2026-2027 Mesa Family Manual

Si necesita una copia en español,
por favor solicítela en la oficina.

Mesa Grande Elementary

Welcoming. Engaging. Fun.

General Information

Office Hours	7:30 a.m. to 3:15 p.m.
Student Hours	All Grades: M, T, Th, F: 8:20 a.m. to 2:37 p.m. Wednesdays: 8:20 a.m. to 1:41 p.m.
Address	9172 3rd Avenue Hesperia, CA 92345

Telephone Number	760-244-3709
Fax Number	760-244-5259
School Website	www.mesagrandeelementary.org
Facebook	www.facebook.com/MGMustangs
Instagram	www.instagram.com/mesagrandeelementary
Mascot	Mustang
School Colors	Navy Blue, White, and Grey

Administration

Principal	Kristy James
Assistant Principal	Gabrielle Sims
Administrative Secretary	Coral Magana

Office

School Secretary	Carrie Auxier
Attendance Specialist	Vania Regalado
Family Community Liaison	Rebeca Cardona
School Nurse	Special Black

Office Hours and Messages

The Mesa Grande Elementary office is open Monday through Friday from 7:30 a.m. to 3:15 p.m. The office staff is prepared to assist you with your questions and concerns during these hours. The office staff is able to handle most requests themselves and can refer you to the teaching staff or administrator if needed.

Absences

Please call the school office at **(760) 244-3709** before 11:00 AM the day your child is absent. If unable to do so, a call anytime between 7:30 a.m. and 3:15 p.m. would also be appreciated. If unable to call, please send a note signed by the parent/guardian stating the date and reason for the absence on the first day the student returns to school. More than three unexcused absences is considered truant.

Tardies

Responsible behavior includes being on time and ready to enter the classroom at 8:20 a.m. All students arriving late must check in at the office before going to class. Repeated tardies, no matter how small, still affects a child's educational experience.

Arrival Time

Students may not enter the school campus before 7:45 a.m. There is no supervision on campus before this time. Instruction begins at 8:20 a.m. for all grades. Please be very careful when dropping off your students in the morning. For safety, use the provided crosswalk. Student safety is a great concern. Be aware of those around you and watch for others in the crosswalk.

Bus Zone

Please do not drive into the front parking lot while buses are visible. This also includes the times from 7:30-8:30 a.m. and 1:30-3:30 p.m. Also, please do not block the entrance and exit to the driveway, so that buses can exit and enter freely.

Visitors and Volunteers

All visitors and volunteers must check in at the office before entering campus. For safety purposes no one may be on campus without a visitor's pass. Volunteers must apply in the office annually and must log in and out of the office daily. There are many ways to assist in your child's educational program. Ask your child's teacher about helping in the classroom or at home. Uninterrupted learning time is valued in our school; therefore, you must leave other children at home when you volunteer in the classroom. Please consult our Volunteer Handbook for additional details.

Dismissal

To ensure student safety at dismissal time, staff members will supervise students to the designated dismissal areas. The bus lane gate will be used for bus riders, not for other dismissals. Once a student has boarded the bus he/she will not be removed until they reach their stop. **A note/e-mail from a parent/guardian (with a photo id) is <u>REQUIRED</u> if there is to be any change in the normal pickup schedule.** A phone call will not be sufficient. The following are the dismissal areas:

- **Yellow Gate A** (next to the flagpole) is for TK/K students, whose parents walk-up and pick them up. Please do not park in the school's parking lot, or block the school bus entrance in ANY WAY.
- **Yellow Gate B** (3rd and Olive) is for parents/guardians walking up to the gate.
- **Green Gate** (Olive Street) and blue gate (parking lot) are for all guardians who will be driving up for all grades.
- **Orange Gate** (Olive Street) is used for students with Autism.
- Students who walk home will be crossed at the corner of 3rd and Olive (this release is only for students walking home).

Phone Messages

For the protection of our students and at the advice of the Police Department, phone messages are not acceptable for making a change in how a student gets home from school. The only way for a student to be dismissed other than what is originally agreed upon is by written request or by the parent/guardian coming to school in person with photo identification. In order to avoid classroom and office interruptions, students may use the phone only in an emergency. We ask that messages from home be kept to an absolute minimum, and limited to true emergencies.

Student Sign-Out

In order to sign a student out of school, or for late pick-up, photo identification is required. The person signing the student out must be on the emergency contact list through Infinite Campus, and be over 18 years of age. Since student safety is a top priority, students will not be released to those who don't meet the above mentioned requirements.

