Names listed on emergency cards are for EMERGENCIES and do not necessarily designate persons authorized to pick up a student. Classrooms will not be interrupted during S.S.R. (Sustained Silent Reading).

**Late Arrivals** – Students are considered late if not in their seats by 8:45 am. Appropriate school consequences will apply for Students arriving to class late. Unverified absences of more than 30 minutes will be marked as truant and student will be assigned consequences.

**Off Campus Passes** - If your child needs to leave school early, please have him/her bring a note to the ATTENDANCE OFFICE before school or during brunch. This will enable your child to meet you in the office at the designated time. We understand that some appointments are made at the last minute. If at all possible, try to schedule your pick-up between classes to minimize interrupting class instruction. If your child does not bring a note, you MUST come into the office and should expect a delay of 10-15 minutes. Students will not be sent for until a parent or guardian has signed him/her out at attendance. Student service delivers the summons to classes and, therefore, is unable to deliver a summons the last five minutes of each period. If the student is in PE the period before lunch or the last period of the day, a summons will not be delivered the last 15 minutes of the period.

**Requesting Homework** – Please email your student’s team teacher directly.

**Out of Town** - If you are leaving town or traveling out of state for several days, and your child is remaining at home, please provide a written statement with the name and phone numbers of the person responsible for your child during your absence.

### **HEALTH OFFICE**

Medication will not be administered during school hours without the completion of a “Request for Medication” form from the doctor. The Health Assistant cannot issue aspirin or any other type of medication. Students may not have aspirin or any type of medication in their possession while on campus. If a student needs to be excused from P.E. for more than 3 days, a doctor’s note is required. Students may bring notes to the health office before school starts or to their P.E. teacher. Sick students must check into the health office where they will be allowed to use the office phone. Emergency contacts will be used *only* if a student is ill and the parent cannot be reached. The Health Assistant is not a nurse and cannot diagnose injury or physical problems.

### **Emergency Card**

For your safety, an Emergency Card will be given to each student. Each student must have an emergency card on file. This card, when returned, should show personal information such as names and work phone numbers, of whom we may contact in case of an emergency. It is very important to report any change of personal information and/or updated emergency contacts to the Health Office during the school year. We are not able to release your student, if the individual picking up is not on the emergency card. The emergency card is used for emergency purposes only.

## **GENERAL INFORMATION**

### **Supervision and School Office**

School supervision is provided starting at 8:00 a.m. and ends at 4:00 p.m. If students are participating in after school activities, parents must be waiting for the student when the activity ends. If you wish to speak with a teacher, counselor, the health office or an administrator, please call between the hours of 8:00 a.m. and 4:15 p.m. The office closes at 4:00 p.m. on Fridays.

### **Personal Property Thefts**

La Mesa does not accept any responsibility for textbooks and personal property, including cell phones and other electronic equipment, stolen from a student. Since La Mesa does not have lockers, we recommend that students carry their belongings with them at all times in sturdy backpacks.

### **Electronic Devices/Cell Phones/Toys etc.**

Personal electronic devices must be off and in backpacks before entering the main gates. They may be accessed again after exiting the gates at the end of the school day. Please refer to the school website for additional information regarding the personal device policy. Students may use the office phone to contact parents. Items such as toys, laser pens, balloons, squirt guns, aerosol sprays, cigarette lighters, and items deemed to be disruptive to school activities, are not permitted on campus.

### **Bicycles/Skateboards/Rollerblades/Scooters**

Bicycles and scooters may be ridden to and from school with the understanding that they be maintained and operated in a safe manner. Students are required to wear bike helmets and must walk their bike/scooter down May Way and use the crosswalk when crossing Via Princessa. Bicycles and scooters may not be ridden on school grounds and must be walked in/out of the bike racks. The school is not responsible for damaged/stolen bicycles or scooters. Roller blades, and shoes with wheels are not allowed on school grounds at any time and will be confiscated. Skateboards are not permitted on campus.

### **Work Permits**

To be eligible to obtain a work permit, students must maintain a grade of "C" or better in all classes and have good attendance.

### **Morning Announcements**

The morning announcements can be accessed on our website at [www.lamesajuniorhigh.org](http://www.lamesajuniorhigh.org)

### **Busing/Transportation**

Bus transportation is provided by the City of Santa Clarita. Bus fare is \$1.00. A bus pass can be purchased through the City of Santa Clarita. The same rules and expectations apply to the use of City Transportation. Bus riders are under the authority of the driver and must obey all rules and directions given by the driver. Students receiving bus "tickets" are subject to suspension or exclusion from bus transportation. Questions or concerns should be directed to the Hart District Transportation Office at (661) 259-0033, ext. 342. If your child rides the City Transit and you have any questions or concerns, please call them at (661) 294-1287.

### **Adjoining Property**

All students are expected to be good neighbors to the surrounding community. Please plan to drop-off and pick-up your children in the drop-off loop to limit disruption to our neighbors.

### **Student Store**

The student store is operated by the Associated Student Body and provides a service to the students of La Mesa. Water and healthy snacks are some of the items that are available. The student store is open during brunch and lunch.

### **Lost and Found**

Lost and found is maintained in the office. Students who lose something, should come to the office and ask to be admitted to lost and found. Items left for an extended time will be given to charity.

### **Entering/Exiting School**

Students may only enter campus using the main between the MPR and gym.

### **Loss of Privilege List**

Students who have been assigned a consequence by administrators or a suspension will be placed on the loss of privilege list. These students will be ineligible to participate in extracurricular activities such as dances and field trips.

