



HOME OF THE EAGLES

ALTA MESA ELEMENTARY SCHOOL

2301 Saturn Skyway, Redding, CA 96002
(530) 224-4130

Courtney Haedrich, Principal
Kaylene Elliott, Secretary

A Message from the Alta Mesa staff ...

WELCOME! The staff at Alta Mesa Elementary School welcomes you and your family to our campus and a new school year. We are committed to working collaboratively with parents and students in promoting excellence in education. We believe that all students can learn. Our goal is to increase students' knowledge and their creative potential, while encouraging a love of learning. We appreciate your support as your child enters the classroom, learns, and grows through the year.

The information in this handbook will help you become familiar with our procedures and rules here at school. Please take the time to read through the handbook with your child, and sign and return the green acknowledgement form. If you have any questions, please call or stop by the office and speak with us. We are here to listen and serve you. Thank you for your time and support on this important matter.

OUR VISION AND MISSION: The teachers, administrators, and staff of Alta Mesa Elementary School believe that all children will be successful. We will provide a safe, caring, and stimulating environment where our students can reach their maximum potential in all aspects of life – academic, social, emotional, and physical. The collective efforts of the school community will be sufficient to make that expectation a reality.

Alta Mesa staff will strive to:

- recognize the uniqueness of each child
- foster a love of learning
- celebrate student success
- help students develop critical and creative thinking skills, independent judgment, and self-confidence
- develop the desire to embrace and overcome challenges
- promote and facilitate positive relationships throughout our school community



SCHOOL HOURS

Intermediate: (4th - 5th) 8:05 AM to 2:23 PM
Primary: (K - 3rd) 8:20 AM to 2:09 PM
MINIMUM DAYS: (4th - 5th) 8:05 AM to 1:23 PM
(K - 3rd) 8:20 AM to 1:23 PM

ARRIVAL AND DEPARTURE

YOUR CHILD'S SAFETY

Your child's safety is a top priority. All effort is made to design smooth and timely drop-off and pick-up procedures that accommodate parents and drivers. We appreciate your cooperation in following these procedures to maintain the safety and efficiency that the procedures aim to create.

Drop Off:

- ★ K-3 students may arrive on campus no earlier than 7:55 a.m.
- ★ Grades 4-5 students may arrive on campus no earlier than 7:40 a.m.
- ★ All students arriving prior to start time should be dropped off on the west side of campus by the cafeteria.
- ★ Kindergarten students arriving after 8:05 a.m. may be dropped off on the west side of campus by the cafeteria or at the gate to the kindergarten playground on the north side of campus.
- ★ Students arriving after their start time need to enter and be signed in through the main office.

Pick Up:

- ★ All students will be picked up from the Kindergarten playground on the north side of campus.
- ★ Students will be released only to their parent/guardian or a designated person.
- ★ Students are not permitted to cross the parking lot unless accompanied by an adult.
- ★ Updated pick-up information will be communicated via our website, digital newsletters, flyers in the office, and School Messenger.
- ★ Students who are picked up early must be signed out at the school office by an authorized adult.

BUS RIDERS: Please review the information included in the District handbook.

WALKING TO SCHOOL: A note signed by a parent/guardian is required to be on file in the office for students who will be walking to or from school. Students who walk to school must go directly from home to school in the morning and directly from school to home in the afternoon. Children are to obey all safety rules.



STUDENT ACTIVITIES

AFTER SCHOOL SPORTS

ALTA MESA SPORTS PHILOSOPHY

These activities are a privilege, voluntary in nature, and not required. They are not a part of the regular education program, rather, they are offered as an extension of the regular school day. The purpose of these teams is to teach skills, allow for playing time to practice these skills, and to learn good sportsmanship and fair

play, rising above adversity to persevere and finish. Also, the team members should have fun. Winning is nice, but it should not be the primary focus of elementary sports. Therefore, the expectations for the after-school sports program encompass the standard behavior plan as outlined in this book, plus the following:

- Students will try out for teams, and cuts will be made (with the exception of cross-country). Not every child who tries out will make the team.
- Every child on the team will play time each contest.
- Transportation to the games and practices is the parent's responsibility.
- If the team uniform is lost, it is to be replaced by the team member at the actual cost.
- If a team member is suspended, misses two practices or games due to after school detentions, or gets a referral, he/she may be dropped from the team.
- Alta Mesa offers K-5 cross country (non-cut), 4-5 flag football, 4-5 co-ed soccer, 4-5 boys' and girls' basketball, and 4-5 softball.



