



LA MESA ARTS ACADEMY

STUDENT HANDBOOK

2018-2019

Beth Thomas, Principal

Period	Subject	Teacher	Room
1			
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4			
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6			
7			

4200 Parks Avenue ● La Mesa, CA 91941
Phone: (619) 668-5730 ● Fax: (619) 668-8303

2018-2019 Student Handbook

Dear **LMAAC** Families,

Welcome to **LA MESA ARTS ACADEMY (LMAAC)**. We hope that you will take the time to carefully review this student handbook to ensure we are all of the same understanding regarding student expectations. We believe in frequent and clear communication to ensure that the home/school communication is very clear. We are hopeful that your child will have a rewarding and memorable experience at **LMAAC**.

Highlights of this handbook are:

- Behavioral expectations
- Grading policies
- Dress code policies
- General information regarding school procedures
- Performer expectations

Because we are a school of choice, we are hopeful that you became familiar with our policies as a prerequisite to enrolling your student(s). If so, you understand that while we are a school with visual and performing arts, our priorities are academic success and the development of character and leadership skills. Our students learn quickly that all of the wonderful opportunities afforded them at **LMAAC** are privileges that are earned through commitment to hard work.

We are completely honored that you have chosen **LMAAC** for your child's education. We are fortunate enough to have a waiting list of students who would love to participate in this experience. Therefore, regular and punctual attendance is truly important at **LMAAC**. *Also, please note that class placement, per education code, is left to the discretion of school administration.*

Our middle school students are given the opportunity to engage in an optional 7th period-meaning a second elective. However, students must be to school on time and maintain acceptable attendance with academic success to participate in that second elective. If not, they will be given the compulsory six period day mandated by the state of California.

Finally, please do not message or call your child's cell phone during the day. If an emergency arises, we are available to assist. Calling or messaging your child is a violation of school policy. We appreciate your support.

We are a large school, but we do our very best to know our students and families. We also want you, our customers, to feel that you are receiving excellent customer service. When you contact any of our staff, please allow 24 hours (unless it is a weekend or holiday) for that staff member to respond. Also, please make sure that any new contact information is communicated to our office staff.

We appreciate our families. We love our students. We love that we are able to come to work each day and receive such joy from what we are privileged enough to do for a living. Please never hesitate to contact us with any concerns or questions. We are here to serve this community and want to do it well.

Very respectfully,



Mrs. Thomas
Principal

STUDENT INFORMATION AND EXPECTATIONS

Parent Information

Parents Are Partners

Parents are considered our partners. Our staff understands that only by teaming with parents can we help students achieve their full potential. Parents are strongly encouraged to visit school, supervise student's homework assignments, communicate regularly with teachers, and assure regular and timely attendance.

Parents who wish to volunteer their services in the classroom or to help out at some school activity must complete a volunteer form in the office. Volunteers must sign in and out when visiting our campus. Parents are encouraged to support the La Mesa Arts Foundation, join the PTSA and other parent advisory groups.

Visitations

Parents are welcome to visit classrooms. Visits should be prearranged with the teacher. Upon arriving at school the parent is asked to report to the office to sign in and present a photo I.D. A school official will escort you to your child's room. Conferences between parent and teacher need to occur at a mutually agreed upon time outside of the instructional period.

Students from other schools are not permitted to visit classrooms during the school day or be on campus.

Deliveries

In order to avoid interruptions during instructional time, we are unable to make classroom deliveries.

This includes (but is not limited to): homework, instruments, sports equipment, water bottles, balloons, etc.

Parent/Teacher Conferences

Teachers are always glad to talk with parents regarding their child's progress. All parents should feel free to call or message the teacher for an appointment. If you have concerns regarding your child's progress, please contact your child's teacher directly. If a child is having difficulty in more than one area, it is possible to arrange a group meeting with all the teachers involved. Parents must arrange for a conference ahead of time so that the teacher can be available for individual conferencing.

Student Insurance

The School District maintains no insurance coverage for individual students. Thus, all parents are urged to take out low-cost student insurance for the entire school year. Insurance information is available at the beginning of the school year. Parents should read the information carefully and contact the insurance company directly for additional information and enrollment. Twenty-four hour coverage is also available.

Health Office

The health office is staffed by a health technician who is trained in first aid and CPR. In most instances, care in the health office will consist of first aid and a temperature assessment. If necessary, a parent will be contacted to determine a course of action. **Parents are required to keep the office informed of changes to emergency information and contacts.**

In the event of illness or injury, passes to the health office will be issued by any teacher. Students who are ill or injured on the school grounds are to report to the Health Office. **Students may not contact their parent(s) directly if feeling ill. They should go to the health office.** The health tech will contact a parent or emergency contact.

