



2016-2017

PARENT-STUDENT HANDBOOK

Mesa View Middle School

A DEDICATED "STEM" ACADEMY FOR GRADES 6-8

"Learners Today, Leaders Tomorrow"

800 Mustang Way, Calimesa, CA 92320

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Yucaipa-Calimesa Joint Unified School District

<http://ycjUSD.mvms.yucaipaschools.com>

Cali Binks, Superintendent

John Moore, Principal

Trent Lacey, Assistant Principal

MISSION STATEMENT

The mission of Mesa View Middle School is to prepare our students to be productive leaders, learners, and citizens of the 21st Century. We are dedicated to:

- Focusing on student learning and rigorous standards through the use of critical thinking, problem-solving, creativity, technology, and oral, visual, & written communication skills.
- Fostering academic and personal responsibility based upon respect, integrity, commitment, patience, honesty, perseverance, and tolerance.
- Providing positive leadership experiences that promote social awareness and contribute to the school and the community.
- Developing student self awareness of their individual strengths, interests, and personal health so students are prepared for their future.
- Bringing a hands-on, meaningful STEM experience to **every** Mesa View student.

BELL SCHEDULES

Regular Schedule

Period 1	7:40 – 8:34	54 min.
Period 2	8:39 – 9:33	54 min.
NUTRITION	9:33 – 9:44	11 min.
Period 3	9:49 – 10:43	54 min.
Period 4	10:48 – 11:42	54 min.
LUNCH A	11:47 – 12:17	30 min.
Period 5A	12:22 – 1:16	54 min.
Period 5B	11:47 – 12:41	54 min.
LUNCH B	12:46 – 1:16	30 min.
Period 6	1:21 - 2:15	54 min.

Minimum Day Schedule (A)

Period 1/4	7:40 – 8:57	77 min.
Period 2/6	9:02 – 10:19	77 min.
LUNCH A	10:24 – 10:58	34 min.
Period 3/5	11:03 – 12:20	77 min.
Period 3/5	10:24 – 11:41	77 min.
LUNCH B	11:46 – 12:20	34 min.

Minimum Day Schedule (B)

HR	7:40 – 7:45	5 min.
Period 1	7:50 – 8:25	35 min.
Period 2	8:30 – 9:05	35 min.
Period 3	9:10 – 9:45	35 min.
Period 4	9:50 – 10:25	35 min.
LUNCH A	10:30 – 11:00	30 min.
Period 5A	11:05 – 11:40	35 min.
Period 5B	10:30 – 11:05	35 min.
LUNCH B	11:10 – 11:40	30 min.
Period 6	11:45 – 12:20	35 min.

IMPORTANT DATES

Aug 8	Sixth Grade WEB Day from 12:00 p.m. until 4:00 p.m.
Aug 9	Seventh & Eighth Grade Pick-Up & Picture Day from 7:30 a.m. until 2:30 p.m.
Aug 11	First Day of School
Aug 15	Minimum Day / Dismissal at 12:20 p.m.
Aug 15	Back-To-School Night at 6:00 p.m.
Sep 2	First Dance from 6:00 p.m. to 8:00 p.m.
Sep 5	Labor Day Holiday – No School
Sep 16	Collaboration Minimum Day / Dismissal at 12:20 p.m.
Oct 7	End of First Quarter
Oct 10-14	Minimum Days – Parent Conferences / Dismissal at 12:20 p.m.
Oct 14	“Mesa View’s Got Talent” Show in the MPR at 6:00 p.m.
Oct 28	Collaboration Minimum Day / Dismissal at 12:20 p.m.
Nov 11	Veterans Day Holiday – No School
Nov 21-27	Thanksgiving Recess – No School
Nov 28	Students Return to School
Dec 9	Winter Dance from 6:00 p.m. to 8:00 p.m.
Dec 15	End of Second Quarter
Dec 13-15	Minimum Days – End of First Semester / Dismissal at 12:20 p.m.
Dec 16	Teacher Prep Day/No Students
Dec 19 - Jan 3	Winter Recess – No School
Jan 4	Students Return to School/Second Semester Begins
Jan 13	Collaboration Minimum Day / Dismissal at 12:20 p.m.
Jan 16	Martin Luther King, Jr. Holiday – No School
Jan 19	First Semester Awards Assemblies
Feb 10	Collaboration Minimum Day / Dismissal at 12:20 p.m.
Feb 13	Abraham Lincoln’s Birthday Observance – No School
Feb 20	President’s Day Observance – No School
Mar 4	Run with the Mustangs 5K & 1K at 8:00 a.m.
Mar 10	End of Third Quarter
Mar 17	Collaboration Minimum Day / Dismissal at 12:20 p.m.
Mar 27 – April 9	Spring Recess – No School
April 10	Students Return to School
Apr 21	Collaboration Minimum Day / Dismissal at 12:20 p.m.
May 26 - 29	Memorial Day Holiday – No School
May 31	6 th & 7 th Grade Awards Assemblies
Jun 1	8 th Grade Awards Night
Jun 2, 5, & 6	Minimum Days – Assessments / Dismissal at 12:20 p.m.
Jun 7	Minimum Day – Last Day of School / Dismissal at 12:20 p.m.

ATTENDANCE

The law requires that students attend school between the ages of six and eighteen or until graduation from high school. It is, therefore, the responsibility of the parents or guardians to assure that their child is in attendance at school. When a student is absent, he or she misses class experiences that cannot be duplicated. Success at school is based upon regular class attendance.

