

MESA GRANDE ACADEMY

ELEMENTARY
(KINDERGARTEN - SIXTH GRADE)
JUNIOR HIGH
(SEVENTH - EIGHTH GRADE)

STUDENT HANDBOOK 2015-2016

A K-12 SEVENTH-DAY ADVENTIST CHRISTIAN SCHOOL
Serving the Southern California Communities of Yucaipa, Calimesa and
Banning Pass Since 1928

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Web Site: <http://www.mesagrandeacademy.org>

Accredited with:
Western Association of Schools and Colleges
General Conference of Seventh-day Adventists Board of Regents

SCHOOL HOURS

Monday-Thursday

K-1	8:00 am	until	2:30 pm
2-4	8:00 am	until	2:45 pm
5-6	8:00 am	until	3:15 pm
7-8	8:00 am	until	3:35 pm
9-12 Weight Lifting PE	7:20 am	until	8:10 am
9-12 Choir, Choral,	7:30 am	until	8:10 am
9-12	8:15 am	until	3:35 pm
9-12 Labs	3:40 pm	until	4:30 pm
9-12 Athletic Varsity - P.E.	4:35 pm	until	5:25 pm
9-12 Varsity Sport Classes	5:30 pm	until	6:20 pm

Friday

K-8	8:00 am	until	12:30 pm
9-12 Choir & Choral	7:30 am	until	8:10 am
9-12	8:15 am	until	12:35 pm
9-12 Labs	12:55 pm	until	1:45 pm

Minimum Days

K-8	8:00 am	until	12:00 pm
9-12 Weight Lifting PE	7:20 am	until	8:10 am
9-12 Choir & Choral	7:30 am	until	8:10 am
9-12	8:15 am	until	12:00 pm (non-varsity) 12:45 pm (varsity)

Table of Contents

GENERAL INFORMATION. 5
 History and Location 5
 Philosophy.. . . . 5
 Mission Statement.. . . . 6
 Goals and Objectives. 7
 MGA Code of Ethics. 8
 Organization and Government. 9
 Home and School Association. 10
 Campus Publications. 11
 Miscellaneous Information. 11

CURRICULUM INFORMATION. 12
 Class Activities. 12
 Curriculum Highlights. 12
 Accelerated Reader Program. 13
 Graduation Requirements.. . . . 15
 Athletic Participation Policy.. . . . 16

ADMISSION POLICIES. 18
 Application Procedures. 18
 Kindergarten and First Grade Admission 18
 Registration.. 20

FINANCIAL POLICIES. 20
 Financial Assistance 21
 Educational Subsidy 22
 International Students. 22

STUDENT CITIZENSHIP. 23
 Life Style Commitment. 24
 Discipline Policy. 25
 Scholastic Dishonesty Policy.. . . . 28
 Personal and School Property.. . . . 29
 Attendance Policy. 33

GENERAL POLICIES.. 34

INDEX.. 37

GENERAL INFORMATION

HISTORY AND LOCATION

Seventh-day Adventist Christian education began in the Yucaipa Valley in 1928, when the first school was held in the home of the teacher, Mrs. Chestnut, with two pupils. In 1931, the school was moved in the middle of the school year to the basement of the Seventh-day Adventist Church on E Street in Yucaipa. In 1947, the school was temporarily moved to the basement of the church on A Street, while the Third Street School was being built. Instruction in the Third Street School began in the fall of 1948.

In 1975, the school was moved to its present location on Fremont Street in Calimesa, and was named Mesa Grande SDA Junior Academy. During the 1989-90 school year, the eleventh grade was added and the name officially changed to Mesa Grande Academy. The first senior class graduated in 1991.

Mesa Grande Academy is organized into three sections: the elementary school (grades K - 6); the junior high (grades 7-8); and the high school (grades 9 - 12). Mesa Grande Academy is accredited with both the General Conference of Seventh-day Adventists and the Western Association of Schools and Colleges (WASC) through June of 2010 .

PHILOSOPHY

Mesa Grande Academy believes that knowledge of God, communion with Him, and emulation of His character are of paramount importance, and that only in cooperation with God can the individual, in his/her quest for knowledge, reach the optimum development of their mental, physical, emotional, and spiritual powers. We endeavor to provide a Christian education that will transmit the American culture, academic excellence, and also the heritage which is singularly Seventh-day Adventist.

We believe students will be best prepared to serve God and society by a balanced mental, physical, emotional and spiritual development. Our goal is to facilitate academic excellence for all students. Our staff's collective experience indicates that, although undue emphasis on mental development can produce phenomenal progress, the end result is burnout and undesirable emotional behaviors. Our experience also confirms that there are developmental stages that provide optimum learning opportunities for various concepts. Attempts to accelerate this progression may be at the peril of the balanced development of the total person.

Educational research indicates that students whose parents read to/with them and are involved in their education consistently perform better at school. Homework will be related to what has taken place at school and will often encourage parent/child collaboration such as reading together or research projects.

While we believe that formal education is an important part of a child's life, we also believe that many other experiences are necessary for well-rounded development. "True education means more than the pursuit of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being and with the whole period of existence possible to man. It prepares the student for the joy of this world, and for the higher joy of wider service in the world to come." E.G. White, Education, page 13.

MISSION STATEMENT

Mesa Grande Academy will train its students to make the most of their God-given potential and develop a commitment to His excellence by becoming spiritual seekers, inquiring scholars, skilled communicators and responsible citizens.

MGA Graduates will be Spiritual Seekers who . . .

- grow in their relationship with Jesus Christ and His people.
- recognize and utilize their God-given talents in their life choices.
- demonstrate a knowledge of Biblical principals and the mission of the SDA church.

Inquiring Scholars Who . . .

- use resources and develop study skills necessary for success in life.
- think critically, communicate effectively, and demonstrate competency in all subject areas.
- develop the skills and curiosity to continue learning outside their classroom.

Skilled Communicators who . . .

- listen effectively and work cooperatively as leaders and team members.
- express themselves in language, visual, and performing arts.
- treat others and their ideas with respect, compassion, and understanding.

& Responsible Citizens who . . .

- serve their local and global communities.
- understand the benefits of living a healthy, balanced lifestyle.
- exhibit self-discipline and a Christlike character.

GOALS AND OBJECTIVES

SPIRITUAL GOALS

- To impart a thorough knowledge of the Bible as the Word of God.
- To guide students toward obedience to the Word of God and its principles.
- To promote reverence for God and thoughtful kindness to man.
- To provide an atmosphere in which the students may become personally acquainted with Jesus as the Christ and their Savior.
- To encourage students to develop talents, to be practicing Christians, loyal, patriotic citizens knowingly aware of the needs of their neighbors and willing to serve.

ACADEMIC GOALS

- To provide an atmosphere in which students will be inspired toward academic excellence.
- To encourage students to think critically, independently, and creatively.
- To provide course selections that will allow students to obtain the building blocks necessary to attain spiritual, professional and vocational goals.

SOCIAL GOALS

- To provide opportunities for students to demonstrate acceptance of and respect for the rights of others.
- To provide opportunities for students to understand and without prejudice demonstrate an appreciation for all people and cultures.
- To provide opportunities for students to accept his or her civic responsibility for the environment and maintenance of peace.
- To provide an environment in which each individual receives respect and fair treatment by others.

PHYSICAL GOALS

- To provide an environment in which the student will learn the value of a temperate life.
- To teach the value of lifetime Christian recreation.
- To provide avenues for development of physical fitness.
- To provide opportunities for students to develop a practical skill.

MGA CODE OF ETHICS

Those who are followers of the Lord Jesus Christ should respect, honor, and uplift one another. Thus, a colleague, employee, volunteer, or student should never be placed in a position of embarrassment or disrespect due to any action or statement that has any explicit or implied sexual, racial, age or ethnic overtones. To do so is a violation of God's law and also the civil laws governing our school.

School staff and students are prohibited from engaging in unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of sexual, racial, ethnic or age-related nature that could create a hostile, intimidating or offensive school environment. Such harassment is intolerable, against the law and will result in appropriate discipline up to and including dismissal.

