



La Mesa Arts Academy

STUDENT HANDBOOK

2022-2023

LMAAC Contact Information

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Dear LMAAC Families,

Welcome to La Mesa Arts Academy (LMAAC). Please take the time to carefully review this student handbook to ensure we are all of the same understanding regarding student expectations. Educational success for all students cannot be complete without an effective partnership with all parents. You are the most essential part of your child's education, and it is important that we build a strong relationship in order to best serve your child's educational needs. We believe in frequent and open 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 including late work and below the line
- Dress code policies
- General information regarding school procedures
- Performer expectations

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 (7th/8th) are given the opportunity to engage in an optional 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.

We are a large school with approximately 1,100 students and 100 staff members, 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.

Finally, we are hopeful that you, as a family, will attend our LMAAC events from our performances to our PTSA events to Parent Coffee Hours and all the other many, many offerings!

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. Kelley Rabasco

Principal

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, check Jupiter grades and emails regularly, 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 a 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 must 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): chromebooks, PE clothes, homework, lunches, instruments, sports equipment, birthday deliveries, etc. Please keep in mind we have nearly 1100 students. Deliveries are nearly impossible to keep up with.

Parent/Teacher Conferences

Teachers are always glad to talk with parents regarding their child's progress. Parents are encouraged to check Jupiter grades prior to contacting the teacher. 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 by contacting the school counselor. Parents must arrange for a conference ahead of time so that the teacher(s) 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.

- 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. Students may not carry any medication with them without permission.
- Medication must be brought in its prescription bottle labeled with the student's name, physician's name, amount of medication, and time to be given.
- Over the counter medication must be in its original container labeled with the student's name and accompanied by written physician instructions.
- Any special instructions for storage or likely side effects, i.e., drowsiness, should be noted.
- 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.
- 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.
- Students requiring crutches, knee scooters, or wheelchairs MUST have a doctor's note.

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, 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. On Tuesdays, the office closes at 3:00 pm.

*Please note: There is no after school supervision for students in grades 4,5,6 to wait for older siblings in grades 7 & 8. Please make arrangements for students to attend ESS or the Boys and Girls Club.

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 shortcut. 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.

Breakfast/Lunch Information

School breakfasts and lunches are free to ALL students for the 2022-2023 school year.

Lost and Found

Lost articles such as rings, watches, electronics, and other valuable items will be turned into the office. Lost textbooks and devices will be turned into the library. Clothing, backpacks, water bottles, lunch bags, etc. are on the lost and found rack located in the Outback. LABEL ALL ITEMS. Unclaimed items will be donated to charity at each school break.

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).

IMPORTANT: During drop-off times, there is no right turn from Jr. High Drive onto Parks Avenue. LMPD will ticket.

- We have 3 neighboring schools all with the same start time: La Mesa Dale, Helix, and LMAAC. Please plan accordingly for busy streets and be patient to ensure safety for all students, staff, and families.
- 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.
- Please do not park in the apartment complex parking lots nor neighbor's driveways.
- Park on surface streets. No drop off or pick up behind the school or on the fire road. Parking behind the school is for staff only.

School Services

Library and Internet Usage

Students are responsible for any library books and chromebooks checked out. Students are not allowed to loan these items to another student. Checking out these items is a contract which means you promise to return the items in good condition on or before the due date. Using the library is a privilege. Student internet usage on chromebooks is monitored by GoGuardian. Admin and District personnel are alerted when students access non-approved school websites. Parents will be notified. Students could lose their privilege if this becomes problematic.

School Administration

The administration's main job is helping students. Students may request an appointment with the counselor, the principal, assistant principal, or social worker at any time. Students may email via Jupiter to request an appointment. 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 year supports academic achievement and prepares students for future success in the adult workplace. All absences are considered truanancies without verification. Absences must be verified by a parent phone call the day of the absence or a written note upon return. If your child is out for an appointment, please provide a doctor's note to verify the absence.

State law permits students to be absent for justifiable reasons and allows for completion of missed assignments. Students who are absent without valid excuse, and their parents/guardians, may be subject to truancy and/or criminal proceedings under Education Code section 48260, et seq.

Excused Absences (EC 48205):

- a. Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
 - i. Due to the pupil's illness.
 - ii. Due to quarantine under the direction of a county or city health officer.
 - iii. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - iv. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - v. For the purpose of jury duty in the manner provided for by law.
 - vi. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
 - vii. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - viii. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 - ix. For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in EC § 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district
 - x. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

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, tardies, and/or leave earlies will be reported to the School Attendance Review Board for action and may prohibit your student from participating in 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 three 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

Each period, 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 an opportunity to take full advantage of the learning time provided.

Please note:

1. If a student arrives at school later than the start time, he/she must report to the attendance office for a permit to enter class.
2. During the school day if a student is late to class, it will be addressed as follows:
 - Warning
 - Parent contact
 - Citizenship grade may be lowered.
 - Disciplinary referral. Consequences applied.
3. If any staff members have been responsible for tardiness, the student must obtain a pass from that staff member.
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 located outside the locker rooms on the asphalt at the tardy bell.