Legal, Valid, and Unexcused Absences & Truancies

There are only five specific reasons why an absence is considered excused. They are:

1. Illness.
2. Medical and dental appointment absences.
3. Family vacation absences where the district's independent study policy is appropriately applied.
4. Other justifiable personal reasons, when the pupil's absence has been requested in writing by the parent and approved by the principal or a representative, includes, but is not limited to:
 - An appearance in court.
 - Observance of a holiday or ceremony of his or her religion.
 - Attendance at religious retreats.
5. A pupil shall also be excused from school when he or she is the custodial parent of a child who is ill or has a medical appointment during school hours.

With excused absences, schoolwork may be made up in a reasonable time as determined by the teacher, usually one day for each day absent. Please allow at least 24 hours for homework to be provided. **All other absences are considered unexcused.** Schoolwork may only be made up in these instances with teacher approval. An attendance letter is mailed to students who have unacceptable attendance, which could be as soon as three unexcused absences or tardies.

Verification of Absence

The parent or guardian of a student shall verify an absence **within five days of the student's return to school.** (In the event that a student misses school frequently, the parent or guardian may be asked to provide a note from a doctor or nurse practitioner.) A written verification should include:

1. Name of pupil.
2. Date(s) of absence(s).
3. Cause of absence(s).
4. Name and signature of parent or guardian.
5. Date verification was obtained.
6. Identity of person obtaining or receiving the information.

Truancy: Parent Notification

Parents will be notified if a student has been truant. This will occur by a combination of computerized phone calls, letters from the school and/or a counselor, or via administrative contact. Parents will be informed that the student may be subject to school-assigned consequences (such as Saturday School). The following are considered truancies:

- Being absent from school without the knowledge and consent of the parent.
- Leaving the school grounds during the day without permission.
- Staying out of class without permission.
- Tardy for more than thirty minutes without a valid excuse on three occasions.

Referrals to the School Attendance Review Team (SART)

Students who have multiple truancies will be referred to the School Attendance Review Team (SART). SART is a panel consisting of representatives from the school and possibly the sheriff's department. A SART contract may be required when attendance exceeds six absences or tardies or if a student has a record of poor attendance in the prior school year. The objective is to ensure that the student attends school. The SART may create a modified educational program for the student. The modification may include referral to the district's Student Attendance Review Board (SARB) for enrollment in the county or district community school, or other alternative programs.

Independent Study

In the event of an extended absence for personal business, family vacation, or similar circumstance, a student should obtain an Independent Study application from the office at least 72 hours prior to the absence. The length of absence must be between five and fifteen school days to be eligible.

Tardiness

Students are expected to be in their assigned classrooms by 7:40 a.m. Tardiness of even a few minutes is disruptive. Important instructions, announcements, and directions for the day's activities take place during these first minutes. Students habitually tardy to class may be subject to a lockout and be assigned on-campus suspension, lunch detention, and/or Saturday School.

Transferring to Another School

A parent must accompany a student in order to check out of school. Please notify the office at least one day prior to the intended check out date. Students must pay all charges and fines and return all school property before checking out of school. Transcripts and grades will be withheld until all school property is returned or until charges and fines are paid.

Attendance Recovery / Saturday School

To improve the achievement of students who are absent and those students who may be behind in their schoolwork, Mesa View will be conducting a Saturday School program. Students who have one or more **unexcused** absences will receive letters inviting them to attend the program, which will take place roughly twice a month, on a Saturday, from 8:00 a.m. to 12:00 p.m. The time is spent working on standards-based assignments that match the child's grade level and/or work the student is currently missing. Though this is certainly not a replacement for the instruction that was missed in the classroom, it does reinforce the material that students are expected to know.

Students benefit from the additional instruction offered at Saturday School. Additionally, the program allows students to earn back days that were missed and still qualify for attendance awards. Please note that students may voluntarily attend Saturday School, perhaps to get extra help with their school work, even if they are not invited.

Attendance Awards

Increasing student achievement is a goal at Mesa View. One way to increase student achievement is to improve student attendance. An incentive program is in place at Mesa View to promote attendance. Details on this year's incentive will be shared with students in September. Last year, gift cards and iPods were given away to students with perfect attendance. Incentive programs have led to an increase in attendance at all of the district's schools. We appreciate the emphasis that students and their parents place on attending school as often as possible.

ACADEMICS

Homework

Homework is an extension of classroom instruction. It provides practice and further development of concepts. Homework may be differentiated based upon a student's individual needs. Teachers will always provide guided practice in the classroom for these homework assignments.

1. Time Guidelines:

- **When is there homework?**

Homework is typically assigned Monday through Thursday evenings, though sometimes there may be homework over the weekend. Instances may occur when the time required to complete homework may exceed the typical time limit. These instances include research reports, science projects, etc...

- **How much homework is expected?**

Sixth, Seventh, & Eighth Grades = average of 90 minutes or less per night

2. Level of Involvement of Parents & Guardians:

Parents and guardians should provide a quiet place for their child to do homework that allows him or her to concentrate and focus. Students should have some supervision during homework time to ensure they are working and in the event they should have questions or need assistance. Parents may need to check their child's Student Agenda and each completed assignment in order to be sure that the student is completing his or her work. Resources for completing homework include a dictionary, atlas, pencil, and paper. Other resources include crayons/colored pencils/markers, scissors, and glue. A computer can also be helpful.

3. Informing Parents & Guardians:

- **Homework Expectations** - Students are expected to complete daily homework assignments the day it is assigned. Long-term projects may be assigned over the course of several days or weeks. If students are experiencing difficulty, the students should complete as much of the homework as possible. Students are expected to ask their teacher for assistance in the areas where they had difficulty. Parents can also assist by following up with the teacher to be sure that their child asked for this help. Students also need to remain on the timeline established by the teacher in order to avoid last minute time pressures.