Examples of conduct that may constitute harassment include, but are not limited to:

- Verbal or visual harassment or abuse (e.g. degrading sexual comments, unwelcome propositions, sexually offensive jokes and materials).
- Requests for sexual favors or activity.
- Inappropriate touching of a sexual or abusive nature (e.g. pinching, patting or repeated brushing against another individual's body).
- A suggestion, threat or action that makes the affected individual uncomfortable.

An individual who experiences harassment should take one of the following steps:

1. Talk to the individual who is harassing you. Explain that you feel uncomfortable and explain why.
2. Speak to your teacher or your principal.
3. The initial complaint should be followed by a written statement prepared by the person being harassed and directed to the person to whom the incident was reported. The written report should be objective and include factual details to support the alleged incident(s).

The matter will be referred to the Code of Ethics Committee, and all situations will be thoroughly investigated in a confidential and objective manner. The investigation will be a genuine attempt to identify and remedy the problem. If, upon completion of the investigation, it is determined that harassment related to sex, race, age or ethnicity has occurred, immediate and appropriate action will be taken against the person doing the harassing. The corrective action will depend upon the severity of the act and may range from a written warning to dismissal.

ORGANIZATION AND GOVERNMENT

BOARD OF DIRECTORS

Mesa Grande Academy is governed by a Board of Directors whose members are appointed by five Seventh-day Adventist churches in the Calimesa/Yucaipa area which, along with the Southeastern California Conference of Seventh-day Adventists, give financial support to the school. They are:

Banning Beaumont Calimesa Forest Falls
LL Romanian Yucaipa Yucaipa Valley Spanish

The board chairperson and vice chairperson are elected bi-annually by the board. The Principal of the school serves as the secretary to the board. In addition to the church representatives, the following individuals serve as ex officio members.

Voting: Associate Superintendent of Education, SECC
MGA Home and School Representative
MGA Business Manager
MGA Principal
Director of Education, PUC
Associate Director of Education, PUC

MEETINGS

Board meetings are generally held the third Thursday of each month, August through June, in the Academy Library at 7:00 p.m. Meetings are open to all members of the Constituent Churches except when the Board is in executive session. Any constituent member may, in advance, suggest items for the agenda and be present when these are discussed.

ADMINISTRATIVE COUNCIL

The Administrative Council is comprised of the following members and meets weekly to oversee and coordinate the day to day operation of the entire school:

- ❖ Principal
- ❖ Business Manager
- ❖ Elementary Coordinator
- ❖ High-school, Junior High, and Elementary Representatives
- ❖ Development Coordinator
- ❖ Registrar/Administrative Assistant
- ❖ High School Coordinator
- ❖ Network Administrator

HOME AND SCHOOL ASSOCIATION

PURPOSE AND FUNCTION

We realize the importance of cooperation between students, teachers and parents in striving to meet the objectives of Mesa Grande Academy, therefore, patrons of the school become members of the organization at the time of registration. Active participation in the programs and activities of the organization strengthen the connection between the home and school.

SCRIP

The Home and School Association currently sells gift certificates/SCRIP to raise funds for projects at school. SCRIP is sold at the beginning and end of every school day. It is available for all our local grocery stores, plus a wide variety of department stores, drug stores, restaurants, etc. For detailed information see the sales order form at the SCRIP window, adjacent to the school office. As a bonus to you, one half of the profit from SCRIP purchases (less \$.50 for shipping and handling per month) may be applied towards monthly tuition.

SCHOOL LUNCHES

The lunch program is catered by Kopper Kettle Restaurant. Volunteers are needed to perform some administrative duties. A monthly menu is established and published and students may order lunch each morning. Lunch tickets may be purchased at the school office or, for a slightly higher charge, cash may be paid at the time the lunch is served. Lunch is to be eaten in the designated areas. Students are responsible for keeping their lunch area clean.

FALL FAIR

In the fall, the MGA Student Body, Home and School, vendors, and parents come together to for a community-building event that has the added benefit to raise money for individual classrooms, clubs, or projects on campus. There are game booths, crafts, vendors, exhibits, yard sale items, and a variety of food. Something for everyone!

TEACHER APPRECIATION

The Home and School Association thanks the teachers several times during the year, such as on birthdays and on Teacher Appreciation Day in the spring. Parents bring a special treat to the teacher from the students in the class. At the end of the year there is often a special appreciation for the services of teachers who may be leaving, and honoring the individual chosen as the Teacher of the Year.

GRANDPARENT'S DAY

Grandparent's Day is an opportunity for grandparents or substitute grandparents to visit the school and enjoy a meal and performance put on by the students.

CAMPUS PUBLICATIONS

K-12 NEWSLETTER

The newsletter is periodically sent home with students, found on the MGA Website (mgak-12.org), and may be mailed. It contains messages from the Principal, announcements, the latest information on activities, and calendar changes.

THE BRIDGE

The Home and School newsletter is The Bridge. This newsletter is periodically published by the Home and School.

K-8 YEARBOOK

Reflections is a compilation of the year's activities in the elementary and junior high. It is put together by a yearbook staff made up of teachers and junior high students. Messages to students may be placed in the yearbook by friends or parents.

MGA WEBSITE

The MGA website is found at www.mesagrandeacademy.org or www.mgak-12.org. This website contains information and resources for students, parents and teachers. This includes campus life, lunch schedules, teacher's syllabi, outstanding student accomplishments, and other information. It also contains links to student grades, attendance, wardrobe and www.follett.com. In addition, www.edline.net can be used to access grades and attendance.

MISCELLANEOUS INFORMATION

BEFORE SCHOOL CARE

The campus is open for Before School Care beginning at 7:00 a.m. K-6 students are to check in with the supervisor in the Day Care Room. Students will be supervised in the room or on the playground. At 7:30 a.m. all students will be supervised outside unless the weather necessitates a move to the Pit. Junior High students will be supervised beginning at 7:00 a.m. in the Library.

AFTER SCHOOL CARE (K-6)

There is a 30 minute grace period following class dismissal to pick up your student from the front lawn. After 30 minutes, all remaining students will be taken to After School Care. Charges begin at 3:45 p.m. M-Th and at 1:00 p.m. on Friday. Students must be signed out from After School Care by the adult who picks them up. After School Care closes at 6:00 p.m. M-Th, 3:00 p.m. on Friday, and at 6:00 p.m. on Minimum Days. The current charges for After School Care is listed in the Financial Policies brochure.

CURRICULUM INFORMATION

CLASS ACTIVITIES

Mesa Grande Academy students have the opportunity to participate in a wide variety of activities. The list below is a sample of some of the activities which may be offered:

K- 2nd

Pumpkin Patch

K-3rd

Riley's Ranch
Thanksgiving Feast

K-6th

Music Marathon
Jelly Bean & Pretzel Day
Spirit Day
Grandparent's Day
Beginning or Year-end Family Event

K-8th

Music Programs
Cultural Awareness
Visitation Day
Outreach Activities
Week of Prayer

KINDERGARTEN

Museum of Science & Industry
IMAX
K & 5th Buddy Field Trip

FIRST GRADE

School of Braille
Dr. Seuss Day
Children's museum

SECOND GRADE

Drama Presentation
Living Desert
Julian Geology Trip

THIRD GRADE

Wild Lands Conservancy
Oak Tree Village
LifeHouse Theater
Riverside Transportation and Safety

FOURTH GRADE

Gilman Ranch
Los Rios Ranch
Ethnic Feast
JPL
San Juan Capistrano
Walk Through California

FIFTH GRADE

Catalina Island Overnight Trip
Ethnic Feast
Walk Through the American Revolution
K & 5th Buddy Field Trip
Riley's Ranch

SIXTH GRADE

Pomona Winter Nationals
Ethnic Feast
6th Grade Astrocamp
La Sierra Univ Archeology

JUNIOR HIGH

Beach Day Trip
Junior High Sports
San Diego Science Center
Musicals
Eighth Grade Graduation
Eighth Grade History Tour

CURRICULUM HIGHLIGHTS

A publication describing a typical curriculum for Seventh-day Adventist schools is available on request from the school office. Below are some highlights for each grade at Mesa Grande Academy.