Medications

La Mesa-Spring Valley School District recognizes some children need to take medication at school. To encourage school attendance, school personnel will assist in carrying out physician's recommendations. However, we request the following precautions be observed for the safety of your child and others, and to comply with the law.

1. All medication must be brought to school by an adult and accompanied by "Authorization for Medication Administration," Form 09562, signed by you and your physician. A new authorization is needed at the beginning of each school year.
2. Medication must be brought in its prescription bottle labeled with student's name, physician's name, amount of medication, and time to be given.
3. Over the counter medication must be in its original container labeled with student's name and accompanied by written physician instructions.
4. Any special instructions for storage or likely side effects, i.e., drowsiness, should be noted.
5. The student should be instructed to report to the health office to take the medication at the appropriate time. Students may be assisted with medication by the health tech or school office manager.
6. Under no circumstances are school personnel to provide aspirin or any other patent medicine or nostrum to students without written authorization signed by parent and physician. Students observed by school personnel administering unauthorized medications to themselves will be reported to their parent/guardian.
7. Any medications not picked up at the end of the school year will be disposed of. They will not be kept in the Health Office from one year to another.

STUDENT INFORMATION AND EXPECTATIONS

Physical Injuries

If your child is injured (sprained ankle, broken wrist, etc.) please bring the physician's instructions to the Health Office. If the physician's instructions require the use of crutches or other assistive devices, we will do our best to accommodate students with limited ability to ensure student safety.

School Emergencies

If an emergency, such as an earthquake, occurs while students are in class, we will hold the students, along with their teachers, here at the school until a parent, or a designated guardian listed on the student information card, picks them up. School personnel stay at the school to assist students. We then wait for directions from civil defense. Cell phone usage is prohibited as it can cause miscommunication to families

School Operations

Student Supervision

Student supervision begins when teachers are on duty 30 minutes before school begins. Students should arrive when supervision is available. Students with passes for tutoring, detention, ESS, or special activities may be on campus at their assigned time. Students must remain on school grounds and may not leave campus once they have arrived. School office hours are 7:15 a.m.–4:00 p.m. Breakfast is served 30 minutes before school begins.

Closed Campus

All schools in the La Mesa-Spring Valley School District are closed campuses. ALL visitors, volunteers, etc. MUST check in at the office to sign in and get an I.D. badge to wear while on campus. No outside students or adults are to come on campus or walk or bike across campus as a short cut. Any stranger, whether adult or child, will be immediately contacted by a staff member and appropriate action will be taken by administration. Drop off and pickup of students should occur in the front of the school.

Lunch Information

Lunches may be purchased ahead of time by bringing cash or a check to the cafeteria manager. Applications for free and reduced-price lunches are available from the school office. ***Classes will not be interrupted for the delivery of lunch or lunch money.***

Lost and Found

Lost articles such as rings, watches, electronics, and other valuable items will be turned into the office. Lost textbooks will be turned into the library. Clothing and backpacks are on the lost and found rack outside of the

office. LABEL ALL ITEMS. Unclaimed items will be donated to charity.

Private Vehicles

Students transported to and from school by a private vehicle should be aware of all traffic laws and safety rules applying to them. (i.e. students use crosswalks).

- Parents transporting students to and from school by a private vehicle should be aware of all traffic laws and safety rules applying to them.
- Please do not block entry and exit lanes from the school parking areas.
- Please do not park in the curb area directly in front of the school. These are for buses only.
- Park on surface streets, not staff parking area behind the school.
- No drop off or pick up of students behind the school.

School Services

Library and Internet Usage

Students are responsible for any library book checked out, and it is wise not to loan books to another student. Checking out a book is a contract which means you promise to return the book on or before the due date. Using the library is a privilege. With parental consent, students may access District-approved websites in the library.

School Administration

The administration's main job is helping students. Students may request an appointment with the counselor, the principal, assistant principal or dean at any time. Appointment forms are available in the office and should be filled out by the student. Parents should call for an appointment to set up a mutually convenient time to meet with school administration.

Attendance

Attendance Policy

Regular attendance during the school years supports academic achievement and prepares students for future success in the adult workplace. All absences must be verified by a parent phone call or a written note upon return.

Excessive absences or tardiness will also affect the student's permanent record. (Ed. Code Sec. 48200 states that all children between the ages of 6 and 16 are subject to compulsory full-time education.) Chronic absences and/or tardies will be reported to the School

STUDENT INFORMATION AND EXPECTATIONS

Attendance Review Board for action and may prohibit your student from participating in promotional activities and school performances.