- **How Homework Relates to Student's Grades** - Homework is a contributing factor in a student's grade. This factor varies from teacher to teacher. Assessments (tests, quizzes, benchmarks) tend to carry more weight when calculating a final mark on the report card.

- **How Best to Help Your Children** - Parents and guardians should communicate regularly with the teacher. In addition, parents and guardians should monitor their child's Student Agenda and check grades online.

4. Techniques that will be Taught to Help Students:

Students will be assigned homework on a day-by-day or weekly basis. Teachers will establish how they pass out and collect the homework, and they will communicate these procedures to students. Assignments will be collected, and feedback will be provided in a timely manner. All students at Mesa View are expected to keep their Student Agenda up-to-date. This practice can keep students organized and serve as a tool to clearly know which assignments are due the following day.

5. Resources Available to Students:

Support and assistance is readily available to parents and students. **Counselors** support student success through developing intervention plans, monitoring weekly progress reports, and facilitating parent-teacher conferences. Contact one of Mesa View's counselors for additional information about resources the school can provide to assist your child. **Class time** will be given to answer questions about homework and for the student to practice with the guidance of the teacher. Each teacher is available to assist students with questions during the day. Parents and guardians may **contact the teacher** to determine when the teacher might offer additional support, either before or after school, or during a break. Other programs that support students include **Homework Center**, the campus library, Aeries Portal (Aeries.Net), various school interventions and enrichments, teacher web pages on the school's website, and Student Intervention Team (SIT) participation.

6. Coordination of Assignments Among Different Teachers:

Every effort will be made to coordinate major assignments and other special activities among a student's various teachers. Students should feel comfortable reminding teachers of major commitments in other classes. Please recognize that there may be comprehensive assessments at the end of each quarter and semester in **all** required subjects. This is a time when students should devote extra time to study for final exams and projects.

7. Extent That Homework Will Emphasize Independent Research, Reports, Special Reading, and Problem-Solving Activities:

English teachers will teach research skills when research is required for class work or for homework. Students can expect a research report or presentation in social studies and science during the school year. English teachers typically require students to read independently for twenty to thirty minutes per night on a regular basis. Math teachers will include substantial problem-solving activities as homework at various times during the year. Teachers use district adopted textbooks and supplemental materials to instruct grade level content standards to all students.

8. Feedback from the Teacher:

All teachers will make every effort to provide students feedback in a timely manner. Results will be used to identify concepts and standards that need re-teaching and/or enrichment. Mesa View's teachers will send home a progress report six weeks into the semester if your child is failing a class. Teachers will send a progress report home for all students twelve weeks into the semester. Feel free to access your child's grades online using ABI at any time. Parents may contact teachers at anytime to discuss their child's progress.

Class Expectations

Teachers, as skilled professionals, have established rules to maintain an orderly learning environment. These rules are outlined for students at the start of the school year and are available upon request. Rules to ensure maximum learning and a safe environment include:

- Obeying promptly all the directions of teachers and any others in authority.
- Being diligent in study.
- Being kind and courteous to classmates and adults.
- Remaining in the classroom and at school until allowed to leave.
- Respecting the school facility by not chewing gum or leaving litter on the ground.
- Respecting the property of others.
- Observing good order by walking in the corridors and avoiding horseplay or roughhousing.

Promotion

Students shall be promoted to the next grade level by meeting grade level standards.

Retention

As early as possible in the school year, the school shall identify sixth or eighth grade students who are at risk of being retained. (Per Board policy, seventh grade is not a year in which students can be retained.) Identification of students will be in accordance with law, Board Policy, and Administrative Regulations. Criteria include: report cards, benchmark assessments, state test results, school attendance, and other factors. An intervention team that includes an administrator, counselor, the teacher(s), and a parent or guardian shall review student data and determine an appropriate course of action. Retention is an action meant to assist students so that they have more time to meet grade level standards and achieve the promotion (or graduation) requirements established by the Board of Education.

Math 1 (Algebra 1) Requirement

Math 1 (previously called Algebra 1) is a high school graduation requirement for all students. **Students must pass both semester grading periods in order to meet this standard.** Failure to pass both semesters will result in students having to retake the course.

Recognition & Awards

Each student is recognized as an individual who is special and valued for his or her contributions. Mesa View recognizes the accomplishments of its students through: words of encouragement, personal notes, classroom awards, and school-wide events. A special celebration, Awards Night, is held for eighth graders and their families near the end of the school year to celebrate completion of middle school and student accomplishments. The chart below indicates what recognitions and awards are given throughout the year.