ACCELERATED READER PROGRAM

Students in second through sixth grade participate in this computer-based reading program. Students are responsible for selecting, reading, and testing over books from children's literature at their reading level. More time is spent in actual reading practice than on completing workbooks.

KINDERGARTEN

The Kindergarten curriculum is designed to help students make a comfortable transition from home to school. Group and individual activities are used to aid in the development of social skills, independent work skills, and motor skills. Academic progress is at a pace that is developmentally-appropriate for each student.

FIRST GRADE

First grade is a time of tremendously exciting learning! Realizing that they can read and write down ideas for others to read opens a new world for students. Many techniques are used to teach reading: phonics, sight words, picture clues, meaning in context, learning through singing and poems that children already know, art projects, and technology. By using so many methods, it is easy to see and recognize God's gifts and love for us in every subject. A solid understanding and grasp of beginning math skills is also heavily emphasized.

SECOND GRADE

Students build on the skills learned in first grade. A combination of whole-class, small-group, and individual reading experiences leads students to become independent readers. Science includes the study of our bodies, health and nutrition as well as geology and chemistry. In Social Studies, students develop respect for human dignity and social responsibility through a multi-cultural approach to the study of communities and neighborhoods both near and far. The Bible lessons emphasize God's power. Students hear stories and do activities related to stories taken from the Old and New Testament and early Christian church history. Math skills include addition and subtraction facts through twenty, and an introduction to multiplication. Manuscript handwriting is reviewed. Art is presented as a way to create and learn various genres and media of art. An emphasis is placed on positive attitudes and problem-solving in social relationships. Students will walk out of second grade, knowing not only the basics of reading, writing, and math, but also how to treat others with respect and consideration and show others God's love.

THIRD GRADE

Third grade students study God's plan of redemption throughout the Bible from Lucifer's jealousy of God to Jesus' glorious return to take His children home. Students develop new math skills through the use of manipulatives and other creative learning experiences. Reading instruction incorporates Accelerated Reading and a variety of activities to increase comprehension. The Social Studies curriculum includes learning about the Pilgrims, the American frontier, immigration and basic map skills. Science topics include nutrition, space, weather, insects, and animal communities. English and spelling are used together

to enhance phonics, grammar and writing skills.

FOURTH GRADE

From learning to read to reading to learn, the fourth grade is an adventure into the realm of greater independent learning. Bible study focuses on God's leading in the lives of His family members here on earth. Students study United States geography and learn all the state names and their capitals. California history is studied in unique ways, using hands-on experience and simulations. The Accelerated Reader program introduces students to a variety of literary styles and systematically increases their reading level, while English and spelling instruction reinforces phonics, writing, and grammar skills. The math curriculum is based on the Math Central program which includes manipulatives and problem solving. Fourth grade students also receive keyboarding, physical education, and music instruction.

FIFTH GRADE

Language Arts involves the student in reading, literature, speaking, spelling, listening, writing, grammar, study skills, and the use of reference resources. Math Central uses manipulative and real-life projects to teach basic math skills and pre-algebra. Social studies includes the study of US History from Native Americans to Western Expansion. Bible teaches practical lessons from Old Testament stories.

SIXTH GRADE

Language Arts involves the student in reading, a variety of literary styles and systematically increases their reading level. English and spelling instruction reinforces phonics, writing, and grammar skills. The math curriculum is based on the Math Central program which includes manipulatives and problem solving.

SEVENTH GRADE

There is emphasis placed this year on time management, organization, and personal responsibility for behavior and assignments. Students are involved in public speaking and creative Language Arts projects. In the computer lab, students will achieve a basic understanding of computer use and develop keyboarding and research skills.

EIGHTH GRADE

Eighth grade is a preparation for the rigors of Academy! The curriculum is designed to help with the transition to a variety of teaching styles and the experience of having a different teacher for each subject. The major behavioral goal is for each student to become responsible for their own behavior and academic program. Bible emphasizes a student's personal relationship with Jesus. The class takes a four-day history tour to the Sacramento Valley. Writing and literature are an integral and large part of the entire curriculum. Students study earth science and the chemistry that influences its processes. Computers become an important part of their learning process.

K-8 GRADUATION REQUIREMENTS

Students must have satisfactorily passed all required grade levels in order to graduate from Mesa Grande Elementary at the end of the 8th grade school year. Students that have not satisfactorily completed all of the course work for a particular grade level may be required to do additional home study or summer school course work.

- Students that have two or more uncompleted classes at the time of graduation may not be allowed to participate in the graduation ceremony at the end of their 8th grade year, and may not receive their diploma until the coursework is made up.
- A student who receives two F's or a GPA of less than 2.0 in any academic evaluation such as a mid-term or quarter may be asked to agree to an academic contract.
- A student may be asked to withdraw from school upon receiving three F's during a single grading period. Appeals may be addressed to the Administration.
- Parents will be notified when their child's academic status is in jeopardy. A passing mid-term grade does not guarantee a passing grade at the end of the quarter.

PARENT AND TEACHER COMMUNICATION REGARDING ACADEMICS

- Mid-Term Grades - At the midpoint of each 9 week grading period, a progress report will be issued to parents.
- Quarter Grades - Every nine weeks a report card will be issued to the parents/guardians of each student. Parents/guardians are encouraged to discuss their concerns with their child's teacher.
- Parent/Teacher Conferences - Following the first and third quarter grading periods, Parent/Teacher Conferences are scheduled. All parents are encouraged to take advantage of this opportunity to discuss their child's progress with the teacher.

TESTING

A regular program of standardized testing is administered each year for all student's in grades 3-8. These tests are used to evaluate a students academic needs. The Iowa Test of Basic Skills (ITBS) is used to gauge the progress of individual students as well as the progress of the school as a whole. The test results will be presented at the first Parent/Teacher conferences, or as soon as possible after the results are received.

JUNIOR NATIONAL HONOR SOCIETY

Seventh and Eighth Grade students who have a cumulative G.P.A. of 3.7 will be considered for membership in the Junior National Honor Society. They must also meet the Leadership "B" criteria. Students will receive a membership card and pin at an induction ceremony.

VIDEO USE POLICY

(Note: The term “Video” refers to all similar visual presentations such as videos, movies, DVD’s etc.)

All videos shown in Mesa Grande Academy classrooms are to meet the following standards:

1. They shall be directly related to the curriculum and contribute to the academic program.
2. Lesson plans must identify the educational goals and instructional activities planned for use in conjunction with the video. These goals must be clearly communicated to the students.
3. Teachers are to include the Video Use Philosophy statement in their class syllabus. Elementary and Junior High teachers need to communicate this philosophy at Back-to-School night and/or in materials distributed to parents at the beginning of the school year.
4. Videos shall be shown only to age groups deemed appropriate by the Motion Picture Association of America (MPAA) ratings. Any video given a rating other than “G” by the MPAA shall be subject to the review and approval of the Administration in advance of any showing.
5. Videos produced for educational use are considered to have a “G” rating. Discretion shall be shown in using these videos.
6. All videos used in classrooms must be previewed with the audience in mind.
7. In order to show any video that carries an MPAA rating other than “G”, the teacher must notify parents of their intent to show such a film. The notification must include the name of the film, the MPAA rating and a short description of the content of the film. Signed parent/guardian permission must be on file prior to student viewing of the video/film.

ATHLETIC PARTICIPATION POLICY

The Athletic Department provides students in the Academy a well-balanced program with physical education courses and Junior High varsity sports. MGA is a member of the Mountain Valley Christian Junior High League. The league sponsors: volleyball, basketball, girls’ softball, and boys’ baseball activities.

At the High School level, MGA is a member of the California Interscholastic Federation (CIF), Southern Section. The guidelines of this organization are followed for participation in the varsity sports program.

GOALS

It is the goal of the Athletic Department to develop a Christian character as well as athletic skills. Our “Commitment to His Excellence” will be evident by the students’ teamwork, work ethic, integrity, discipline, sportsmanship, humility, dependability, enthusiasm, and Christ-likeness. This goal requires cooperative effort by coaches, players and parents.