AFTER SCHOOL PROGRAM (ACE)

Our after-school program is called "ACE", and it provides supervision and enrichment activities until 6:00 p.m. on all school days. The program is academically based and offers tutoring, physical recreation, and mentoring. Tuition is based on a sliding scale, so all families can afford to attend. Space is limited, so submit your application as soon as possible. The ACE Office phone number is 224-4223.

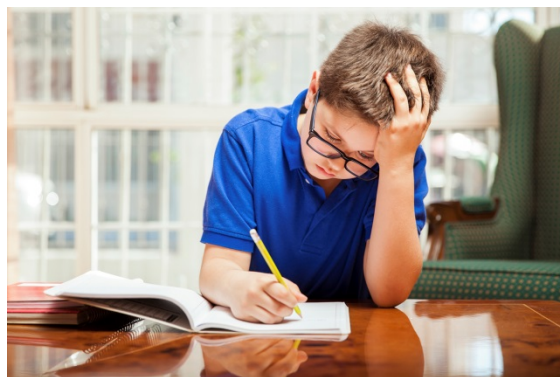


PARENT INVOLVEMENT

PARENT BOOSTER CLUB: The Booster Club meets once a month at the school site. All parents, teachers, and community members are encouraged to attend. The Booster Club sponsors many activities each year for the benefit of the students and the school. Some of these activities may include an Annual Color Run, Family Dances, Family Movie Nights, and the Fall Harvest Carnival just to name a few.

SCHOOL SITE COUNCIL: The Alta Mesa Site Council is composed of parents, teachers, classified staff, and administration. The purpose of the council is to oversee the school's Title 1 program and budget the money received from the state for school improvement.

PARENT VOLUNTEERS: Parents are encouraged to participate in their child's education. There are a number of ways to volunteer: assisting in the classroom, correcting papers at home, preparing materials, listening to students read, assisting with fundraising events, and helping on class field trips. Volunteers will be utilized at the discretion of the school. We do ask, for safety purposes, that all parent volunteers check into the office first, before heading down to the classroom and/or playground, so that we know who is on campus at all times. If you are not wearing a visitor sticker, you may expect to be asked to return to the office to receive one. Thank you for helping to create a safe environment for our students.



HOMEWORK

To reach the high academic goals that we have at Alta Mesa, we need to form strong partnerships with parents. Part of that partnership is extending the classroom learning through homework each week. Please take time each night to check with your child about what they are learning. These conversations can make a difference in how they feel about their education.

Homework should:

- ★ Provide practice and reinforce concepts already taught in the classroom.
- ★ Develop good study habits, a positive attitude, and serve as a message to students and parents that learning takes place outside the school as well as inside the school.
- ★ Be completed independently, without parental influence except when students are struggling to complete the homework.
- ★ Increase communication between the home and school.
- ★ Promote wise planning and good time management skills.
- ★ Be necessary and useful, as well as appropriate to the ability and maturity level of students.
- ★ Be well explained and clearly understood by students and parents.
- ★ Be useful to teachers to monitor student learning toward academic standards.

Students will most likely have homework four nights a week. It may be assigned nightly or on a weekly basis. The times listed below are guidelines. Independent reading may include reading with or to a child in kindergarten and first grade and silent reading or reading aloud in grades 2-5. Should you notice that your student is spending significantly more time on homework, or reports not having any homework, you should contact your child's classroom teacher for clarification. Students who do not use classroom time wisely may need to complete class work in addition to the minutes that follow.