	First Semester	Second Semester	Ongoing
Sixth & Seventh Grades	<p>Teacher Choice Awards <i>Teachers honor students who show: Academic Achievement, Academic Improvement, Exemplary Citizenship, Improved Citizenship, School or Community Service, and Outstanding Accomplishment.</i></p> <p>Academic Excellence Awards <i>Students are honored for earning “As” in all six of their classes.</i></p> <p>Straight “As” Party <i>Students who earn “As” in all six of their classes are invited to the PTSA Straight “As” Party in January.</i></p>	<p>Presidential Award for Educational Excellence SILVER AWARD <i>For students who earn a 3.50 GPA or higher through the fall semester.</i></p> <p>Mustang Citizenship Awards <i>Given to students who received five or more “O” citizenship marks AND no “N” or “U” on his or her first semester report card AND second semester 12-week progress report.</i></p> <p>Perfect Attendance Drawing <i>For every month a student earns perfect attendance, he or she earns an entry into a drawing for a new iPod Nano.</i></p>	<p>Perfect Attendance Gift Card Drawing <i>Every student who comes to school every day during a school month has his or her name placed into a drawing for a \$10 gift card provided by PTSA.</i></p> <p>Maverick Award <i>An award given for an outstanding and uncommon act of meaningful and significant service to others, which could include designing, making, and/or doing something of lasting effect. Special consideration will be given for STEM-related forms of service. Awards are presented throughout the school year as they are earned.</i></p>
Eighth Grade	<p>Teacher Choice Awards <i>Teachers honor students who show: Academic Achievement, Academic Improvement, Exemplary Citizenship, Improved Citizenship, School or Community Service, and Outstanding Accomplishment.</i></p> <p>Academic Excellence Awards <i>Students are honored for earning “As” in all six of their classes.</i></p> <p>Straight “As” Party <i>Students who earn “As” in all six of their classes are invited to the PTSA Straight “As” Party in January.</i></p>	<p>Presidential Award for Educational Excellence SILVER AWARD <i>For students who earn a 3.50 GPA or higher through the fall semester.</i></p> <p>GOLD AWARD <i>For students who earn a 3.50 GPA or higher for all of 7th Grade and through the fall semester of 8th Grade AND scored “Standard Exceeded” on either the Math or ELA part of their 7th Grade CAASPP exam.</i></p> <p>Mustang Academic Awards <i>Eighth grade teachers recognize their most accomplished students in their respective subject areas.</i></p> <p>Mustang Achievement Awards <i>For students whose work and behavior earned them an invite to Awards Night.</i></p> <p>Mustang Citizenship Awards <i>Given to students who received five or more “O” citizenship marks AND no “N” or “U” on his or her first semester report card AND second semester 12-week progress report.</i></p> <p>Perfect Attendance Drawing <i>For every month a student earns perfect attendance, he or she earns an entry into a drawing for a new iPod Nano.</i></p> <p>Principal’s Outstanding Students <i>Awarded to the top ten eighth graders based on: GPA, attendance, behavior, leadership classes taken and passed, active club participation, and the amount of time enrolled at Mesa View.</i></p>	<p>Perfect Attendance Gift Card Drawing <i>Every student who comes to school every day during a school month has his or her name placed into a drawing for a \$10 gift card provided by PTSA.</i></p> <p>Maverick Award <i>An award given for an outstanding and uncommon act of meaningful and significant service to others, which could include designing, making, and/or doing something of lasting effect. Special consideration will be given for STEM-related forms of service. Awards are presented throughout the school year as they are earned.</i></p>
<p>AWARDS NIGHT</p> <p>Only eligible eighth graders are invited to the second semester “Awards Night” celebration set for June 1. To be eligible, eighth graders must: (a) be free of any out-of-school suspensions during their eighth grade year, (b) be free of any disciplinary Saturday Schools or in-school-suspensions in April, May, or June, and (c) have no more than one “F” class grade when grades are checked on May 9.</p>			

Honors Option Program

The Mesa View Honors Option Program is a challenging, engaging, and meaningful yearlong project for students who wish to receive “Honors” on their academic record. The program is in addition to work done in a student’s regular classes. Students have the option of completing up to three strands: Social Studies, Science, or Arts. It is suggested that students select one of these strands, but a student may do more if he or she wishes. An informational meeting open to anyone who is interested will be held on Wednesday, August 31 in the MPR at 6:00 p.m. At the meeting, students and parents will learn about the details and requirements of the program. This includes a description of the Honors Option Contract, which must be completely fulfilled in order for a student to earn “Honors” on his or her academic record.

State-Mandated Testing

A new set of state achievement tests, the CAASPP (California Assessment of Student Performance & Progress) and 8th Grade Science CST are planned to be administered in the spring to all students as part of the statewide accountability system. Information about the new CAASPP will be mailed home to families.

Office 365

The Yucaipa-Calimesa Joint Unified School District is pleased to provide all students in grades 3-12 free access to **Microsoft Office 365 for Education**. This product provides students three useful software applications (listed below) that can be used anywhere and anytime. Please contact your child’s teacher if you have questions about how Office 365 will be used by that teacher.

1. **Microsoft Office Web Apps** (Word, PowerPoint, Excel, and OneNote)
2. **OneDrive** for online document storage
3. **Outlook E-Mail** in a “closed” e-mail environment in which students will only be able to send or receive e-mails from within the district’s e-mail domain (**@ycjUSD.k12.ca.us** or **@ycjUSD.us**).

In order to log into Office 365, go to the “Office 365” link on the Mesa View website, found under the “Students” tab. A student’s user name will be his or her first name followed immediately by the first letter of his or her last name, and then followed by the last three digits of his or her permanent ID number. For example, John Doe 1118498342 would have a user name of **johnD342**. The password is the student’s entire ten-digit permanent ID number.

HOME / SCHOOL COMMUNICATION

Mesa View Website

Mesa View’s website can be reached at **<http://ycjUSD.mvms.yucaipaschools.com>**. It contains a wealth of information about the school, individual programs, and teacher classrooms. Important school documents are available for download. Students and parents are encouraged to checkout the “Student Resources” and the “Parent Resources” pages for information that might prove useful. The website includes a school calendar and also lists staff e-mail addresses.

Mesa View App

Students, parents, and guardians are encouraged to download the new Mesa View app by visiting the iTunes or Android stores. Search for the name “YCJKUSD,” download the app to your device, and then select Mesa View as your desired school. A wealth of helpful Mesa View information is available

through the app, including links to the school’s Twitter and Flickr accounts as well as links to Office 365, Aeries.Net, school news, and more. The app is a free download.