ATHLETIC PARTICIPATION GUIDELINES

To participate in athletic activities the student must:

1. Maintain a C or 2.0 GPA with no more than two D's and no F's.
2. Have satisfactory attendance.
3. Display a Christian attitude representative of MGA.
4. Show a willingness to work and learn to the best of his/her ability at all times.
5. Be cooperative in all tasks on and off the playing surfaces.

Natural consequences occur due to choices that are made. As members of the CIF organization, there are very clear guidelines that are to be followed especially regarding grades. The grade requirements must follow the School Board approved policy regarding minimum grades. Failure to comply with the above stated minimum will result as follows:

- Any athlete that drops below these minimum academic requirements after a sport begins will be placed on athletic probation.
- A student may request a waiver in order to try out for and participate in a sport while on probation who does not meet the entrance requirements.
- Those on probation have until the following grading period to raise their grades. If progress has not been made, the athlete will be suspended from playing games. The athlete is still, however, responsible for attending practices and home games if so directed by the coaches, however they may not attend any away games.
- If at the end of the next grading period no further improvement has been made, the student athlete will become ineligible to participate in athletic activities in any way for the duration of the grading period. The student upon improving his or her grades by the end of the ineligibility period will then be reconsidered.

ADMISSION POLICIES

Mesa Grande Academy was established and is maintained for the express purpose of providing a Christian environment for the education of the young people of the Seventh-day Adventist Church. The school has an open admission policy for students who are willing to accept and abide by the standards and rules of the school. Admission is granted without regard to race, color, ethnic or national origin. Denominational affiliation is not as important as the willingness to cooperate in maintaining discipline and Christian deportment. Admission to Mesa Grande Academy is a privilege, not a right. Applicants are evaluated on the basis of (1) Christian faith and lifestyle, (2) character, and (3) academics and qualifications.

All students applying for admission to Grades 1-8 may be expected to take placement tests before acceptance is granted. A student will not be admitted to school until all six conditions below are met and there has been acceptance by the admissions committee. Mesa Grande Academy is not staffed to provide Special Education for students with emotional, developmental, or learning disabilities that cannot be handled in a regular classroom setting.

APPLICATION PROCEDURES

Submit the following documents or information to the school office:

1. Student application.
2. Standardized Scholastic test results (STAR, IA, SAT9, etc.)
3. Three recommendations on the forms supplied. Recommendations must include two from the previous school such as a teacher or principal. Please do not submit recommendations from relatives of the student. Kindergarten and First Grade students who did not attend Kindergarten need only two recommendations.
4. Most current grade report.
5. The name, address and phone number of the last school attended.
6. Discuss financial clearance with the MGA Business Office staff.

The Admission Committee will act on the application after considering the following items:

1. Is Mesa Grande Academy able to offer an adequate program to ensure progress and development for the applicant?
2. After study of the applicant's records, does it appear that the student's behavior and deportment are compatible with the goals of Mesa Grande Academy?

KINDERGARTEN AND FIRST GRADE ADMISSION

Mesa Grande Academy recommends that students entering Kindergarten or First Grade be 5 and 6 years of age, respectively, by March 1 of the current calendar year. The State of California has a minimum age requirement which applies to both public and private schools. There can be no exceptions to this minimum.

PARENTAL COMMITMENTS

We expect parents to promote and support the policies and personnel of Mesa Grande Academy, to speak positively about the school, and to direct any questions or concerns to the appropriate individuals.

Parents are to respect the learning environment of the classroom by observing the following:

1. Make an appointment with the teacher to discuss concerns or to receive assignments for absent students.
2. Leave the classroom before the beginning bell rings and move to a location out of visual contact with the classroom to visit with others.
3. When calling during the school day, leave messages at the front office rather than asking to be connected to the classroom. Please respect your child's learning environment.
4. When helping in the classroom, do not visit with the teacher, other parents or students. Maintain the confidentiality of students and teacher by not discussing with others the behavior or performance of the students.

The following procedure is based on the Biblical model of Matthew 18 for resolving differences:

1. Request a conference with the teacher.
2. If resolution is not attained, a conference with the teacher and principal may be requested.
3. If still unresolved, request another conference which shall include one or more of the following: The Board Chairperson, Pastor, Southeastern California Conference (SECC) Superintendent of Schools, or his or her designee.
4. If the difficulty remains unresolved, a Board review may be requested. The problem should be submitted in writing. Should the problem involve a school employee, it must be reviewed in executive session with the SECC Superintendent of Schools or his or her designee.

STUDENT LIFE STYLE COMMITMENT PLEDGE

It is understood that every student who applies for admission to Mesa Grande Academy pledges to willingly observe the school regulations on and off campus and to uphold the Christian principles upon which the school operates. The student also pledges to perform, according to their ability, all assigned duties in connection with the school. All students will be asked to sign a Life Style Commitment Pledge (see Student Citizenship section) with the registration papers or on the first day of school.

PHYSICAL EXAMINATIONS

Physical exams are required for all new students and for all students entering seventh grade. Forms are provided by the school. The seventh grade examination must include a check for scoliosis. All students must provide evidence of having received the complete series of immunization with booster shots for polio, mumps, measles, rubella, Hepatitis B, TDAP, and DPT.

REGISTRATION

Upon completion of the application procedure, the Admissions Committee will consider the application. When acceptance is granted, a letter of acceptance will be issued along with registration instructions. Returning students will receive registration instructions in response to having pre-registered. All students must complete registration and obtain financial clearance before being admitted to class.

HOME SCHOOL STUDENTS

Families that Home School their children are welcome to consider enrolling their students at Mesa Grande on a part time basis. Please contact the principal to arrange a meeting with the teacher and the principal. If it is determined that a part time enrollment is beneficial to the student and will be compatible with the classroom environment, the student, parent, teacher and principal will sign a contract that details what is expected.

FINANCIAL POLICIES

Mesa Grande Academy's Board attempts to keep the school tuition and other charges as low as is consistent with good fiscal management. Tuition payments do not cover the full operating cost for MGA and is therefore subsidized by the members of the Seventh-day Adventist Church. The MGA Board reserves the right to adjust charges for tuition and fees at the second semester should unstable economic conditions warrant such adjustments. The following financial policies have been adopted by the board:

- All outstanding school accounts, at MGA or elsewhere, must be settled prior to registration.
- MGA will not prorate tuition for late registrants or prolonged absences if the student receives full academic credit for work completed. Tuition will be prorated for students registering or withdrawing in the middle of the year.
- When a student withdraws from school, a parent or responsible party, must complete and submit a *Withdrawal* form to the Registrar's office. Tuition is prorated from the date indicated on the *Withdrawal from School* form.
- If an account becomes 60 days past due, we will ask that the student withdraw from school until the amount is paid in full or satisfactory financial arrangements are made with the business office.
- All accounts held by a family, current and past, will be considered for registration and for issuance of financial clearance to take exams. Cash or a money order may be required for payment on delinquent accounts. Students must have a current balance by the end of the 3rd quarter in order to take year-end finals and participate in graduation exercises. Accounts must be paid in full to receive diplomas.
- All payments are due by the 25th of the month (15th for on-time discount - see below). Accounts delinquent in excess of \$100.00 after the 25th will incur a service charge of \$10.00 per month.
- If a check is returned for any reason, a fee of \$25.00 will be charged. A history of checks returned for insufficient funds may result in a request for payments to be made in cash or money orders.
- Financial clearance is required before students are allowed to take overnight trips.
- Charges for some additional school activities may be billed to your account provided your account is current. Non-current accounts will require up-front cash payments for participation. These charges may include: Class or Field Trips (e.g. Choir, Biology), Used Textbooks or Uniforms, Varsity, etc.
- MGA does not accept second party checks
- Class dues are non-refundable.

ON-TIME DISCOUNT

A discount of \$5 per student will be given when the account is paid in full by the 15th of the month.

FINANCIAL ASSISTANCE

Please contact your local church education representative regarding tuition assistance or the Southeastern California Conference Office of Education for application and/or information on the Pacific Union Endowment Fund, Conference Low Income Scholarship, Conference Ethnic Scholarships, or your church's education assistance program.