Cell Phones and Electronic Signaling Devices

Cell Phones and Electronic Devices are not to be used during school hours. The first time a student is caught using a cell phone or smart watch inappropriately, the device will be held in the office until the end of the day. On the second offense, the device will be confiscated and held in the office until a parent can pick it up.

Chromebooks, Textbooks, Library Books, and Personal Property

The School District and Mesa Grande Elementary are not responsible for stolen or lost items. Personal items, such as toys, stuffed animals, playground equipment, trading cards, and electronic gaming devices should be kept at home. Students are responsible for textbooks, library books and chromebooks issued to them during the school year. All lost or damaged books/chromebooks must be paid for by the parent/guardian.

School Rules

No weapons of any type are allowed on campus at any time or while going to and from school.

No alcohol, tobacco, or any controlled substances are allowed on campus at any time or while going to and from school.

All members of the Mesa Grande community are expected to **"Be Safe, Respectful, and Responsible"** at all times.

Being safe includes:

- Following directions at all times
- Using equipment, materials, and facilities properly
- Staying in assigned areas at all times

Being respectful includes:

- Keeping hands, feet, and objects to yourself
- Using positive language and working to solve problems peacefully
- Using quiet voices at all times

Being responsible includes:

- Being in control of your actions and being safe around others
- Cleaning up your materials and helping to keep the campus clean
- Coming to school on time and prepared to learn

Discipline Plan

Mesa Grande takes high priority in maintaining a safe and effective learning environment; all staff at Mesa Grande Elementary will utilize a progressive discipline plan. **Students need to ensure that they are being Safe, Respectful and Responsible at all times.** When students choose not to follow the school rules a consequence will be given. When a student chooses not to follow our school or classroom rules, one or more of the following consequences will occur:

1. Warning and clarification of expectations
2. Conference with students
3. Time-outs
4. Loss of privilege time
5. Home contact (notes/phone calls/conferences)
6. Referral to principal/assistant principal
7. In-school suspension
8. Suspension
9. Recommendation for expulsion

In extreme situations students will receive an out of school suspension or possible expulsion **without prior consequences**. Law enforcement may be contacted depending upon the severity of the incident. Other consequences may be issued as deemed appropriate.

Nutrition

Breakfast Program

Breakfast is served each morning at 7:45 a.m. These meals are free to all students who attend Mesa Grande Elementary. Please make sure students

arrive on time so they will have the opportunity to eat breakfast. Students should eat breakfast before playing outside.

Lunch Program

Students may bring their lunch from home or receive lunch from the cafeteria. All students will be assigned a lunch number to enter into the cafeteria's computer system, which keeps track of each student's account. No cost lunches are available for all Mesa Grande students.

District Promotion Policy

All students must meet State and District proficiency standards each year in order to be promoted to the next grade. Your child's teacher will explain the standards to you and tell you when your child is performing below the expected levels in reading, language, and math. It is the policy of this District that we honor only 2 graduations; High School and College. We ask that you celebrate with your family outside of school.

Disaster Preparedness

The staff of Mesa Grande Elementary works throughout the year preparing themselves and the students to be ready in the event of an earthquake or other emergency. Fire, earthquake, and lockdown drills are scheduled throughout the year to practice procedures. These practices are required by California Education Code and it is imperative that students and staff take them very seriously. Please be sure to let the office know whenever there is a change in your home, work, and/or emergency phone numbers.

Some suggestions for home safety are:

- Prepare your family for an earthquake or other emergency by talking about what to do, what not to do, who to call if possible and where to meet in an emergency situation.

- Prepare an "Earthquake Kit" for your family. The Red Cross can help you obtain more information.

Student Dress Code

When students violate the dress code, a parent will be contacted and may be asked to bring appropriate clothing to school. If we are unable to reach a parent, the student may be loaned a suitable garment or be asked to turn the

article of clothing inside out for the day (if appropriate) and the parent will be contacted. Thank you for your support in following our dress code and for helping us provide a suitable learning environment.

Parties

Classes may observe Christmas, Valentine's Day, and the End-of-the-Year with a class party during the last hour of the school day. Teachers will contact volunteers to arrange for needed assistance. For student safety, only "store bought" snacks are permitted.

Yearbooks

Throughout the year, the staff records special events around the school with their cameras. These photos become a part of the yearbook. The yearbook is available for purchase, so that the students can remember their days at Mesa Grande. Parents will be notified when the yearbooks are available to purchase.

Lost and Found

Students are responsible for the safe and appropriate use of their school materials. Please make sure that your child's name is on his/her jacket, backpack, and other personal items. Labeling these can make it easier to return if misplaced. Articles found on school property are usually placed in the lost and found cart located near the cafeteria. Unclaimed articles will be donated to charity at each semester break.