GRADE	DAILY INDEPENDENT READING	OTHER SUBJECTS
Kindergarten	10-15 minutes	10-15 minutes
First Grade	10-20 minutes	10-20 minutes
Second Grade	15-25 minutes	15-25 minutes
Third Grade	20-30 minutes	20-30 minutes
Fourth Grade	25-35 minutes	25-40 minutes
Fifth Grade	30-45 minutes	30-45 minutes

Teacher's Responsibility

Teachers should ensure that:

- homework assignments are clearly explained and understood by students.
- homework is used to practice and reinforce skills taught in the classroom.
- students understand the concepts and have the skills necessary to complete the assignments independently at home.
- students are provided regular feedback on the homework assigned.
- parents have a clear understanding of their role in helping their child, the amount of time expected for students to complete the assignments, and the schedule or expectations of when work will be due.
- parents are informed when student class work is not completed and that it may affect their overall achievement.
- modifications are made when necessary.

Parent's Responsibility

Parents should ensure that:

- Students are provided a time and place each evening for quiet study without distractions in order to complete their work.
- Your child is encouraged to complete their work in a timely manner.
- Your child can organize materials and establish a routine so that work completed is returned to school when due.
- The work your child completes is his/her own.
- They are supportive of the classroom teacher and if confused or upset with an assignment, the student will work independently with the teacher to correct the confusion.
- They are supportive and assist their child when their child becomes frustrated. This should include helping them understand how to complete the work on their own.
- Communication takes place with the teacher if the work is too difficult or is requiring an excessive amount of time.



Student's Responsibility

Students will ensure that:

- They write down the assignments due.
- Assignments are clearly understood and ask questions if necessary.
- A time is set aside along with a place each evening for quiet study without distractions in order to complete their work.
- Work completed is his/her own.
- Materials are organized and a routine is established to ensure that work completed is returned to school when due.



Note: If students are exceeding the maximum minutes listed on a regular basis, parents are encouraged to talk with the classroom teacher. If the situation is not remedied, parents are encouraged to talk with the principal. Students who do not use classroom time wisely may need to complete class work in addition to the minutes listed above.

Principal's Responsibility

Principals will:

- Ensure that parents and staff are informed of the homework policy and monitor implementation and management of the policy.
- Work with families to provide resources as needed to help ensure that students have the ability to complete their work at home.
- Seek feedback on a regular basis from parents, students, and teachers regarding the amount of time required to complete homework assigned on a nightly basis.





PARENT NEWSLETTERS – “Sundays at the Mesa”: Our parent newsletter, “Sundays at the Mesa”, provides a variety of information about upcoming events, dates and school policies and is sent on a weekly basis. Please review it, as it is one of the main modes of communication for the school. “Mondays at the Mesa” will be sent via email and is also available on our website at altamesa.eesd.net.

SCHOOL MESSENGER: School Messenger is an automated telephone/text/email system that allows for pre-recorded messages to be sent out to all our students and staff members through the telephone/email/text. Along with our newsletters, this is one of our main types of communication for the school. If you are not receiving these messages, please contact the office to verify the accuracy of the phone number we have on file.

PARENT CONFERENCES: Two conferences are scheduled during the year to share information about a child’s social and academic progress. A parent/teacher conference is held in November to give you and your child’s teacher the opportunity to discuss your child’s progress during the 1st Trimester. You will also have the opportunity to set goals with the teacher, for your child. Another parent/teacher conference will be held in March to share the academic growth that has occurred. Minimum days are scheduled during each of these conference weeks for your convenience. Should you have a question or concern about your child at other times throughout the year, please do not hesitate to contact your child’s teacher. We are always eager to communicate to ensure your child’s successful education.

REPORT CARDS: Report cards go home with parents after the November and March parent conferences. At the end of the year, students will hand carry their report card home on the last day of school unless they have unpaid textbook and/or library fines.

ALTA MESA PARK EXCURSIONS: Classes will occasionally conduct activities at the Alta Mesa Park for PE or as a reward. If you do not wish for your child to participate in these excursions, you may opt out by writing a letter addressed to the office of the principal.



DISCIPLINE PLAN

A SHARED RESPONSIBILITY

A child's education includes not only learning academics, but also learning to become a responsible member of society. At Alta Mesa, we do this by modeling appropriate behaviors, setting consistent guidelines, recognizing positive behavior, helping students learn from mistakes, and allowing students to experience appropriate consequences for their actions.