EDUCATIONAL SUBSIDY

If your employer offers education allowances for your child, you must apply at your place of employment and submit the signed authorization to the business office. Accounts will be credited after payments are received from the employer. Responsible parties should continue to make full payments on accounts until the business office has received the allowance.

INTERNATIONAL STUDENTS

Enrollment requirements include a valid I-20 visa, a \$250 non-refundable registration fee, AERC transcripts, proof of U.S. health insurance and non-refundable full tuition. All I-20 students are charged the following International rates:

Kindergarten - 8 th Grades	\$11,580.00
9th-12th Grades	\$14,750.00

Additional fees may apply depending on the students's extracurricular interests and classes. I-20 students do not qualify for any discounts. See the International Student Information Packet for details.

PAYMENT PROCEDURE

All payments should be made payable to Mesa Grande Academy and delivered or mailed to:

**Mesa Grande Academy
975 Fremont Street
Calimesa, CA 92320**

TUITION AND FEES

See the current Financial Information brochure for current tuition and fees.

NON-REFUNDABLE FEES POLICY

Once airline tickets or other non-refundable expenses are incurred, corresponding fees for tours/trips will not be refunded. This includes students who are prohibited from participation by becoming involved in a serious discipline issue. If a student is sent home from a trip/tour because of misconduct, the parent will be responsible for all expenses incurred. Permission slips will include this policy with a signature required indicating that the policy has been read.

PRIVATE ACADEMIC SERVICES / MUSIC LESSONS / TUTORING / SPORTS INSTRUCTION

Fees are paid directly to the contract teacher.

COUNSELING SERVICE

Fees are paid directly to the contract counselor when services are available.

STUDENT CITIZENSHIP

The following items are listed to communicate to the students the purpose and standards of Mesa Grande Academy.

- An organization can function only if its members abide by its rules.
- Rules and discipline are essential for young people to be successful and happy. Discipline is only for the good of the student, and is administered in love. (see Proverbs 22:6)
- Mesa Grande Academy is a witness to its community. Teachers, support staff, and students proclaim to those around them the lifestyle and faith of the Seventh-day Adventist church.

Mesa Grande Academy has a purpose different from that of a public school. Its purpose is to lead students to Christ, assist them in developing a Christ-like character, and prepare them for eternal life in the world to come. Students are presumed to attend Mesa Grande Academy because this is their own purpose and desire.

Therefore, students will be asked to sign a Life Style Commitment pledge promising to uphold the standards, rules and policies of MGA. Parents will also sign signifying their support. "Follow the steps of the godly instead, and stay on the right path, for only good men enjoy life to the full." Proverbs 2:20, 21.

The purpose of discipline is to disciple students in the way of the Lord, and to develop self-discipline based on Biblical principles of living. When needed, discipline will be designed not merely as punishment, but also to help the student toward a more meaningful acceptance of Christian rules of conduct. While punishment relates to the past, discipline addresses the future. Hebrews 12:6 states that "whom the Lord loves, He disciplines." When discipline is administered in the context of love it is a demonstration of the love God has for each of us.

It is the desire of the administration and staff of Mesa Grande Academy to encourage by precept and example the willing acceptance of school standards. Courtesy, poise, and dignity are desirable qualities to be found in Christian young people. Most discipline is accomplished in the ordinary educational environment between the teacher and student. For serious infractions, discipline may be referred to the Discipline Committee. This committee has the option of recommending withdrawal or dismissal.

LIFE STYLE COMMITMENT

MISSION STATEMENT

Mesa Grande Academy will train its students to make the most of their God-given potential and develop a “*Commitment to His Excellence*” by becoming spiritual seekers, inquiring scholars, skilled communicators and responsible citizens.

PREAMBLE

By attending Mesa Grande Academy you have chosen to adopt a Christian lifestyle. Each student agrees to accept the moral responsibility associated with education in a Christ-centered school, whether on or off campus. Mesa Grande Academy knowingly accepts and retains only those students who are willing to make this commitment. It is hoped that adherence to this commitment while you are at Mesa Grande Academy will extend beyond the years spent here to become a lifetime commitment to the eternal principles of honor, integrity and morality.

DEFINITION

The word honor is defined as, “a keen sense of right and wrong; adherence to action or principles considered right; integrity.” The word integrity is defined as, “the quality or state of being of sound moral principles; uprightness, honesty, and sincerity.” The word moral is defined as, “capable of making the distinction between right and wrong in conduct.”

PLEDGE

As a student of Mesa Grande Academy, I pledge to support the administration’s efforts to provide a positive, safe and orderly environment by first, promising to read, become familiar with, and follow the policies outlined in the MGA Student Handbook, and secondly, by choosing to be a student who both on and off campus:

- Seeks to develop my emotional, mental, physical and spiritual energies to serve and honor God.
- Respects and protects the rights of all people and their property.
- Practices the principles of honesty, integrity and morality both in and out of the classroom.
- Strives to make consistent and successful progress toward achieving my highest academic potential.
- Refuses to use or support the use of tobacco, alcohol or other illicit drugs or substances.
- Endeavors to influence and assist my fellow students in supporting all of these ideals.

DISCIPLINE POLICY

We believe that all students are capable of appropriate behavior. The staff at MGA would like all students to strive to be their best. We will work toward a safe physical and emotional environment by focusing on encouraging the following behaviors:

- Appropriate language and behavior.
- Respect for the rights of others.
- Obedience to and respect for persons in authority.

CLASSROOM RESPONSIBILITIES

Teachers will develop their own classroom behavior guidelines. These will be posted and sent home. Because parents want a secure environment for their child, cooperation between home and school is both needed and expected.

CONSEQUENCES

The Discipline Policy that follows will be used as necessary for failure to follow the classroom or playground behavior guideline.

PARENT NOTIFICATION FORMS

Parent Notification Forms (formerly called Student Referrals or DIN's) are used to inform parents and students of disciplinary incidents. Any teacher or staff member may issue a Parent Notification. Students may also be issued referral points for violating school regulations. These points will be issued on a Parent Notification form and sent home to the parents.

The teacher or administrator needs parent support and help. The school expects that parents will take each disciplinary situation seriously and work with the teacher to handle the situation in a timely fashion. The copy of the Parent Notification must be returned to the teacher the next school day with a parent's signature in order for the student to return to class. Students involved in any of the following practices, on or off campus, may jeopardize their privilege of attending Mesa Grande Academy:

1. Undermining the philosophy and objectives of the school.
2. Showing willful disrespect or disobedience to any member of the faculty or staff, or any parent helping with a school activity.
3. Using narcotics, tobacco, or alcohol, in any form, or having them in one's possession.
4. Possessing a dangerous weapon of any type.
5. Engaging in sexual harassment; exhibiting or suggesting lewd conduct; or possessing obscene literature or pictures.
6. Engaging in harassment; threatening to or causing physical injury; conspiracy to, or participation in hazing.
7. Associating with gangs or being involved with a gang.
8. Cheating, lying, stealing or gambling*.
9. Demonstrating excessive display of affection** .
10. Leaving campus without proper permission.
11. Engaging in vandalism, graffiti, or careless use of school property.
12. Using profane language or swear words.

Students are not only expected to adhere to these policies, but also to promote and encourage their peers in following it. Students who know of serious violations of school standards are expected to assist the administration and faculty in maintaining a Christian environment and upholding Biblical principles.

* A student involved in academic dishonesty may not receive credit for the classwork in which he or she is dishonest.

** The social relationships of young people at Mesa Grande Academy should manifest good taste. Hand-holding is an appropriate display of affection.

