

La Mesa Arts Academy

STUDENT HANDBOOK
2016-2017

Beth Thomas, Principal

This agenda belongs to: _____

Period	Subject	Teacher	Room #
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Principal's Message

What will your legacy be? This is a question that we pose to all of our children each year.

“It is the goal of the LMAAC staff to create opportunities that will support the development of good character, as well as leadership skills of integrity and confidence in our students while, at the same time, presenting an academic program and arts program that prepares our students for success in future college and career choices.”

Will your legacy be one of kindness, integrity, and an undeniable work ethic? Will you show good character even when no one is around to notice?

These expectations are every bit as important to us as the expectation that students come to LMAAC with the intent of living “above the line”; that is having grades that are Cs or better and citizenship grades that reflect your commitment to and understanding of who we are.

We know that research shows that a positive, supportive association between school and home is essential for the success of our students. On behalf of our staff, we look forward to a collaborative relationship. And, as with any relationship, the attainment and maintenance of the partnership depends on mutual respect and communication.

So what will your child's legacy be at LMAAC? What will YOUR legacy be at LMAAC? We look very forward to finding out.

From the bottom of our hearts, thank you for entrusting your children to us. We will honor that trust.

Beth Thomas
Principal

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 7:30 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 with the main office staff 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 the Principal or Dean of Students.

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.

Hall Passes

Students are not permitted in the corridors during class periods without a HALL PASS. The office staff, counselor, librarian, or health tech will not accept students during class time without a pass.

Hallway Travel

During passing periods, students are expected to travel directly to class. In addition, when issued a pass, students are to travel directly to the intended/written destination. Stops at other classrooms or the restroom are not permitted. Students are asked to keep to the right when walking in the hallways. Rolling backpacks are to be used appropriately and safely.

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 note the one-way street on the fire road in front of the school.
- 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.

General Student Information

Schoolwide Expectations

Students will:

1. Be on time and ready to work.
2. Treat all people and property with respect.
3. Cooperate with those in authority.
4. Leave nuisance items at home.
5. Be respectful of the teaching/learning process.

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 middle school dress code has been adopted. We appreciate your support and adherence to these guidelines.

- Clothing must be worn as designated, 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 a distraction and 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.

- ❑ Bicycle shorts and leggings must be worn with a top that covers the bottom and is loose fitting.
- ❑ Pants are to be worn at waist level. Belts are to be worn through the loops. Wallet or other similar chains are not allowed.
- ❑ 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. Height of shoes must be appropriate for school.
- ❑ Clothing and/or jewelry with inappropriate language, pictures, inferences, or symbols judged by an administrator to be obscene; 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 bring undue attention to the individual.
- ❑ Headgear including hoods and hats may not be worn at school except during PE as protection from the sun or precipitation. Headgear will be confiscated and released only to a parent.
- ❑ Gang-related signs, insignias, colors, or distinctive modes of dress are not permitted.

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).

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.
- Students must maintain satisfactory citizenship.
- Citizenship of six or more "U's" in eighth grade is considered unsatisfactory.
- 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 page 3 and above). 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.

School Services

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 may be issued by any teacher. Students who are ill or injured on the school grounds are to report to the supervisor on duty.

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 the Internet in the library.

School Administration

The administration's main job is helping students. Students may request an appointment with the counselor, the 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

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, to support a campus club, or to help out at some school activity are encouraged to complete a volunteer form in the office. Volunteers must sign in

and out when visiting our campus. Parents are encouraged to 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 with the teachers should be made at a later time, by appointment at a time mutually agreed upon.

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, cell phones, and messages.

Parent/Teacher Conferences

Teachers are always glad to talk with parents regarding their child's progress. All parents should feel free to call the teacher for an appointment. If a child is having difficulty in more than one area, it is possible to arrange a group meeting with all the teachers involved. Seventh and eighth grade teachers are given one period each day for class preparation and parent conferencing. 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.

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 medical 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.
8. **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.

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.

Messages to Students/Cell Phone Policy

Please make every effort to make special arrangements for changes in transportation, visiting friend's houses, etc., prior to school hours. Due to the number of students enrolled, it is very difficult to get messages to individual students during the school day.

Cell phone usage is prohibited. Cell phones must be turned off while on campus and stored out of sight. Please do not text or call your student during school hours. Cell phones are confiscated and held for parent pick-up when this policy is violated. Cell phone use is prohibited during any school sanctioned activity (i.e. dances, field trips, etc).

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

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 that day.

Homework During Absences

After being absent three days or more because of illness, parents may request homework assignments from the school office. We require a twenty-four hour notice before coming to pick up such homework. Parents may also email teachers directly.

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.

4. Once a student arrives on campus they must remain on campus, unless picked up by a person on their emergency list.

Change of Address

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

Change of School

If you are changing schools, please notify the office as early as possible. The office will issue a withdrawal form for the student to take to the library media tech when books are returned, and to each teacher for their signature. This process closes our files and clears a student to enroll in another school.

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.

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 rubric on page 12.

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 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 quarter 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

(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—Title VI, Title IX, Section 504, PL 94–142

The District does not discriminate against pupils with respect to color, race, creed, religion, national origin, sex, handicap, language ability, or age who are applying for admission to or who attend our schools except as otherwise provided by law.

No discrimination between the sexes shall be permitted in opportunities for admission, course selection, participation in curricular and co-curricular activities including intramural sports, privileges, and other advantages. In certain special cases as provided by law and Board policies and regulations, separate provisions may be made for pupils according to sex with respect to such matters as protection of modesty, family life and sex education, grading standards in physical education, and choral groups.

The faculty must be especially sensitive in guarding against unconscious sex discrimination and stereotyping in all school operations.

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.

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.

The 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.

Student Responsibilities

School Supplies

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
- Student agenda (donation of \$5 requested)
- 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 in class*

Cell phones will be confiscated and returned to the student after the first offense and to the parent after the second offense. 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
- Cameras, iPods, electronic equipment, including any electronic signaling device
- Skateboards, scooters, yo-yos, squirt guns, bottles, toys

- Matches, lighters, devices capable of producing fire, sparks, or shocks
- Devices resembling weapons
- Large sums of money
- No graffiti tools or implements
- Dangerous items of any kind

Nuisance items will be confiscated and will be returned to a parent following a parent-teacher conference.

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.

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

Clubs

Students who participate in special activities or in clubs seem to get the most out of the school experience. Therefore, we strongly encourage students to get involved in a club or activity, and parents to support their child's special interest.

Announcements for clubs are made daily in the school bulletin. Students who are interested will be directed to contact the supervising teacher for more information. New clubs are formed periodically throughout the year.

Leadership classes

Students are encouraged to participate in various leadership classes (i.e., Ensemble, Yearbook, ASB, 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 (no more than 2-3 absences or tardies a trimester).
- 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.

School Site Council

Students in grades 7/8 are elected to serve on the School Site Council. The council oversees the Single Plan for Student Achievement and governs the expenditure of special money given to the school to support student learning and activities. These students sit on the council with parents, teaching and non-teaching staff, and administrators who work together to improve school programs.

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.

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.

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.

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 the Dean of Students 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 the Dean or Principal.

Following a referral to the office:

1. The Principal or Dean of Students talks with the student and the teacher so that the student understands his/her responsibility.
2. Teachers are consulted and/or notified regarding referral.
3. Parents are contacted and/or a conference may be arranged.
4. 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.

Names are placed on this 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 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 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.

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

La Mesa Arts Academy Student Handbook

Dear Parent/Guardian:

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

"I have read and reviewed pages 1–12 of 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 Signature

(blank)

LMMS

2016-2017

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		