Independent Study Agreement

Independent Study Agreements are available for students who are ill or are absent due to travel or family necessity for five days or more. Contact the school office prior to absence (minimum of two days) to allow teachers to prepare homework for the extended absence. The student's assignments will be placed on an Independent Study Agreement.

Absences & Activities

Students who are absent on the day of a school activity may not participate in any after-school activity or performance that day.

Homework During Absences

Parents may request homework from teachers via Jupiter Grades or email. Please allow 24 hours.

Tardy Policy

All students are expected to be in their seats in the classroom, with the necessary instructional materials, prepared to work, exactly on time. This gives all students in the class an opportunity to take full advantage of the learning time provided.

Please note:

1. If the student reports to school later than the start of school, he/she must report to the attendance office for a permit to enter class. ***Tardies disrupt the teaching/learning process. After the 5th tardy, lunch detention will be assigned.***
2. During the school day if a student is late to class it will be addressed as follows:
 - Warning
 - Parent contact. Citizenship grade lowered.
 - Teacher detention. Parent contact. Citizenship grade lowered.
 - Disciplinary referral. Consequences applied.
3. If a staff member has been responsible for tardiness, the student must obtain a pass from that staff member as well as the office.
4. **A student is tardy if he/she is not in his/her seat and ready to work when the bell rings.**
5. P.E. students are expected to be on their numbers at the tardy bell.

Consequences for Tardiness

Tardiness is an undesirable habit which will lead to academic as well as disciplinary problems (see above). Further tardiness may result in additional suspension and/or referral to the School Attendance Review Team

(SART). Under the provisions of the California State Education Code:

“Any child absent or tardy in excess of 30 minutes without a valid excuse on three or more days may be reported truant. If reported truant and again absent one or more days, the child may be reported truant a second time. He/She is deemed a habitual truant if reported three or more times.”

Truancies

Under provisions of the California State Education Code:

“Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is a truant...”

1. When a student is truant, In School Suspension (ISS) will be assigned for the lost time. Truant students are also placed on the Loss of Privilege List, and their parents are notified. A parent conference may be scheduled.
2. The habitual truant may be referred to the District School Attendance Review Team for a hearing, which may result in referral to the juvenile court system.

Leaving During School Hours

1. Present a signed, written request from parent or guardian to the office before school to get a pass to leave class at the specified pickup time
2. Parents may also call the office to request their student be waiting in the office at the pickup time.
3. A parent or guardian must come into the front office to sign the release for a student. The person picking up the student from school grounds must be on the registration form or the emergency data form and must present a photo I.D. (see Student Release Guidelines).
4. Once a student arrives on campus they must remain on campus, unless picked up by a person on their emergency list.
5. **Performing students must be in attendance for the full school day the day of performances unless prior approval is given by the performing arts teacher for special circumstances.**

Change of Address

It is important that you keep the school office informed of any telephone, address, or email change to assure contact during emergencies and delivery of important notices from the school.

STUDENT INFORMATION AND EXPECTATIONS

Change of School

If you are changing schools, please notify the office as early as possible. All textbooks and library books must be returned to the library and your cafeteria balance must be paid. Parents will be sent a bill if any materials are not returned.

Academic Success

Grades

Report cards are sent home with students at the end of each grading period. Progress is communicated via Jupiter Grades on a regular basis. Letter grades of A, B, C, D, or F are given.

Excerpts from District Grading Regulations

At the beginning of each school year, a written description of the grading procedures used in each class shall be given to each parent/guardian. The criteria for determining quality work shall also be discussed with students at the beginning of each year.

Assessment of pupil progress shall be based upon impartial, consistent observation of the quality of a pupil's work and demonstration of mastery of course content and objectives. Reports of pupil progress and/or grades may be based upon, but are not limited to, class work, homework, projects, quizzes, and tests.

LMAAC Testing and Grading Policies

Late Work

- Late work will only be accepted up until the assessment for any given unit. Once a concept or unit is tested, no more work will be accepted for that unit. The exception for this would be students who are on an independent study contract or illness verified by doctor's note.
- Students will not receive full credit for late work unless verified as an "excused absence". Students may expect late work to be lowered one to two grades.

Tests

- All students are given ONE opportunity to do a test re-take or test correction to earn back points.
- Students may earn partial credit for corrected answers.
- Students may complete the "Correction Reflection" sheet that encourages students to review their study habits in the hope that they will perform more successfully on the next assessment.