Consequences for Tardiness

Tardiness is an undesirable habit that will lead to academic, as well as, disciplinary problems (see above). Once a student has 5 tardies, they will have lunch detention. Further tardiness may result in a 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. Please allow an additional 10 minutes as it may take time for your child to arrive at the office.

3. A parent or guardian must come into the front office to sign the release for a student. If the parent or guardian is sending someone else to pick up the student, we must have this notification in writing. 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 changes 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. All chromebooks, 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 unit assessment for any given unit. Students can earn up to a 70% which is equivalent to a C. 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."

Tests

- Students may do a test retake to earn a higher grade. It is the responsibility of the student to arrange a time for this to take place. Refer to specific teachers for more information.
- Performances ARE the tests for performing classes. Please plan your calendar to ensure their attendance to all required performances.
- Teachers may also offer test correction opportunities to earn partial credit.

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 has exceeded expectations on the majority of the required grade level standards.
- A pupil who earns a "B" grade has exceeded expectations on many of the required grade level standards.
- A pupil who earns a "C" grade has met the expectations on the grade level standards.
- A pupil who earns a "D" grade has nearly met the expectations on the grade level standards.
- A pupil who earns an "F" grade has not met the expectations on the grade level standards.

Criteria for Citizenship Grades

- A pupil who earns an "O" has exceeded citizenship expectations the majority of the time.
- A pupil who earns a "G" has exceeded citizenship expectations most of the time.
- A pupil who earns an "S" has met the citizenship expectations.
- A pupil who earns an "N" has not met the citizenship expectations the majority of the time.
- A pupil who earns a "U" has not met the citizenship expectations.

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 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 per Ed Code.

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.

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.

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. Regulation 5132-R(1): Dress And Grooming La Mesa-Spring Valley School District

The following guidelines shall apply to all regular school activities:

- Clothing must cover areas from one armpit across to the other armpit, and extend in length to cover approximately 3 to 4 inches on the upper thighs.
- Tops must have shoulder straps.
- Rips or tears in clothing should be below 3 to 4 inches on the upper thighs as referenced above
- Undergarments must not be visible.
- Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes, or slippers shall not be worn, except for school activities approved by the principal).
- See-through, mesh or skin-tight garments must not be worn without appropriate coverage underneath or on top that meet the minimum requirements of the dress code listed in item #1.
- Headgear, including hats, caps, hoodies, sunglasses, and other head coverings shall not be worn unless permitted for religious, medical sun protection or other reasons by school administration.
- Clothing and accessories that endanger student or staff safety may not be worn. Additionally, clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.):
 1. Must not depict, imply, advertise or advocate illegal, violent or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or any other controlled substance.
 2. Must not depict or imply pornography, nudity, or sexual acts.
 3. Must not display or imply vulgar, discriminatory or obscene language or images.
 4. Must not state, imply or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In

addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

Students shall be allowed to wear sun-protective clothing, including school appropriate hats, for outdoor use during the school day. (Education Code 35183.5)

Gang-Related Apparel: At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff, and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282) Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

We appreciate your follow-through in helping your child choose school appropriate clothing. If necessary, your child will be issued clean loaner clothes for the day. You will be notified of the dress code issue.

See Appendix B

Eighth-Grade Promotional Activities

It is our goal and expectation that all our students participate in offered promotional activities. In order to do so, we expect students to earn satisfactory achievement and have appropriate and safe behavior. Should students choose not to maintain these standards, these activities will be lost.

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 requested and must be replenished throughout the school year (specific teachers may have specific requests)

- Chromebook charged each day (provided by district)
- Chromebook charger (provided by district)
- Pencil pouch
- Blue or black ball point pens
- Pencils (No. 2)
- Colored pencils

- Scissors
- Glue stick
- Subject dividers with tabs for each class
- Three-hole punched lined notebook paper
- Two pocket folders (one per subject)
- Grade-level or subject-matter specific supplies may be required

Cell Phone and Smartwatch 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 including but not limited to restrooms, locker rooms, and hallways. 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 the device. Any ensuing violations will result in confiscation with pick up required by the parent. Disciplinary actions may also be taken for continued defiance. The school is not responsible for lost, broken, or stolen cell phones.

Parents, 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.

Nuisance Items

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

- Aerosols of any kind, cologne, perfumes, hairspray, deodorant, whipping cream, mace, etc.
- Chewing gum/candy/suckers/sunflower seeds
- Electronic equipment, including any electronic signaling device
- Yo-yos, tech decks, toys, etc.
- Birthday balloons, etc.
- Stickers on face and writing and drawing with pens/markers on body
- Devices resembling weapons including toy weapons and water/squirt guns
- Large sums of money
- Graffiti tools or implements
- Dangerous items of any kind

Nuisance items will be confiscated and a parent may pick them up.

Personal Items

Toys are not allowed at school including; mini tech deck skateboards. Students may choose to bring personal items related to their arts classes to school (i.e., 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.