## PHYSICAL EDUCATION

If a student needs to be excused from P.E. for more than 3 days, a doctor's note is required. Students may bring notes to the health office before school starts or to their P.E. teacher. No phone calls please. KEEP YOUR P.E. LOCKER COMBINATION A SECRET! The school assumes no responsibility for locker security. If you share or abuse your locker, you will have it taken away. P.E. lockers are a privilege.

### P.E. Uniforms

Students may purchase the P.E. uniform at the ASB window with their I.D. card during brunch and lunch only. The cost of the uniform is \$20.00, tax included. Shorts are \$12.00 each and shirts are \$8.00 each (prices subject to change without notice.) If you wish to purchase a P.E. uniform with a check, please make the check payable to: La Mesa JHS. For the safety of all students, athletic shoes (no slip-ons) are required for P.E.

## LIBRARY

All students are welcome to come and explore the resources of the library:

- The library is open before school, brunch, lunch, and after school.
- A pass from your teacher is required if you wish to visit the library during class time.
- Students must have a current I.D. card to check out books.
- Return books to the library promptly – others may be waiting.
- Consequences for overdue materials are listed on the library website at <http://lobolib.weebly.com>
- Computers are available for student use in the library.
- Use of the library is a privilege. This privilege can and will be revoked for improper behavior.

### Textbooks

Textbooks will be issued to all students during summer check-in. A student who loses a book must make arrangements with the library for the payment or replacement of that book. If the lost book is found later, the amount paid by the student for the lost book will be refunded. Stolen books remain the responsibility of the student to whom they were issued and charges for replacements will be required of that student. STUDENTS WILL NOT BE ISSUED A NEW TEXTBOOK UNTIL THEY HAVE PAID FOR THEIR LOST OR STOLEN BOOKS. The average cost of a textbook is \$80.00. Copies of all textbooks are available in the library for students to use in the library until payment can be made.

### Smoking, Narcotics, Alcohol

Smoking – “Smoking and possession of tobacco are not permitted on or near school activities (on or off campus). Penalties include immediate suspension from school and/or assigned consequences.” Students' possession or use of nicotine delivery devices, such as electronic cigarettes, is also prohibited.

Narcotics and Alcohol – “Use or possession of narcotics, narcotics paraphernalia, alcohol, or facsimiles thereof, on school premises, or appearing at school or school functions under the influence of narcotics or alcohol, will result in an immediate suspension from school (and transfer to another school or a recommendation for expulsion).”

### Sexual Harassment

The Wm. S. Hart Union High School District will maintain learning and working environment that is free from sexual harassment. Sexual harassment is a form of sexual discrimination under Title IX of the Education Amendments of 1972 and is prohibited by both federal and state law. According to Board Policy 5145.7, behavior that constitutes sexual harassment is prohibited.

It is a violation of this policy for any member of the Wm. S. Hart Union High School District staff to harass another staff member or student through conduct or communications of a sexual nature. It is also a violation of district policy for students to harass other students or staff through conduct or communication of a sexual nature.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature when made by a member of the school staff to a student, or to another staff member, or when made by a student to another student or staff member, or when submission to the conduct is a condition of receiving benefits in employment or academic status, or is sufficiently severe or pervasive enough to create an intimidating, hostile or offensive working environment.

Parents, students, teachers, and staff can do a great deal to eliminate sexual harassment by behaving in ways which model and encourage respect for all individuals.

Any student who feels that he/she is being harassed should immediately contact a teacher, counselor, or administrator to file a complaint of harassment.

### Suspension

The following are suspendable offences:

- a. 1) Caused, attempted to cause, or threatened to cause physical injury to another person.

- 2) Willfully used force or violence upon the person of another, except self-defense.
- b. Possessed, sold, or furnished any firearm, knife, explosive, or other dangerous object.
- c. Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant.
- d. Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material in lieu of the controlled substance, alcoholic beverage, or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.
- h. Possessed or used tobacco or any products containing tobacco or nicotine.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- k. Disrupted school activities or otherwise willfully defied the valid authority of school personnel.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm.
- n. Committed or attempted to commit a sexual assault or committed a sexual battery.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p. Unlawfully offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing.
- r. Engaged in any act of bullying, including but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel.
- t. Aided or abetted the infliction or attempted infliction of physical injury to another person
- 48900.2 Committed sexual harassment.
- 48200.3 Participated in, caused, attempted to cause or threatened to cause an act of hate violence.
- 48900.4 Engaged in harassment, threats or intimidation of school district personnel or pupils.
- 48900.7 Made terrorists threats against school officials, school property, or both.

### **Expulsion**

Expulsion from the William S. Hart School district will be recommended to the governing board for the following:

1. Causing serious physical injury to another person.
2. Possession of a firearm, knife or other dangerous object or weapon.
3. Unlawful sale of any controlled substance.
4. Robbery or extortion.
5. Participated in sexual harassment and/or sexual battery.

It is the policy of the William S. Hart Union High School District that no person shall, on the basis of race, national origin, sex, handicapping condition, religion or other belief, be denied benefits of, or be subjected to discrimination related to programs or opportunities within the District. Complaints related to discrimination may be directed to the principal or other designated administrator.

Para obtener esta información en español, favor de visitar el sitio del Distrito, [www.hartdistrict.org](http://www.hartdistrict.org) o llamar a la escuela de La Mesa al (661) 250-0022