Reminder: All students are responsible for collecting and completing any make-up work missed due to absences: rehearsals, performances, illness etc.

Above the Line

At LMAAC our expectation is that students will strive to live "above the line." This means that academic grades are maintained at "C" or higher and citizenship grades are "S" or above (i.e., no "D's" or "F's", and no "N's" or "U's").

Criteria for Academic Achievement Grades

A pupil who earns an "A" grade is one who in most instances demonstrates outstanding scholarship and grasp of the designated subject area.

A pupil who earns a "B" grade is one who in most instances demonstrates strong scholarship and achievement in the designated area.

A pupil who earns a "C" grade is one who in most instances demonstrates satisfactory scholarship and achievement in the designated area.

A pupil who earns a "D" grade is one who in most instances demonstrates less than satisfactory scholarship and achievement in the designated area.

A pupil who earns an "F" grade is one who in most instances fails to comprehend the subject matter or fails to demonstrate achievement in the designated area.

Criteria for Citizenship Grades

Every effort shall be made to distinguish between the academic grade and the citizenship grade. However, it is recognized pupil effort may affect the academic grade. The following marks shall be used to indicate a pupil's citizenship: O—outstanding, G—good, S—satisfactory, N—needs improvement, U—unsatisfactory. Teachers will consult school-wide citizenship rubric when assigning citizenship grades. See Appendix A.

Academic Honesty—Policies Regarding Cheating

Academic honesty means doing your own work. Academic dishonesty, plagiarism, or cheating, is using someone else's work and submitting it as your own. Some examples of academic dishonesty are copying another student's answers on homework, class work, or a test; using notes or "cheat sheets" during an examination (unless permitted by the teacher); taking an essay or report from a magazine or web site and passing it off as your own; or lifting well-phrased sentences from an encyclopedia without crediting the author and using quotation marks.

Students are regularly encouraged to work and consult with others in groups. Each student is expected to

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participate and contribute. Teachers will be very clear about whether assignments are to be completed by individuals or groups.

Occurrences of academic dishonesty/plagiarism may result in lowered academic and/or citizenship grades. Administrative action may be taken in severe cases.

Weight of Assignments

No single course assignment or course project, including a test, shall be weighted at more than 25 percent of the final trimester grade.

Effect of Absence on Grades

It is the pupil's responsibility to complete missed work within a reasonable time period as determined by the teacher. Sufficient time shall be allowed to avoid placing an unreasonable burden upon a convalescing pupil. Each teacher's policy regarding make-up work shall be provided in writing to pupils and parents/guardians.

Honor Roll

At the end of each grading period, any student who receives a 3.5 or higher grade point average will be placed on the Honor Roll.

(A=4 pts.; B=3 pts.; C=2 pts.) Students with "D's", "F's", "N's", or "U's" are not eligible for Honor Roll.

Citizenship Honor Roll—"Noble"

At the end of each grading period, any student who receives five or more "O's" and no "N's" or "U's" (in citizenship) qualifies as a "Noble".

Policies You Should Know

Nondiscrimination—Board Policy 0410

The Governing Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable

information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

Pupil Sexual Harassment—EC 231.5, 48900

It is the policy of the La Mesa-Spring Valley School District Board of Education that all persons regardless of their sex be afforded equal rights and opportunities and enjoy freedom from discrimination of any kind in educational programs and settings. Furthermore, the Governing Board considers sexual harassment to be an offense which can result in suspension or expulsion of the offending pupil.

Types of conduct which are prohibited in the District and which may constitute sexual harassment include, but are not limited to:

- a) unwelcome sexual flirtations or propositions.
- b) sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
- c) graphic verbal comments about an individual's body or overly personal conversation.
- d) sexual jokes, notes, stories, drawings, pictures, or gestures.
- e) spreading sexual rumors.
- f) teasing or sexual remarks about a pupil enrolled in a predominantly single-sex class.
- g) displaying sexually suggestive objects.

Education Code 48900.2 specifies a pupil may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the pupil is enrolled determines the pupil has committed sexual harassment as described in Education Code 212.5. The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This policy shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

Any pupil who feels he or she has been the victim of sexual harassment shall immediately report the incident to the principal of the school or other staff member.

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Tobacco-Free Policy—La Mesa-Spring Valley School District Policy #1331

Research has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of secondhand smoke. In order to create a clean, healthy environment for students and employees, the use of tobacco products is prohibited on District property or in District vehicles. **This includes e-cigarettes.** This policy applies to all employees, students, or individuals at any school or school-sponsored activity conducted on any property owned, leased, or rented by or from the District. Superintendent or designee shall notify students, parents/guardians, employees, and organizations using District facilities regarding this policy.