Student Recognition

There are many ongoing programs in the classrooms, the school, and the District to encourage student accomplishments. Positive achievement in both academics and citizenship is expected of all students. Students are encouraged to find their strengths and use these strengths to the best of their ability. Recognition occurs both spontaneously and formally- notes and phone calls home, announcements of positive behavior, and special activities, among others.

The Mesa Grande "Student of the Day" program recognizes one student each day who has exemplified Safe, Respectful, and Responsible behavior. Each of these students participates in the morning "Pledge of Allegiance," and is recognized by their teacher for their outstanding behavior. At the end of each

month, one former “Student of the Day” is selected as the Mesa Grande “Student of the Month,” and is recognized by having his/her name placed on the school’s marquee and receives extra prizes.

The purpose of all student recognition is to reinforce positive choices and actions, build confidence and independence, and enhance self-esteem. Other types of positive recognition include student of the day, student of the month, Marvelous Mustangs, medal winners, and Horseshoe drawings.

Title I School-Level Parent and Family Engagement Policy

Mesa Grande has developed a written Title I parent and family engagement policy with input from Title I parents and family members. This policy was formed with the help of our School Site Council. It has distributed the policy to parents and family members of Title I students. The school placed a copy of this policy on the internet. A flier was sent home, telling families where it could be located. The policy describes the means for carrying out the following Title I parent and family engagement requirements [20 USC 6318 Section 1118(c),-(g) inclusive].

Involvement of Parents in the Title I Program

To involve parents and family members in the Title I program at Mesa Grande, the following practices have been established:

1. The school convenes an annual meeting, at a convenient time, to which all parents of participating children shall be invited to attend and encouraged to attend, to inform parents and family members of their school's participation in the Title I program and to explain the requirements, and the right of the parents to be involved. (20 USC 6318 (c)(1)) In the spring, families receive a notice, telling them about this meeting.
2. The school offers a flexible number of meetings, such as meetings in the morning or evening, and may provide, with Title I funds, transportation, child care, or home visits, as such services relate to parent involvement. (20 USC 6318 (c)(2)) These will be carried out on an as needed basis.
3. The school involves parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan. (20 USC 6318 (c)(3)) This occurs through policies such as this one.
4. The school provides parents of participating students with:
    a. timely information about the Title I program. (20 USC 6318 (c)(4)(A)) This occurs at School Site Council (SSC) meetings, English Language Advisory Committee (ELAC) meetings, and other parent meetings.

b. a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards. (20 USC 6318 (c)(4)(B)) This information is available at the Title 1 meeting.
c. if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible. (20 USC 6318 (c)(4)(C)) Requests will be handled as necessary.

Building Capacity for Involvement (Parental Involvement Policy continued)

If the schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency. (20 USC 6318 (c)(5)) Comments will be handled as necessary.

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted with Title I, Part A funds, the school has established the following practices:

1. The school provides parents with assistance in understanding such topics as the challenging State academic standards, State and local assessments, the requirements of Title I, Part A, and how to monitor a child's progress and work with educators to improve the achievement of their children. (20 USC 6318 (e)(1)) This occurs at SSC, ELAC, and other parent meetings.
2. The school provides parents with materials and training to help parents work with their children to improve their children's achievement. (20 USC 6318 (e)(2)))) This occurs at SSC, ELAC, and other parent meetings.
3. The school educates teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement

and coordinate parent programs, and build ties between parents and the school; (20 USC 6318 (e)(3)) This type of information is distributed at teacher meetings.

4. The school, to the extent feasible and appropriate, coordinates and integrates the parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. (20 USC 6318 (e)(4)) This information is posted in the front office.
5. The school ensures that information related to school and parent programs, meetings, and other activities to parents is sent in a format and, to the extent practicable, in a language the parents can understand. (20 USC 6318 (e)(5)) Flyers are translated by HUSD personnel, then sent home to families.
6. The school provides such other reasonable support for parental involvement activities as parents may request. (20 USC 6318 (e)(14)) These requests will be handled as necessary.

Accessibility

Mesa Grande, to the extent practicable, provides opportunities for the informed participation of all parents and family members (including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory students) including providing information and school reports are provided in a format and language that parents understand. Information about Mesa Grande is available in Spanish. School administration is available for all parents and families, in order to address any concerns. (20 USC 6318 (f))

**It may be helpful to include the parent and family engagement policy review in the annual review of the Single Plan for Student Achievement.*

***The policy must be updated periodically to meet changing needs of parents and family members and the school. If the school has a process in place for involving parents and family members in planning and designing the school's programs, the school may use that process if it includes adequate representation of parents and family members of Title I children.*