MISCONDUCT AND REFERRAL POINTS

The following guidelines will be used in assigning referral points:

Violation of classroom rules	0-1 point
Disruptive behavior	0-1 point
Profanity	0-1 point
Rude and/or discourteous behavior	0-1 point
Violation of dress code	0-1 point
On or off-campus truancy	1-6 points
Cheating, plagiarism*, dishonesty or disobedience	2-6 points
Intimidation or harassment	2-6 points
Defacing school or private property	2-6 points
Possessing or distributing pornography	2-6 points
Fighting, real or play *(single incident above 6 points)	2-12 points
Disrespectful or insubordinate *(single incident above 6 points)	2-12 points
*Threatening to/causing physical injury	6-12 points
*Sexual harassment or lewd conduct	6-12 points
*Destruction of school/private property	6-12 points
*Stealing or receiving stolen property	6-12 points
*Possession of drug paraphernalia	6-12 points
*Gang association or involvement	6-12 points
*Possession of a dangerous weapon	6-12 points
*Use/possession of tobacco, alcohol, drugs on/off campus	6-12 points
* Indicates a discipline issue that is kept on continuous record for time enrolled at Mesa Grande Academy.	

CONSEQUENCES OF REFERRAL POINTS

- 0-3 pts. Parent Notification form sent home for parent/guardian signature.
- 4 pts. Student/parent/administrator conference.
- 6 pts. One day suspension student/parent/administrator conference. While a student is on suspension (at home or at school), they may be required to copy all or portions of the "Discipline Guidelines" document prepared for that purpose.
- 7 pts. Because appropriate behavior is essential for successful, safe, and fun class activities, students who earn 7 Referral points will forfeit the next special class activity. A student will continue to miss these activities until they have had 4 weeks with no referral points earned.

- 8 pts. Three day at home suspension student/parent/faculty conference. While a student is on suspension (at home or at school), they may be required to copy all or portions of the "Discipline Guidelines" document prepared for that purpose.
- 10 pts. One week at home suspension student/School Board Discipline Committee Conference.
- 12 pts. Student has chosen to withdraw from school.

Any class assignments given to students during suspension may be made up and completed at the discretion and convenience of the teacher.

Students who do not voluntarily withdraw from school when requested to do so will be subject to expulsion as voted by the Board of Directors. Student who have been expelled or asked to withdraw are not to visit the campus or attend any school activity. They may reapply for admission after successfully completing two quarters at another school. Re-acceptance will be influenced by recommendations from school personnel at that school.

Any time a student violates a criminal statute, on or off campus, he/she may be asked to leave school. Students committing felonies or selected misdemeanors will be referred to law enforcement. Administration may request that a student withdraw from school for any of the following additional reasons:

- The behavior of a student is deemed unsatisfactory.
- The influence of a student is detrimental to other students.
- The attitude of a student is out of harmony with the purposes and standards of the school.
- The attitude of the parent(s) of a student is out of harmony with administrative efforts to modify behavior.

SCHOLASTIC DISHONESTY POLICY

EXAMINATION BEHAVIOR

Any use of external assistance during an examination shall be considered academically dishonest unless expressly permitted by the instructor. The following are considered unacceptable behavior:

- Communicating in any way with another student during the examination.
- Copying material from another student's examination.
- Allowing another student to copy from one's examination.
- Using unauthorized notes, calculators or other devices.

FABRICATION

Any intentional falsification or invention of data or citation in an academic exercise will be considered a violation of academic integrity. The following are examples of academic dishonesty involving fabrication:

- Inventing or altering data for a laboratory experiment or field project.
- Resubmitting returned and corrected academic work under the pretense of grader evaluation error, when the work has been altered from its original form.

PLAGIARISM

Unacknowledged submission of another's professional work as presumably one's own is plagiarism. The following are examples:

- Submitting a paper written by or obtained from another person.
- Using a paper or essay in more than one class without the instructor's express permission.
- Obtaining a copy of the examination in advance without the knowledge and consent of the instructor.
- Changing academic records outside of normal procedures and/or petitions.
- Using another person to complete homework assignments or take-home exams without the knowledge and/or consent of the instructor.
- Copying from another student.
- Cheat sheets or answers written on the desk, person, etc.

Citations for Scholastic Dishonesty may be cumulative for the student's entire enrollment at Mesa Grande Academy.

PERSONAL AND SCHOOL PROPERTY

Students attending MGA must protect and care for all property. Students are expected to respect all school, teacher and other staff members property. Students are also expected to respect the personal property of other students.

STUDENT RESPONSIBILITY FOR PERSONAL PROPERTY

Students are responsible for all personal property that is brought to school including but not limited to backpacks, books, calculators, personal computers and sports equipment. Students are provided with book lockers and P.E. lockers and should keep their combination confidential. All items are to be locked in the lockers or be kept in the personal possession of the student at all times. Mesa Grande Academy does not accept responsibility for replacement of items lost, stolen or misplaced.

Note: Students should not bring valuables such as expensive electronic items, large amounts of money, video cameras, digital cameras, etc. to school. All items of value including backpacks and sports bags should be kept secured or in the student's view at all times. If items of value are required for a school project, students should ask the teacher requiring the item to keep it locked in their office when not in use.

TREATMENT OF PROPERTY

- Students are expected to show school spirit by taking pride in the campus and treating it accordingly by using walkways and stairs so that lawns, flower beds, and planters remain attractive, by upholding a no littering policy and actively discouraging vandalism. The student will pay for or replace any property that has been destroyed willfully or foolishly.
- Students are expected to leave alone any personal property that is not their own. The student will pay for or replace all property which has been destroyed willfully or foolishly.

RESTRICTED PERSONAL PROPERTY

- Electronics: Students are not to be in possession of the following items while on campus: Radios, CD players, audio players, IPODs, walkmans, MP3 players (digital audio players), TVs, DVD players, electronic games, or any other electronic devices emitting sounds or signals. Such devices brought to school without permission may be confiscated and returned to a student's parent.
- Electronic messaging devices / Cell phones / Paging devices: All devices must be turned off and concealed during and between classes. Students should not have them on their person. These devices may be used before and after school, and during lunch. Any other use of these devices will result in confiscation. The device will be placed in the office and only the student's parents may pick them up. Repeat offenses will result in loss of cell phone privileges. Parents wishing to contact students during school hours must contact the office.
- Laptop Computers / PDA or Pocket Computer Devices: These devices may be used for the express purpose of academic pursuit. Writing reports, creating class-related projects, and study for classes are considered acceptable uses. These devices may be use in a class only at the discretion of the teacher. Any non-academic use of these devices will result in the loss of privilege of use (e.g. playing movies, games, etc...).

- Bicycles: Students who ride bicycles to school are to dismount at the main gate, and walk their bikes directly to the bike rack. Students may not ride anyone else's bike. Only students with bikes are allowed in the bike rack area while parking them in the morning or retrieving them in the afternoon.
- Skates, in-line skates, shoe skates, and skateboards may not be brought on campus at anytime (with the exception of organized school activities). Unapproved use of these items on campus will result in confiscation and appropriate disciplinary action.
- Other property: Students must obtain permission from the teacher or principal before bringing to school such items as pets, toys, special projects, etc. At no time will a student be permitted to bring to school knives, fire crackers, squirt guns, matches, lighters, or other items of this nature.
- Search and seizure of personal property: While the students attending MGA will be treated with respect for personal privacy, there may be occasions when personal effects must be searched in concern for the safety of all students. Mesa Grande Academy reserves the right to search student lockers, cars parked on campus, and personal belongings for objects or materials deemed noncompliant with the school rules and regulations, or which threaten the safety of the school or its students. Confiscated property will be returned at the discretion of the school administration.

CLOTHING AND APPEARANCE

Students attending Mesa Grande Academy are expected to adhere to standards of appearance as outlined below.

RATIONALE: These standards have been established to assist the school, parents and students in establishing an academic and safe learning environment that is free from distractions, that provides for a business-like setting, and that will promote a personal commitment to excellence at MGA. This commitment to excellence will instill the principles of modesty, professionalism, practicality and common sense in health and safety.

SPECIFIED WARDROBE

Mesa Grande Academy requires students to wear a specified wardrobe from our designated wardrobe supplier, True Grits. Garments from this supplier (known as "academic attire") are required for the classroom and academic field trips.

Students are expected to adhere to the wardrobe standards before and during their scheduled school hours and prior to 3:35 pm. "Non-academic attire" that is in harmony with the ideals of MGA may be appropriate for some school activities. At such times, students will be notified. Students visiting the school or attending school-sponsored events are required to follow the spirit of these standards.