Community members using tobacco products on District property shall be informed of the District's policy and asked to refrain from tobacco use. If the individual fails to comply with this request, the organization's Use of Facilities permit may be revoked and the individual asked to leave the premises.

The District shall maintain a list of clinics and community resources which may assist those who wish to stop using tobacco products. Information about these programs shall be made available upon request.

General Student Information

Schoolwide Expectations/Rules

1. Talent doesn't supersede bad behavior.
2. You are a STUDENT performer with the emphasis on "student".
3. Before you act, "THINK":
 - T: Is it TRUE?
 - H: Is it HELPFUL?
 - I: Is it INSPIRING?
 - N: Is it NECESSARY?
 - K: Is it KIND?

Dress Code

The La Mesa-Spring Valley School District is proud of its students and their accomplishments. Student appearance and dress should be a reflection of a serious learning environment. Appropriate dress and good grooming contribute to a positive atmosphere and promote student safety.

In accordance with California Education Code, Section 48907, and with the best interest of our students, school and school-sponsored activities, and community in mind, the following District dress code has been adopted. We appreciate your support and adherence to these guidelines.

- ❑ Attire for our students should be modest and age-appropriate.
- ❑ Clothing must be worn as designed, not modified. It should be clean and in good repair. ***Pants with shreds, tears or holes may be worn ONLY with leggings underneath.***
- ❑ Loose fitting garments that show underclothing (underwear/bras) or expose private parts of the body are prohibited.
- ❑ Backless, strapless, spaghetti straps, low-cut neckline, tank tops, see-through, and bare-midriff tops are considered inappropriate for school and are not permitted. Shirts must have sleeves.
- ❑ ***Shorts, dresses, and skirts must be mid-thigh in length, even over leggings.***
- ❑ **Leggings must be worn with a loose-fitting shirt that covers the bottom around to the front.** If your child wears shorts over leggings, the shorts must be mid-thigh in length.
- ❑ Pants are to be worn at waist level. Belts are to be worn through the loops.
- ❑ Closed-toed shoes, sneakers, or other appropriate footwear must be worn at all times. No flip-flops or slippers—all shoes must be close-toed and have back straps. Heel height of shoes must be safe and appropriate for school.
- ❑ Clothing and/or jewelry with inappropriate language, pictures, inferences, or symbols judged by an administrator to be obscene or inappropriate; intended to mock, ridicule, provoke, demean; or displaying words or pictures associated with alcoholic beverages, tobacco products, or other drugs, or items associated with alcohol, tobacco, or other drug use, are not allowed.
- ❑ Make-up and hairstyles should be appropriate to age, **and not cause a disruption to the learning environment.**
- ❑ Headgear including hoods and hats may not be worn at school except during PE as protection from the sun or precipitation.

If a student violates the dress code, parent/guardian will be notified after the second violation. Parent will be required to pick up inappropriate clothing. Consequences will be applied. Student will be required to change the attire into school loaners. Students who don't comply will be sent to in-school suspension (ISS).

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Eighth-Grade Promotional Activities

Promotional activities are awarded on the basis of satisfactory achievement, behavior, and attendance. Students must have:

- a Cumulative G.P.A. of 1.5 or higher.
- a G.P.A of 1.5 or higher in eighth grade.
- satisfactory citizenship.

Citizenship of six or more “U's” in eighth grade is considered unsatisfactory citizenship.

Students who have nine (9) days of unexcused absences (i.e., suspensions, truancy) or absences in eighth grade may not participate in promotional activities.

Promotional Dress

Promotion is an opportunity for students to dress up. The basic consideration for students' dress should be neatness and appropriateness as per District guidelines (see Dress Code). The purchase of new clothes is not necessary. Formal gowns, tuxedos, spaghetti straps, and strapless dresses are not allowed. High heels are discouraged. Limousines are not appropriate for middle school promotional ceremonies.