Chromebooks

Chromebooks are loaned to students who must take full responsibility as stated in the technology use agreement sent home at the beginning of the school year. Please read the agreement with your students before each of you sign. Chromebooks and chargers should be brought to school each day. Chromebooks should be charged the night before.

Physical Education

Middle School (7th & 8th Grade)

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 lost, stolen, or damaged items left in the lockers. 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, Scooters, Skateboards

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. By law, helmets must be worn.
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, scooters, skateboards may not be ridden on the school grounds. Students must walk their bicycles to and from the street before mounting the bike.
6. Scooters, skates, skateboards, rollerblades, and scooters must be locked up in the bike rack.

Student Activities

Leadership Classes

Students in grades 7/8 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 C

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 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 seated in the designated area until you are dismissed.
7. Assigned seating may be implemented.
8. Lunch detention may be a consequence should students choose not to follow the above rules.

Assembly and Spirit Day Behavior

Assemblies and spirit days 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 by classroom teacher or staff witnessing the behavior
2. Parent contacted by staff if first offense or administration as next step
3. Lunch detention and/or Loss of Privilege such as attending a school assembly, spirit day, or other activity.
4. Referral to the counselor if appropriate
5. Referral to administration
6. An opportunity to restore the relationship
7. Opportunity to attend the district supported diversion program if appropriate
8. In school or out of school suspension

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.

Lunch Detention

Teacher/administration detentions are issued for behaviors such as talking back, swearing, or being disruptive. If the student does not show up for detention, it is usually doubled, and parents are contacted.

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., ASB spirit activities, assemblies, study trips) and will not be issued corridor passes.

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 Assistant Principal to interrupt school activities, (i.e., excessive tardies, poor hall, and cafeteria conduct)

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)

In school suspension is utilized when students have been involved in an infraction that necessitates a time out from class. Regardless of the severity of the infraction, adults and students engage in restorative practices that engage the involved parties in reflections on the event and how to restore the relationship.

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. 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.

- (1) Committed sexual harassment. This shall apply only to pupils enrolled in any one of grades 4 to 8, inclusive.
 - (2) Committed an act of hate violence. This shall apply only to pupils enrolled in any one of grades 4 to 8, inclusive.
 - (3) Committed other forms of harassment, threats, or intimidation. This shall apply only to pupils in grades 4 to 8, inclusive.
 - (4) 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.

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

Appendix A

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

* Please note that an "S" is where we expect our students to be. Satisfactory means the student is right where we would expect the majority of our students to be. It is the standard. "O's" and "G's" should reflect extraordinary behaviors that reflect students who are engaged in all aspects of the class including but not limited to preparedness, engagement, collaborative practices, living the "Wildcat Way" of exemplary character and leadership that are above and beyond expectations.

Appendix B

Regulation 5132-R(1): Dress And Grooming

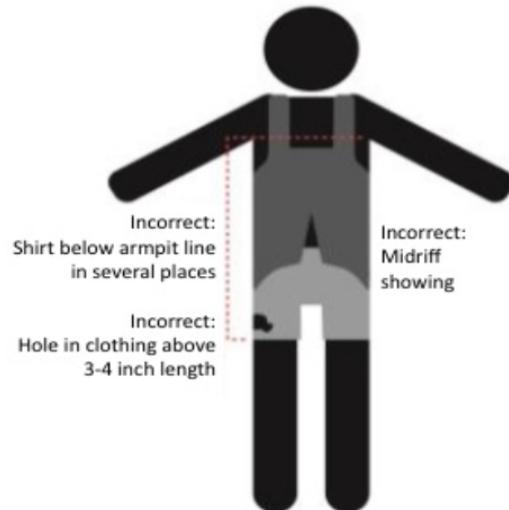
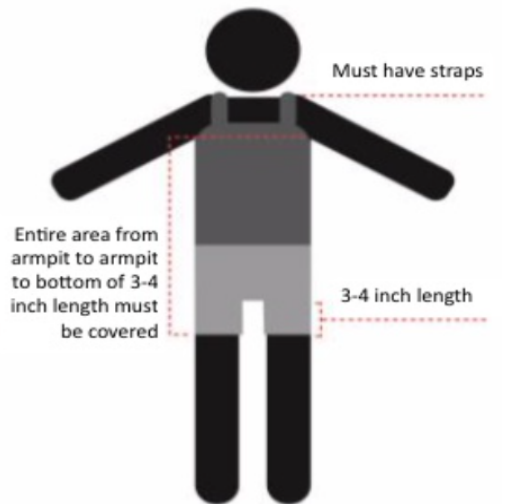
La Mesa-Spring Valley School District

Original Issued Date: 11/05/2008 | Last Issued Date: 03/04/2020

Status: ISSUED

The following guidelines shall apply to all regular school activities:

1. Clothing must cover areas from one armpit across to the other armpit, and extend in length to cover approximately 3 to 4 inches on the upper thighs. Tops must have shoulder straps. Rips or tears in clothing should be below 3 to 4 inches on the upper thighs as referenced above (See pictures below for reference). Undergarments must not be visible.



2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes, or slippers shall not be worn, except for school activities approved by the principal).

LMAAC

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 name