ACADEMIC ATTIRE SPECIFICS

It is mandatory that all academic attire be purchased through our wardrobe supplier, True Grits. Students in grades K-6 must purchase at least 1 pair of khaki pants and one red polo shirt for field trips.

CLOTHING THAT MUST BE PURCHASED THROUGH TRUE GRITS:

- Skirts (K-12) / Skort (K-8) / Jumpers (K-3)
- Pants / Shorts
- Shirts / Blouses (embroidered with school seal)

OTHER CLOTHING AND ACCESSORY REQUIREMENTS:

- * Color choices for each item listed below are red, white, black, navy, gray, khaki or brown.
- **Leggings / Tights / Bike Shorts** - Solid color. Leggings, tights, bike shorts, etc... must be worn beneath girl's skirts (K-8) and jumpers (K-3).
- **Belts** - Solid color, without studs, decorations, or patterns.
- **Socks / Hosiery** - Solid color.
- **Ties / Scarves / Other Accessories** - Appropriate design and combination of stated uniform colors.
- **Shoes** - Closed-toe shoes are to be worn at all times. Athletic style shoes are preferred, and required for technology and athletic classes. Shoes are to be worn at all times. Beach footwear, flip flops, Crocs® or sandals are not academic attire and may not be worn.
- **Hats** - Hats, hoods, bandanas or other head coverings may not be worn on campus during a student's scheduled school hours and prior to 3:35 pm. . Team hats worn during Athletic Varsity PE class time and head coverings specifically approved by Administration are the only exceptions. Permission to wear sweatshirts that have an attached hood may be individually revoked to those who abuse the hood policy.
- **Sweatshirts/Sweatshirt jackets** - Solid color and no logos.

OUTER GARMENTS

Jackets, letterman jackets, outer sweaters, sweatshirts/jackets, vests, parkas, etc... may be worn with or without a school-related/approved logo (all other logos are not allowed). While sweatshirts/jackets have specific color requirements, we recommend that **all** outer garments be in the color choices listed above. A school approved shirt / blouse must be worn beneath all outer garments.

ADDITIONAL CLOTHING PARAMETERS AND APPEARANCE

- Clothing should be neat, clean, fit appropriately and be in good repair.
- Gender appropriate clothing must be worn.
- **Pants** must be worn with a belt and at an appropriate hip level as designed by the manufacturer. **Skirts** must worn at an appropriate hip level as designed by the manufacturer, and the hem of the skirt should be at the top of the knee.
- Shirts must be buttoned appropriately so that modesty is maintained at all times.
- Shirt tails must be tucked in.
- The wardrobe may not be worn in a "layered" fashion (undershirts may not stick out below outer clothing or sleeves - if visible at collar, must be solid color as stated in color options).

- School-approved shirts/blouses/jumpers are required to be worn beneath sweatshirts or other outer clothing.
- Clothing from our designated wardrobe provider is designed to fit each student appropriately and may not be modified beyond normal length adjustments. The proper length of the skirt is at the top of the knee or longer.
- Official School Organization shirts may be worn by the organization members if:
 - The entire organization wears them together on a given day.
 - The day is approved in advance.
- **Swim Attire** – On occasions when a school event necessitates the use of swim wear, modesty must be practiced.
 - For ladies, modest one piece swimsuits. All other swimsuits require a tee-shirt.
 - For men, board short style swim suits. “Speedo” style swim suits may be worn under board style swim suits.
- **Female Banquet Attire** – The bodice style of all dresses must be modest and the dress must be of an appropriate length, including “slits”. Dresses must be of a style that does not reveal cleavage and covers the entire breast. Low “V” cut styles are not acceptable.

WARDROBE SALES

Our designated wardrobe supplier will hold an online sale each summer, during which most items may be tried on and purchased at 10% off the normal online or store price. The online sale will be in July. Mesa Grande Academy will organize a **used uniform** sale at the end of each year. Eighty percent (80%) of the proceeds from the sale will be returned to the seller and 20% will be used to support the Student Assistance Fund.

ACADEMIC ATTIRE VIOLATION ENFORCEMENT

Failure to abide by the Mesa Grande Academy academic attire may require the following consequences:

First Offense Parents may be called and student remains in the office until the parent/guardian brings proper academic attire.

Second Offense Parents called, student remains in the office until the parent/guardian brings the proper academic attire and detention will be required

Third Offense Student will be sent home, and invited to return after parents and administration have met to discuss academic attire expectations. In addition, administration reserves the right to impose fines.

PERSONAL APPEARANCE AND ACCESSORIES

Jewelry of any kind, which includes cause/support bracelets, chastity rings, and other similar jewelry may not be worn before and during a student’s scheduled school hours and prior to 3:35 pm. This also applies to other school functions.

Extreme hair styles or colors, and cosmetics including conspicuous nail polish and tattoos of any kind are outside the accepted guidelines.

****Administration reserves the right to make adjustments to this Clothing and Appearance Code as needed**

ATTENDANCE POLICY

Promptness and regularity are considered to be as important to the school program as organization and good study habits and skills. Regular attendance, dependability, and promptness are characteristics of successful students. Irregular attendance affects students' standing with the school, and the opportunity to hold and maintain class offices. In addition, attendance records are part of a student's permanent file, which may ultimately affect other educational and job opportunities.

Attendance is a legal record and all absences and tardies must be recorded, even if they are legally excusable. No scholastic penalty is given if a verification of an excusable absence is turned in **within the following week after returning to school.** In compliance with the state law, absences for any reason including prearranged absences and illness that exceed 15% of a class during a nine-week period may result in a failing grade, or need for a petition to get a grade. According to California state law, absences are excusable only under the following conditions and when written verification is provided from the parent:

- Illness of the student.
- Death in the immediate family.
- Mandatory court appearance.
- Unavoidable medical or dental appointments.

Dental work and medical treatment should be scheduled outside of school hours. If a student needs to miss a class or part of a class for any reason, arrangements should be made and recorded in writing with the teacher prior to missing the class. If an unexpected absence/tardy should occur, please notify the school by phone ASAP.

ATTENDANCE RECORDS

Attendance will be taken and reported to the front office within the first fifteen minutes of the day. The office staff will make an attempt to contact parents of absent students if no notice has been given of the absence.

LATE ARRIVAL

Students who arrive on campus, or at the classroom, after the beginning bell has rung, must obtain a late pass from the office. They will not be admitted to class without the pass. This will prevent unnecessary calls to parents.

TRUANCIES

A student who leaves the school campus during school hours without permission from parents and the school office is considered truant. It is the student's responsibility to sign out at the office before leaving the school for any reason, including pre-arranged partial day absences. Students who are truant may be liable for suspension.

LEAVING CAMPUS EARLY

Students with permission to leave school early should stay in their regular class until the driver comes to the office to sign them out.

GENERAL POLICIES

STUDENT MEDICATIONS

No faculty or staff may dispense medication to any student for any reason. Teachers are not to diagnose a health condition or give any internal medications, including aspirin, except as indicated in the following statement. Any student who is required to take medication during the regular school day, as prescribed by a physician, may be assisted by designated school personnel if the school has on file both:

A written statement from the physician detailing the time schedules, amount, and method by which the medication is to be taken.

A written statement from the parent or guardian of the student requesting that the school assist the student in taking the medication.

ACCIDENTS

Efforts are made to ensure that all certified school personnel are trained in First Aid and CPR. Standard first aid procedures are followed in the case of student injury. If there is a serious injury, professional medical care will be enlisted and parents will be notified immediately. Parents will also be called if the injury does not require emergency care but is serious enough to warrant the immediate care of a physician. In the elementary, injuries not requiring immediate medical attention are documented on a Notice of Injury to Student form which is logged in the school office and sent home with the student. Parents are requested to sign the form and return it the next day.

ACCIDENT INSURANCE

Accident insurance is provided for all students enrolled. Injuries sustained in accidents en route to or from school, on the school premises, on field trips, or on other school-sponsored activities are covered. Reports of accidents should be made promptly to the office. A brochure on school insurance will be mailed with the statement at the beginning of the year. This brochure should be read thoroughly to determine the amount and kinds of coverage included.