Parent-Teacher Conferences

Conferences with teachers should be scheduled before or after school and/or during the teacher’s conference period. Formal parent-teacher conferences will be held during the week of October 13. Teachers may be reached by calling the school office or by e-mailing them directly.

Progress Reports

Progress reports are the teacher’s formal notification that a student is at risk of failing. Parents can use Aeries Portal (Aeries.Net) to access grade information at any time. A progress report will be mailed six weeks into each semester to students who are failing. Another progress report will go home to every student twelve weeks into the semester. If necessary, please contact your child’s teacher(s) for help in working with your child to improve.

Report Cards

Report cards are mailed home after each semester. These semester grades are what appear on the students’ official transcripts. These semester grades hold precedence over progress report grades. First semester grades are issued in January. Second semester grades are issued in June.

P.E. CLOTHES

Below you will find the clothing requirements for seventh and eighth grade PE students at Mesa View. Sixth graders will attend PE every day during 5th or 6th as well as change clothes for PE.

- Students may choose a plain white or gray T-shirt (with no logos).
- Shorts must be blue cotton knit sports shorts with elastic waist (with no logos).
- Students will be required to write their names on the outside of the shirt and shorts.
- Blue sweats (with no logos) are acceptable during cold weather.
- Non-marking athletic shoes.

IMPORTANT NOTE: Students **are** permitted to wear the PTSA “Spirit Pack” clothing as PE attire.

Students who do not bring appropriate PE clothing will be provided loaners, with these conditions:

- 1st, 2nd, or 3rd Offense: Warning provided and loss of participation points for the day.
- 4th Offense: Student will be sent to OCS for the period.
- 5th Offense: Saturday School assigned.

STUDENT SUPPORT

Cafeteria

A hot, well-balanced lunch, including milk, is served for \$2.60. Pupils bringing lunches may purchase milk for 50 cents. Students may also purchase snacks or individual items at the outdoor food cart. Breakfast is served starting at 7:00 a.m. for \$1.25. Parents may also pay for their child’s meals by using **www.myschoolbucks.com** and depositing money directly into their child’s account. Free and reduced-price lunches are available for those who qualify and fill out the necessary application forms each year. Forms are available in the office, cafeteria, and online.

Phone Calls

The office phone is for emergencies only. Students who wish to use the office phone must inquire in the office for permission. Arrangements to go home with a friend must be made before school. Cellphone calls by students are only permitted during school hours with staff permission.

Library

The library is a resource center where students may check out books. They may come to the library with their classes, before school, during lunch, and after school. Students learn responsibility by being held accountable for books checked out to them and by paying for damaged or lost books.

Textbooks

A set of textbooks will be checked out to each child. (Some books are also available online. Please see the school library tech for info on this option.) District textbooks are very costly. Replacement fees can exceed \$60 per textbook. Students are responsible for any lost or damaged books. It is imperative that students return the exact same book that was assigned to them at the start of the year. Book fines are posted in the student's file and remain there until paid.

Student Agendas

Every student at Mesa View is given a spiral-bound, three-ring Student Agenda free of charge when they start school. This agenda is meant to be the place where students write down homework, projects, special events, and other calendar items. The agenda contains resources and information (some from this Parent-Student Handbook) that can prove useful during the school year. **Students are expected to bring this agenda to school each day, and they are expected to use it as instructed by teachers. Throughout the year, teachers will issue a grade for proper use of their agenda.** Students who lose or damage their Student Agenda may purchase another in the office for \$3, or they may get a free packet of Mustang Assignment Sheets from the office instead. Proper and consistent use of the agenda keeps a student organized throughout the school year, contributes to improved grades and learning, and is a great way for parents to see what their child is working on.

Counseling

Mesa View's counselors are available to provide guidance services for students. Their focus is primarily on academics, social adjustment, and short-term support. They also provide presentations on careers, sexual harassment, study skills, and other topics. Parents and students should feel free to stop by the office, call, or e-mail if they need assistance from a counselor. Ms. LaFourcade serves students whose last names start with A-L. Ms. Savona serves last names M-Z.

Where Everybody Belongs (WEB)

Where Everybody Belongs is a group led by eighth grade student leaders who help sixth graders transition into middle school. WEB Orientation Day, taking place on August 8, is a key piece of the program. Here, sixth graders are welcomed to Mesa View and introduced to the important things about middle school. Each sixth grader is assigned to a team, led by two eighth graders. This team meets on WEB Day and during the year at WEB events. This program provides worthwhile leadership experiences to eighth graders and gives valuable support to new sixth graders.

STUDENT BEHAVIOR

Discipline

Discipline is a form of guidance administered in the best interest of the child. Self-discipline and self-reflection is our goal for all pupils. Students must recognize their responsibility as a member of a larger group. The safety of all students is of primary importance to the school administration.

Eligibility for School Activities

Participation in school activities is a privilege subject to the requirements detailed below.

LEADERSHIP CLASSES

Students will **not** be allowed to remain enrolled in a designated **leadership class** (such as Student Council, Yearbook, AVID, and others) if they have been suspended from school or if they have more than one disciplinary Saturday School or In-School Suspension. Students must also maintain at least a “C” average in all classes. Other requirements are listed on the Leadership Contract that all leadership students (and their parents/guardians) need to sign at the start of the school year.

SOCIAL EVENTS

Students will **not** be allowed to attend dances or other **social events** if they have been suspended from school, received a disciplinary Saturday School or In-School Suspension, or have been truant since the most recent social event. Students who wish to attend events must purchase a ticket and present identification. Only Mesa View Middle School students may attend social functions.