Student Responsibilities

School Supplies

Grades 4/5/6: See website for supplies list.
Grades 7 and 8: In an effort to prepare students for high school and beyond, LMAAC has implemented a binder organization plan. The following school supplies are required and must be replenished throughout the school year:

- Three ring binder (2” with plain cover)
- Pencil pouch
- Blue or black ball point pens
- Pencils (No. 2)
- Subject dividers with tabs for each class
- Three-hole punched lined notebook paper
- Two pocket folders (homework/graded work)
- Grade-level or subject-matter specific supplies may be required

Cell Phone Policy

State Law allows students to have cell phones on campus in case of emergency. However, cell phones are to be off while on campus and stored out of sight. Students are prohibited from using cell phones to:

- call or receive phone calls.***
- send or receive text messages.***
- take photographs.***
- record students or staff on campus.***

Cell phones, smart watches and any other communication devices may not be used while on campus. If you feel your child must have a cell phone, it must remain out of sight and **TURNED OFF** while in school. Use of communication devices is not permitted anytime during the school day. Failure to follow this rule will result in a warning and confiscation of device. Any ensuing violations will result in confiscation with pick up required by parent. Disciplinary actions may also be taken for continued defiance. The school is not responsible for lost or stolen cell phones.

Nuisance Items

The following are some, but not all, of the things which students may not have at school. Bringing nuisance items may result in disciplinary action:

- Chewing gum/candy/sunflower seeds
- Electronic equipment, including any electronic signaling device
- Skateboards, scooters, yo-yos, squirt guns, bottles, toys, etc.
- Birthday balloons, etc.
- Devices resembling weapons
- Large sums of money
- Graffiti tools or implements
- Dangerous items of any kind

Nuisance items will be confiscated.

Personal Items

Students may choose to bring personal items related to their arts classes to school (ie. their own ukulele, guitar, art supplies, dance shoes, etc.) as long as they have asked permission from their arts teacher in advance. We ask that personal items do not disrupt the teaching and learning here at school or put student safety at risk. Please know the school is not responsible for personal items that are lost or damaged. Please consider carefully before bringing valuable personal items to school.

Textbooks

Textbooks are loaned to students who must take full responsibility for the care and condition of each book. All issued books are to be recorded by identification number and physical condition by the teacher. All students who receive textbooks are to cover them and keep them covered until each book is officially returned to the teacher. Students will be required to pay for missing books and for books showing unusual wear and damage.

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Physical Education

Middle School

The State Board of Education requires that every student take physical education, unless excused by a licensed physician. Students must change into PE uniforms daily. If for some reason, a student needs to be excused from PE (not to exceed three consecutive days), a note must be brought from home. A written request by a physician is necessary for an excuse lasting longer than three days.

PE lockers are a temporary depository for your PE clothes and personal items during your PE class. The school cannot be responsible for any items left in the locker which are lost, damaged, or stolen. Be sure to lock all valuables in your basket.

Grades 4/5/6

Students will participate in PE on an A/B alternating schedule. Students will not be required to dress out but need to have "PE appropriate" clothes on their PE day.

Bicycles

Students who violate proper bicycle traffic or safety rules coming to or going from school will have their bicycle privileges suspended. The school does not assume responsibility for the safety or security of bicycles.

1. Helmets must be worn by law.
2. All bicycles are to be parked in the enclosed bike area, and must be locked.
3. Locks are not to be shared.
4. The bike area is locked during school hours, and unlocked at the end of the school day.
5. Bicycles may not be ridden on the school grounds. Students must walk their bicycles to and from the street before mounting the bike.

Provisions are made to safeguard bicycles, but the school assumes no responsibility for them.

Skates–Skateboards– Rollerblades– Scooters

The use of skates, skateboards, rollerblades, and scooters is prohibited on the school grounds. This includes before school, after school, and weekends (municipal codes sec. 10.21.010).

Student Activities

Leadership Classes

Students are encouraged to participate in various leadership classes (i.e., Yearbook, Media, ASB, CAT, etc.). These leadership students meet regularly with staff

to plan activities which positively impact our school's culture and climate as well as our community at large. Students who participate in these leadership classes/groups are expected to "live above the line" and be appropriate role models.

Performer Expectations

Student performers must meet the following criteria in order to participate in performances, rehearsals or other leadership class activities:

- Have passing grades in all classes: "C" or better is considered "above the line"
- Demonstrate responsible citizenship: "O", "G", or "S"
- Have no suspensions, including in-school suspensions, during the current grading period
- Have regular and punctual attendance
- Be in attendance the day of performances
- NOT be on the LOP list
- Must be caught up on schoolwork prior to missing class for rehearsals, performances, or other leadership activities
- Complete all classwork, homework, and assessments from classes they missed due to rehearsals, performances, and other leadership activities

Students and parents will be required to sign an agreement regarding the above expectations. See Appendix.

Student Conduct/Behavior

La Mesa-Spring Valley School District follows a policy of Proactive Discipline.

Keeping our school neat, clean, and a safe place to learn is a responsibility shared by students, parents, and staff. Please take that responsibility seriously and place trash in trash cans. Report vandalism right away. Students and parents will be held liable for any graffiti or other forms of vandalism.