DISASTER PREPAREDNESS

Mesa Grande Academy has a Disaster Plan for our campus. There are supplies, food, and water stored on campus should our students and staff have to stay on campus for an extended period of time. If conditions are such that the campus is locked for security and safety, students will be released only to parents or to individuals who have on file, in the office, permission to take the student off campus. Pickup will be at the front gate. Two disaster drills are scheduled during the school year.

VISITORS

Students requesting to bring visitors to school must complete the proper form 48 hours in advance. Visitors must sign in at the office upon arrival on campus.

TELEPHONE

School telephones are for business use only. Telephones in the teachers' offices and classrooms are for teacher use only. Students will not be called from class to answer the phone, except in case of emergency. Students who need to use a telephone must get permission from their teacher or office staff.

BUS TRANSPORTATION

Mesa Grande provides bus transportation to and from school from some locations in the Palm Desert area. Check with the school office for details.

The school bus is used only for field trips and other school related activities. A transportation contract must be signed by all students who attend Mesa Grande Academy. Whenever students are involved in school-related functions, such as field trips, club outings, and tour groups, the following guidelines for conduct are to be followed:

- Orderly conduct is expected of all students while loading, riding, and unloading.
- Students are to be seated promptly after boarding the bus and remain seated while the bus is in motion.
- Students shall remain in the original seats chosen or assigned until the destination is reached. The exchanging of seats will not be permitted.
- At all railroad crossings students are to remain quiet until the railroad track is crossed so the driver can listen for the train.
- Unloading of the bus and crossing the street are under the direction of the bus driver and field trip sponsor.
- Drinking and eating is not allowed on the bus, except for water.
- Students are to keep their hands to themselves. Harassment of others will not be tolerated.
- Hands, arms, and heads must be kept inside the bus at all times.
- Objects of any kind shall not be thrown from the bus.
- Students are not to make offensive remarks or gestures to pedestrians or motorists.
- Vandalism of any kind shall be fully chargeable to the student responsible.
- Courteous behavior and immediate response to the bus driver and requests for improved behavior as outlined in the above regulations, is expected of all bus passengers.
- Noncompliance with the above mentioned rules and/or the stated requests of the bus driver and/or a field trip sponsor may result in disciplinary action.

LIBRARY

The library is a place where MGA students can study, read, and do research quietly. They are expected to work quietly, and to respect the needs of others so that all can study at optimum capacity. All library rules are formulated to aid students in making the very best use of their time and of the library. The mission of the MGA Library Media program is to support the curriculum, collaborate with the teachers, educate, inform, and inspire students, faculty and the diverse families of the community through

accessing information, research and the joy of reading.

All library books are to be checked out by library personnel before they may be taken from the library. Books may be checked out for a two-week period, and renewed as needed. All rights and privileges for using the library and its materials will be revoked for any person who 1) removes materials and or books from the library without first checking them out properly or 2) misuses student computers or the internet.

Students will be subject to paying replacement costs plus a five dollar processing charge for each library book or item that is not returned. All charges not paid will be charged on the school bill. Students and parents are encouraged to use the library.

PARENT VISITATION

As a courtesy to both the teacher and the students, no parent should interrupt a class to converse with the teacher or a student. This includes the beginning of the school day. Parents are welcome to visit the classroom when class is in session by making prior arrangements with the teacher and/or the school office.

GUM

Gum chewing is not allowed on either the elementary, junior high or high school campus at anytime.

PARKING LOT REGULATIONS

A parking lot is an unusually dangerous place. Please use caution when driving on the school property. Keep alert for children crossing the parking lots and roadways. The speed limit on the school property is 5 mph. When unloading or loading students, please use the parking spaces if possible. If a parking space is not available, maintain a single lane of traffic through the parking area. Parking is not permitted in the fire lanes, or in front of the fire hydrants. All vehicles parking in the handicapped parking spaces must display the proper handicapped permit. Vehicles driving on the dirt road that leads to the back of the gym and the Technology Building are requested to observe the 5 mph speed limit and not create dust.

ADDITIONAL POLICIES AND PROCEDURES

This handbook does not intend to contain every rule and procedure. Those rules and procedures for specific classes, or changes made during the year that are announced in worships, assemblies, classes, or posted, carry as much weight as those printed herein. Changes will be posted on the school website: www.mesagrandeacademy.org.

INDEX

Accelerated Reader Program.....	13
Accident Insurance.....	34
Administrative Council.....	9
ADMISSION POLICIES.....	18
Application Procedures.....	18
Kindergarten and First Grade Admission.....	18
Parental Commitments.....	19
Physical Examinations.....	19
Registration.....	20
After School Care (K-6).....	11
Application Procedures.....	18
Athletic Participation Policy.....	16
Attendance Policy.....	33
Attendance Grade.....	33
Attendance Records.....	33
Late Arrival.....	33
Truancies.....	33
Before School Care.....	11
Board of Directors.....	9
Bus Transportation.....	35
Campus Publications.....	11
Child Care	
After School Care (K-6).....	11
Before School Care.....	11
Class Activities.....	12
Code of Ethics.....	8
Counseling Service.....	22
Curriculum Highlights.....	12
Accelerated Reader Program.....	13
Eighth Grade.....	14
Fifth Grade.....	14
First grade.....	13
Fourth Grade.....	14
Junior National Honor Society.....	15
K-8 Graduation Requirements.....	15
Kindergarten.....	13
Second Grade.....	13
Seventh Grade.....	14
Sixth Grade.....	14
Testing.....	15
Third Grade.....	13
CURRICULUM INFORMATION.....	12
Athletic Participation Policy.....	16
Class Activities.....	12
Curriculum Highlights.....	12
Disaster Preparedness.....	34
Discipline Policy.....	25
Eighth Grade.....	14

Fifth Grade.	14
FINANCIAL POLICIES.	20
Educational Subsidy.	22
Financial Assistance	21
Foreign Students.	22
On-Time Discount.	21
Payment Procedure	22
Private music lessons.	22
Tuition and Fees	22
First grade.	13
Fourth Grade.	14
GENERAL INFORMATION.	5
Goals and Objectives.	7
History and Location	5
MGA Code of Ethics.	8
Mission Statement.	6
Organization and Government.	9
Philosophy.	5
GENERAL POLICIES.	34
Accident Insurance.	34
Accidents.	34
Additional Policies and Procedures.	36
Bus Transportation.	35
Disaster Preparedness.	34
Gum.	36
Library.	35
Parent Visitation.	36
Parking Lot Regulations.	36
Student Medications.	34
Telephone.	35
Visitors.	34
Goals and Objectives.	7
Graduation Requirements.	15
Gum.	36
Kindergarten.	13
Kindergarten and First Grade Admission	18
Library.	35
Life Style Commitment.	24
Lunches.	10
Medications.	34
Mission Statement.	6
Music Lessons.	22
National Honor Society, Junior.	15
Organization & Government	
Administrative Council.	9
Board of Directors.	9
Campus Publications.	11
Home and School Association.	10
Miscellaneous Information.	11
Organization and Government.	9

Personal and School Property.	29
Restricted Personal Property.	29
Student Responsibility for School Property.	29
Treatment of Property.	29
Philosophy.	5
Physical Examinations.	19
Plagiarism.	28
Private music lessons.	22
Progress Report.	15
Referral Points.	26
Registration.	20
Scholastic Dishonesty Policy.	28
Plagiarism.	28
School Hours.	1
Second Grade.	13
Seventh Grade.	14
Sixth Grade.	14
STUDENT CITIZENSHIP.	23
Attendance Policy.	33
Consequences of Referral Points.	26
Discipline Policy.	25
Life Style Commitment.	24
Misconduct and Referral Points.	26
Personal and School Property.	29
Scholastic Dishonesty Policy.	28
Student Referral Notices.	25
Student Referral Notices.	25
Telephone.	35
Testing.	15
Third Grade.	13
Truancies.	33
Tuition and Fees	22
Video Use Policy.	16
Visitors.	34