ATHLETIC EVENTS

Students will **not** be allowed to participate in the current season’s school-sponsored **athletic events** if they have been suspended from school, received a disciplinary Saturday School or In-School Suspension, or have been truant within that season. If the athletic event takes place on a school day, students must attend at least four class periods that day in order to participate. Participating students who are missing assignments or failing a class at the time of an athletic event (including practice) will be placed on a “probationary list” made available to teachers. Teachers may request that any student on this list be prohibited from participating until the missing assignments are turned in and/or the failing grade is raised.

FIELD TRIPS

Students will **not** be allowed to participate in school **field trips** (including the sixth grade trip to Catalina Island, the seventh grade trip and the eighth grade trip to Knott’s Physics Day) if they have been suspended from school, received a disciplinary Saturday School or In-School Suspension, or have been truant. Students must complete the necessary paperwork and obtain parent/guardian permission before each field trip’s deadline in order to attend these trips.

EIGHTH GRADE AWARDS NIGHT

Eighth graders will **not** be invited to participate in **Awards Night** on June 1 if they have been suspended from school during their 8th grade school year, received a disciplinary Saturday School or In-School Suspension in April, May, or June, or have more than one “F” class grade when grades are checked on May 12. Students who wish to appeal this may write the principal explaining why they deserve special consideration.

Unacceptable Behavior

The Mesa View Disciplinary Action Chart and the district's Procedure and Behavior Booklet define unacceptable behavior. Mesa View follows state law in the suspension and recommendation for expulsion of any student who brings a firearm or knife to school, knowingly possess, brandishes, or threatens any person with a weapon, participates in any fighting that inflicts serious bodily injury, and sells or provides alcohol or other drugs at school in accordance with Board Policy 5131.7(a). Other examples of unacceptable behavior include:

- Selling (or trading items of value) on campus is in violation of Board Policy and Education Code 35291.5(a).
- Causing or attempting to cause damage to school or personal property, including graffiti, is considered vandalism and in violation of Education Code 48900(f).
- Use or possession of any dangerous object (such as a knife, sharp object, firecracker, laser pointer, slingshot, lighter, or matches) and/or objects that resemble such dangerous objects is a violation of Penal Code 626 and Education Code 48915(a)(c). Laser pointers are covered under PC 417.27. Shining one at a person could be considered assault.
- Using inappropriate language (such as profanity, racial comments, teasing, and name-calling) or possessing inappropriate images(whether in digital or hard copy formats) are forbidden.
- Items that could contribute to the disruption of the school environment will be confiscated and must be picked up by a parent. If a student uses such an item to cause a disruption, appropriate consequences will be assigned.

Consequences

Students who do not follow good conduct standards may be subject to the following:

MINOR VIOLATIONS

Verbal Warning	Loss of School Privileges
Parent Notification	Time Out
Parent/Teacher Conference	Detention (before or after school OR at nutrition or lunch)

MID-LEVEL/REPEATED VIOLATIONS

Office Referral	Saturday School	Financial Restitution
Community Service	In-School Suspension	SART Contract
Suspension from Class	Parent Attendance w/Student	Home Visit

SERIOUS/HABITUAL VIOLATIONS

SARB Referral/Contract	Referral to Law Enforcement
Out-of-School Suspension	Modified Schedule
Alternative Placement	Recommendation for Expulsion / Expulsion by School Board

The Yucaipa-Calimesa Joint Unified School District has adopted the State of California Education Code (currently sections 48900 et. seq.) as its policy regarding suspensions and expulsions. The Board has determined that it will not issue subpoenas as provided in section 48918 (i)(1).

Dress Code

Students are expected to dress appropriately and in good taste when they are at school or at school events. The YCJUSD Board of Education adopted the following dress code on April 6, 2004. An administrator or designee will determine if a student's attire violates these guidelines:

- Shoes must be worn at all times. A substantial sole is required. Shoes with an enclosed toe and heel are encouraged.
- Clothing shall conceal undergarments at all times, including when the student is seated.
- Clothing that is sheer, see-through, fishnet, or form fitting such that the shape, color or undergarments may be seen, including leotards or swimwear worn outside of the appropriate physical education class or extra-curricular activity; tube tops, halter tops, spaghetti straps, off-the-shoulder, and/or any top or dress that reveals the midriff, breasts, shoulders, or back is prohibited. Shoulder straps on garments must be at least two inches in width.
- Pants may not fall more than two inches below the natural waistline.
- Skirts or shorts shorter than the student's fingertips when the student is standing are prohibited.

- Hats, caps, and other head coverings shall not be worn indoors unless there is a medical reason.
- Clothing, jewelry, or accessories with obscene statements or designs are prohibited.
- Clothing, jewelry, and personal items (backpacks, gym bags, water bottles, etc...) shall be free of writing, pictures, or any other images that are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol, or tobacco company advertising, promotions, and likenesses, are prohibited.
- Earrings, jewelry, or accessories that present a safety hazard to the wearer or others are prohibited.
- Sunglasses may be worn on campus outside of class. Prescription sunglasses may be worn in class only with a written explanation from an ophthalmologist or optometrist stating why clear or light-sensitive lenses cannot be worn.
- Hair shall be clean and neatly groomed. Hair may not be sprayed by color that would drip when wet.