The basic premise of our discipline plan is students will be informed of classroom and school rules. If they choose to break rules, they will know what the consequences will be. They will also be aware of the positive consequences of exhibiting good behavior at school.

Teachers will notify students of their specific expectations. Generally, a teacher's plan begins with a warning. Further infractions will result in a phone call to a parent, then detention, and finally a disciplinary referral to the office.

STUDENT INFORMATION AND EXPECTATIONS

Students are expected to obey school rules at all times. The California Education Code allows schools the authority to monitor student conduct on the way to and from school.

Behavior Toward Guest Teachers

Guest teachers are provided to continue the academic program of students during the absence of their regular teacher. They have the same authority as the regular teachers. Guest teachers will be treated with the same respect afforded the regular teachers.

Lunchtime Behavior

The following rules apply during lunch:

1. Follow the directions of adult supervisors.
2. Wait your turn in the lunch line (No cuts or saving places).
3. Stay seated during the lunch.
4. Eat quietly and use good manners (No throwing food, papers, or objects).
5. Clean up after yourself, and place trash in the proper receptacles. Recycle when possible.
6. Remain in the designated area until you are dismissed.
7. Assigned seating may be implemented.

Assembly Behavior

Assemblies are a privilege, and students who wish to maintain this privilege must behave in an orderly manner. Students will be under the direction of a classroom teacher, counselor, or administrator at an assembly. The students must follow the directions of those in authority. Appropriate assembly manners are expected at all times.

Social Behavior and Conduct

Any public display of affection (PDA) is inappropriate on school grounds or at school-sponsored activities. Students are expected to conduct themselves in a safe and orderly manner. Pushing, shoving, horseplay, chasing, throwing objects, etc., are considered unsafe behaviors. Not adhering to these rules will result in appropriate consequences.

Social Media

Social media has become an increasingly popular way to share activities and experiences. We expect that students fully understand the responsibility they have to their school, their peers, their families, and themselves in the character they display in their words and actions. Leave a positive legacy online!

Night Performance Behavior

Students who are not part of a night performance, but wish to attend, must be accompanied by and remain with their parent or guardian.

Dance Behavior

Dances are for our 7th and 8th grade students ONLY. Students will not be permitted to leave the dance prior to the end of the dance unless arrangements have been made in advance with an Administrator or a parent with proper I.D. picks them up. Appropriate behavior is expected and school rules apply.

Student Conduct/Consequences

Referral to Office

A system of positive reinforcement along with a progressive discipline program is the foundation upon which an orderly, productive, safe school environment is developed and maintained.

If rules are broken, the following actions are taken:

1. Warning given
2. Parent contacted
3. Detention or other appropriate action
4. Referral to the counselor if appropriate
5. Referral to administration

Following a referral to the office:

- administration talks with the student and the teacher so that the student understands his/her responsibility.
- teachers are consulted and/or notified regarding referral.
- parents are contacted and/or a conference may be arranged.

Repeated infractions will result in appropriate consequences or actions. Serious problems or violation of rules may result in suspension, even at the time of the referral.

Detention

Teacher/administration detentions are issued for behaviors such as excessive missing assignments, talking back, swearing, or being disruptive. If the student does not show up for detention, it is usually doubled, and parents are contacted. If the student still does not show for detention, then a referral is written and sent to the Dean.

Loss of Privilege List (LOP)

Students on the Loss of Privilege list will not be able to participate in any extracurricular activities or privileges on campus (i.e., game room, ASB spirit activities) and will not be issued corridor passes.

STUDENT INFORMATION AND EXPECTATIONS

Names are placed on the LOP list for any of the following:

1. Receiving two or more "U's" on a report card or progress report
2. Any infraction of rules resulting in suspension or full day of in-school suspension
3. Truancy
4. Other infractions of school rules deemed by the Principal and Dean to interrupt school activities, (i.e., excessive tardies, poor hall and cafeteria conduct, library overdue fees)
5. If student arrives late for school 5 or more times, they will be placed on the LOP list

Students on the LOP list for citizenship (two or more "U's") must improve their citizenship grades. In order to have their name removed from the list, they must petition their teachers for updated citizenship grades.

Exclusion/In School Suspension (ISS)

Exclusion/ISS is for any student whom the administration feels could benefit from a controlled environment, and as an alternative to home suspension. Students will be assigned ISS for reasons such as unacceptable behavior, missing teacher detention, tardies, or defiance to the teacher. The length of the time assigned will vary; however, if the student is not successful, he or she will be formally suspended from school. Not bringing the ISS form back signed by the parents, tardies, talking, or other infractions of the rules will result in more days in the ISS room.