“Cyber-Bullying”

Please note that “cyber-bullying” is a suspendable offense. The law allows schools to suspend a student if he or she is engaged in electronic communication that causes a disruption at school. For example, if a student posts a comment on Instagram, and this leads to a disruption at school, then the student who posted the comment could be suspended (even if the comment is posted after school hours). The school will investigate “cyber-bullying” situations to determine if consequences are warranted. Be sure that your child does not allow other students to post things on his or her account or to send text messages from his or her phone. The owner of the phone and the account is responsible for any communication that comes from these sources.

Personal Electronic Devices

Students may have a cell phone (or personal electronic device) at school, but it must be off and out of sight during school hours, **unless school staff has authorized a student to use the device for an educational purpose**. Students may appropriately use personal electronic devices before and after school. Mesa View recognizes the convenience and appeal of personal electronic devices, but they are a significant distraction at school if used improperly. Electronic devices that cause a disruption will be confiscated and kept in the office. Parents may be required to pick-up the device. Students who use a device that contributes to be a disruption might also receive disciplinary consequences. Students should note that text messaging during school hours without permission is considered a disruption. Family members who call or text students during the school day should realize that students should not be picking up any messages until after school.

Liability Limit of Parent or Guardian for Willful Pupil Misconduct

Education Code section 48904(a)(1) provides that the parent or guardian of a minor is liable for all damages caused by the willful misconduct of the minor that results in the injury or death of any pupil, school district or private school employee, or school volunteer. The parent or guardian is also liable for damages to real or personal property belonging to the school district or private school, or personal property belonging to a school employee resulting from the willful misconduct of the minor. The liability of the parent or guardian shall not exceed \$10,000.

Education Code section 48904(a)(1) also specifies that the parent or guardian of a minor is liable for any reward offered by a local agency for information leading to the identification and apprehension of any person who willfully damages or destroys property, or whose willful misconduct results in injury or death to any person. This liability cannot exceed \$10,000 per GC section 53069.5.

The State Superintendent of Public Instruction is required to annually adjust both of the above \$10,000 liability limits specified in Education Code section 48904(a)(1) to reflect the percentage change in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services for the United States, as published by the United States Department of Commerce for the twelve month period ending in the third quarter of the prior fiscal year.

TRANSPORTATION

The following information regarding bus transportation applies to those special education students who are eligible for busing. As a cost saving measure, busing for regular education middle school students was suspended in 2009-2010.

School Bus Rules

Failure to observe bus rules may result in temporary or permanent denial of transportation. Students are permitted to ride their route only. Students requesting to ride a different route must have clearance from administration, who will inform the driver of any such authorization. The driver will determine whether or not the route can accommodate the request. Students are expected to follow these rules on the bus and at the bus stop:

- Arrive five minutes early to the bus stop. Stand quietly in a safe place and respect surrounding property and persons.
- Follow the instructions of your school bus driver at all times.
- Remain in your seat at all times except when getting off or on the bus.
- Do not place your head, hands, arms, or any body part outside the bus windows.
- Do not eat or drink on the bus.
- Do not bring animals, insects, or reptiles on the bus.
- Do not bring harmful substances or objects (drugs, tobacco, alcohol, and weapons) on the bus.
- Abusive language, actions, and loud noises are not allowed.
- Do not destroy or deface any part or equipment on the bus.
- Do not litter on the bus or at the bus stop.

Bicycles, Skateboards, Scooters, & Roller Blades

Students must follow these rules with bicycles, skateboards, scooters, and roller blades:

- Bicycles must be individually locked and placed in the bike rack.
- Skateboards, scooters, and roller blades must be stored in the OCS room until the end of the school day.
- Bicycles are not to be ridden on school grounds; they are to be walked.
- Skateboards, scooters, and roller blades may not be ridden on campus; they are to be carried.
- The school assumes no responsibility for any stolen or damaged bicycles, skateboards, scooters, or roller blades.
- Students must wear a safety helmet while riding bikes, scooters, roller blades, and skateboards to and from school.
- These items will be confiscated and kept in the office for parent pick-up if they are used incorrectly or unsafely.

SAFETY

Closed Campus

Students may only leave campus during the school day if they are signed out by a parent/guardian.

One-Time Visitors

Adult visitors and volunteers are welcome and encouraged to visit their student's classes. Please check in with the front office prior to visiting the school grounds. One-time visitors are not required to have Megan's Law clearance. The site is closed to student visitors from other schools.

Gifts, Flowers, & Balloons

In order to avoid classroom disturbances and to maintain a focus on instruction, gifts, flowers, balloons, and similar items will be held in the office to be picked up after school.

Volunteers & Chaperones

According to Board Policy 1240, it is expected that all “volunteers shall act in accordance with district policies, regulations, and school rules. Employees who supervise volunteers may ask any volunteer who violates school rules to leave the campus.”

Volunteers are expected to maintain students and staff confidentiality, dress appropriately, refrain from inappropriate language, have all correspondence approved by the administration at the school before distribution to students or their families, be respectful to all school and district staff, all students, and all other volunteers, follow all school and district policies and procedures, and be timely in their commitments. Additionally, volunteers are to follow all site safety policies and procedures, as well as any administrator or designee directives in the event of an emergency.

All on-going volunteers are required to complete a Megan’s Law form and be approved before serving. Volunteers include those who help in the classroom or at other locations on campus on a regular, repeating basis and those who participate in field trips or overnight excursions. According to Administrative Regulation 6153, all chaperones for any school function must:

- Be 21 years of age or older.
- Not use, consume, or be under the influence of alcoholic beverages or controlled substances, or smoke at any time while accompanying and supervising students.
- Shall refrain from using vulgar, profane, or abusive language when interacting with anyone during the trip or event.
- Act in socially, emotionally, and ethically appropriate ways at all times.