Suspension from School

The following are reasons for which a student may be suspended according to California Education Code, Sections 48900, 48900.2, 48900.3, 48900.4, 48900.7:

- 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 in self-defense.
- 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 pupil had obtained written permission from a certificated school employee with concurrence of the principal or the principal's designee.
- c. Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance, alcoholic beverage, or intoxicant.
- d. Unlawfully offered or arranged or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance or material in place of the

- e. 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, including but not limited to electronic files and databases, 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 or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other 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.
- n. Committed or attempted to commit a sexual assault or battery.
- o. Harassed, threatened, or intimidated school personnel or a pupil who is a witness in a school disciplinary proceeding for the purpose of preventing that pupil from being a witness and/or retaliating against him for being a witness.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing.
 - .2) Committed sexual harassment. This shall apply only to pupils enrolled in any one of grades 4 to 8, inclusive.
 - .3) Committed an act of hate violence. This shall apply only to pupils enrolled in any one of grades 4 to 8, inclusive.
 - .4) Committed other forms of harassment, threats, or intimidation. This shall apply only to pupils in grades 4 to 8, inclusive.
 - .7) Made terrorist threats against school officials or school property, or both.
- r. Engaged in an act of bullying, including but not limited to, bullying committed by electronic act directed specifically toward a pupil or school personnel.

Administrative Review Panel

In situations when serious discipline is warranted but, expulsion is not recommended, the Administrative Review Panel (ARP) will conduct a hearing to consider appropriate disciplinary action. The ARP is chaired by the Superintendent or his designee. Hearings conducted

STUDENT INFORMATION AND EXPECTATIONS

before this panel may result in a transfer to another school or a referral to the Board of Education for consideration of expulsion.

Expulsion Hearings

The Principal or the Superintendent will recommend to the Board of Education for expulsion from the District any student who is found to have committed the following acts:

- a. Possession of a loaded firearm
- b. Brandishing a knife
- c. Sale of a controlled substance
- d. Sexual assault/sexual battery

LMAAC

LA MESA ARTS ACADEMY

Citizenship Rubric

O	G	S	N	U
Almost always on task	Frequently on task	Generally on task	Frequently off task	Almost always off task
Always prepared for class	Almost always prepared for class	Generally prepared for class	Frequently unprepared for class	Almost always unprepared for class
Always works well with peers and teacher	Almost always works well with peers and teacher	Generally respectful of teacher and peers	Frequently disrespectful of others	Regularly disrespectful of peers and teacher
Always makes positive choices	Almost always makes positive choices	Regularly makes positive choices	Frequently makes poor choices	Regularly disrupts class
Almost always participates in class	Frequently participates in class	Regularly participates	Little or no participation in class	Almost never participates in class
Always polite and respectful of others	Almost always polite and respectful of others	Is polite and respectful on a regular basis	Frequently disrespectful and questions authority	Regularly disrespectful and questions authority

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LMAAC

2018-2019

Goals



Goals for first trimester:

What are your academic goals?

Action plan for achieving your goals:

Choose one of the six pillars of character education. Which one will you focus on this trimester?

What will that look like and sound like?

Trimester 1

<i>Report Card</i>	<i>Academic Grade</i>	<i>Citizenship Grade</i>
Math		
English		
Science		
Social Studies		
PE		
Elective		
Elective		

Goals for second trimester:

What are your academic goals?

Action plan for achieving your goals:

Choose one of the six pillars of character education. Which one will you focus on this trimester?

What will that look like and sound like?

Trimester 2

<i>Report Card</i>	<i>Academic Grade</i>	<i>Citizenship Grade</i>
Math		
English		
Science		
Social Studies		
PE		
Elective		
Elective		

Goals for third trimester:

What are your academic goals?

Action plan for achieving your goals:

Choose one of the six pillars of character education. Which one will you focus on this trimester?

What will that look like and sound like?

Trimester 3

<i>Report Card</i>	<i>Academic Grade</i>	<i>Citizenship Grade</i>
Math		
English		
Science		
Social Studies		
PE		
Elective		
Elective		

LA MESA ARTS ACADEMY

Student Handbook Signature Page

Dear Parent/Guardian:

Please read this handbook with your student. Return signed page to your student's period two teacher.

“I have read and reviewed this Student Handbook with my child. We understand the policies and procedures of LA MESA ARTS ACADEMY as outlined in these pages.”

Parent/Guardian signature

Date

Student name printed

Grade

Student Signature

2nd period teacher