Violation of these rules will result in the dismissal of the chaperone from his or her duties.

Release Cards

During the summer, you will need to come to the Mesa View office to pick-up two emergency release cards. It is extremely important that **both** cards be filled out properly and returned to school either at the designated time to pick up class schedules or on the first day of school. Emergency names and phone numbers are necessary in the event of an emergency or disaster. Please make it a point to update these cards if information changes during the year.

Early Pick-Up

If you need to pick up your child before the end of the school day, please refer to your student’s class schedule and, if possible, plan to arrive at the office at the conclusion of a class period. This lessens the number of class interruptions and makes it easier to call your child to the office.

Dropping Off & Picking Up Students

When driving into Mesa View to drop-off or pick-up students in the morning or in the afternoon, please follow the directional cones and instructions provided by staff. **In the morning**, please drive through the entrance gate and bear left, towards the gymnasium. The student drop-off area is on the western side of the school next to the gymnasium. Please pull up as far forward as possible and drop-off your student as directed. Do not park your car or leave it unattended in the lane. This restricts the flow of traffic and causes a safety hazard. If you need to walk onto campus (to drop off your student in the morning or to meet your child after school), please park in the parking lot. Once you have dropped off your student, you are asked to drive around the perimeter of the western parking lot and go out the exit gate at the front of the school. **In the afternoon**, parents may park in either the eastern or western lots and wait for their child to be dismissed.

Please note that there is no access at all to Mesa View via Avenue L to the east and north of the school. Students should not be dropped off or picked-up in this area. Students who try to access the campus in this area will be subject to disciplinary consequences.

Given the lack of bus transportation for Mesa View students, families are encouraged to plan wisely when dropping off and picking up their students. Carpooling is strongly recommended. A carpool listing of people in need of rides and others willing to give or share rides is available on the Mesa View website. Please know that the school grounds are open extra early in the morning (at 7:00 a.m.) so that families can easily drop off and exit the campus with very little traffic. If you drop off your child any time after 7:20 a.m., you need to expect a delay. Tardy policies are enforced for first period, so please leave your home early enough so that your child can be in class by 7:40 a.m.

At dismissal, as hundreds of students are dismissed and their rides try to exit the campus all at once, there is an unavoidable delay. If you have to pick-up your student exactly at dismissal (at 2:15 p.m.), please park in the western lot and wait for your student to come to your vehicle. From there, it will likely take 15 to 20 minutes to exit the campus and get to the start of the access road (at Bob’s Big Boy). Your patience is appreciated. Since the traffic is much lighter after 2:45 p.m., parents are encouraged to pick-up students after this time. Student supervision is provided until 3:30 p.m. Students can also wait in the Quad or immediately outside the office until 4:00 p.m.

Personal Property & Valuable Items at School

Articles of value, backpacks, and purses should be labeled. Do not bring anything of value to school, especially large amounts of money. The school is not responsible for any loss or damage to belongings. Valuable items such as hand-held video games, MP3 players, cameras, trading cards, digital recorders, fine jewelry, collectibles, radios, or personal mementos are to be left at home. As per Education Code 35213, the district is prohibited from reimbursing students for lost, destroyed, or damaged personal property brought by them onto school grounds. As a result, students bringing valuable property onto school grounds do so at their own risk.

Disaster Plans

Earthquakes, fires, and floods often strike without warning. In most instances, chances for survival are excellent if disaster planning is done ahead of time and individuals know how to act. Such an emergency may occur when school is in session. In that event, the principal will determine if students shall be released or kept at school. The school staff will protect your student while at school the best they possibly can with the facilities available. For any event, the staff will remain with students until released. Please direct your student to remain at school until you arrive.

HEALTH SERVICES

Health Services

When an accident or illness occurs at school, emergency treatment is given, and the parent is notified. Since the school does not have facilities or staff to care for sick children, a child not well enough to participate in the classroom may not remain at school. This is in the best interest of your child, and it serves as a protection for other children. Parents should make prior arrangements for someone to transport and care for their child if such a situation should arise. In addition, you are urged to keep the release card up-to-date by communicating changes with the office.

Regular Medication

Notwithstanding the provisions of Education Code 49423, any student who is required to take medication during the school day may be assisted by school personnel if the school receives: (1) a written statement from the physician detailing the method, amount, and time schedules by which the medication is to be taken, and (2) a written statement from the parent in the matters set forth in the physician's statement. All medication at school must be kept in the nurse's office.

Immunizations

State law requires that all entering seventh graders be immunized with the Tdap vaccine. Students without this vaccine may not attend school. Students who already received this vaccine anytime on or after their seventh birthday should bring their vaccination record to the school in order to receive clearance. State law also requires that all students entering seventh grade be immunized for Hepatitis B with a series of three immunizations over six months. They must also have a second immunization for measles, mumps, and rubella.

EDUCATIONAL COMMITTEES

School Site Council (SSC)

The School Site Council is a group of staff, parents, and students who work together to draft and oversee the school's "Single Plan for Student Achievement." They also monitor activities to determine whether or not the plan is working. If you are interested in being a member, please contact the school. Elections are held at the beginning of each school year.

English Learner Advisory Committee (ELAC)

This is a committee of parents that meets at least three times a year to monitor the site's English Language Learner (ELL) programs. ELL parents serve as members of this committee. A parent representative from this committee represents Mesa View at the district level.

PTSA

Our PTSA (Parent Teacher Student Association) is an important part of Mesa View. The PTSA raises funds to provide students with resources that improve the learning experience. Please contact PTSA President Victor Juarez at tiggersplace70@msn.com if you have questions or to volunteer.