The goal to foster responsible citizenship can only be successfully accomplished by a combined effort of the home and school. Our staff has appreciated the parental support of the school community in the past and look forward to this continued partnership in the future.

ALTA MESA AGREEMENTS

1. BE RESPECTFUL

- Treat others as you would want to be treated.
- Speak respectfully and courteously to all members of our school community.
- Use appropriate language
- Participate willingly in all classroom activities.
- Choose a positive attitude.
- Use good sportsmanship

2. BE RESPONSIBLE

- Be on time and prepared to learn (homework completed and materials ready)
- Follow all directions and guidelines for behavior.
- Leave distracting items (gum, toys, electronics) at home.
- Follow the dress code as outlined in the district handbook.
- Permission and a hall pass is necessary to be in the hallways.
- Use the restroom appropriately.
- Make wise choices.

3. BE SAFE

- Stay within the school boundaries.
- Arrive at school no earlier than 30 minutes before school starts and leave promptly at the end of the day.
- Respect others' right to a safe, comfortable learning environment.
- Follow the No Body Contact Rule: Hitting, kicking, pushing, spitting, throwing objects, and general roughhousing are not permitted.
- Walk in the hallways and walkways. Running is permitted on the field and during P.E. only.
- Use playground equipment and play games appropriately. Contact sports are not permitted.



CELLULAR DEVICES: If a student brings a cellular device to school, it is to be turned off (not just placed in silent or vibrate mode) and put in a backpack as soon as the student arrives on campus. The cellular device may be powered back on after the school day has ended.

Progressive Discipline for Violation of Cellular Device Policy:

1st infraction: Cellular device may be confiscated by school personnel and secured in the school office. The student may retrieve the cellular device at the end of the school day. Parent will be notified.

2nd infraction: Cellular device will be confiscated and only the parent or guardian may retrieve the cellular device from the office. Administration will contact parent and a lunch detention will be issued to student.

3rd infraction: All 2nd infraction consequences apply. Additionally, the student will no longer be allowed to have a cellular device on campus for the remainder of the year. Any further incidents will be considered willful defiance of the policy and may result in pupil suspension.

ENERGY AND HIGH SUGAR DRINKS AND FOODS: No energy drinks are allowed at school. Examples include: Red Bull, Rock Star, Monster, etc. Please do not send students to school with high sugar/caffeine drinks. These drinks will not be allowed in the classrooms. Please send healthy snacks with your child. Save treats for after school and special occasions. Thank you for promoting a healthy school environment.

POSITIVE RECOGNITION PROGRAMS: At Alta Mesa, all staff members seek to use a positive discipline system. Students are recognized throughout the year for perfect attendance, good effort, improvement, positive academic or social behavior, citizenship and academic excellence. Parents are welcomed at the awards assemblies held each trimester. Recognitions include:

- ★ Golden Eagle Bucks
- ★ Eagle (Student) of the Month
- ★ Positive Principal Call
- ★ Perfect Attendance and Classroom Attendance
- ★ Trimester Awards Assemblies

CLASSROOM DISCIPLINE: There are times when our positive discipline strategies are ineffective. In such instances, teachers and other staff members have the right and responsibility to impose consequences upon a student whose behavior distracts from a healthy learning situation or is in violation of the established classroom social contract. Classroom consequences may include the following:

- Verbal warning
- Denying certain privileges
- Time out
- Recess detention
- Conference with parents
- Referral to office
- Class suspension (EC 48910)

PLAYGROUND DISCIPLINE: The same standards of behavior are expected while students are participating in a recess break. The playground supervisors are responsible for the safety and behavior while on recess duty. The safety of our students is our main concern. Playground consequences may include:

- Verbal Warning
- Time out of a game or activity
- Recess detention
- Campus beautification
- Referral to the office (serious offenses)

Alta Mesa Behavior Matrix

Level 1 Choices

Level 1 choices are handled by the teacher. Could be a Caution Card.

Level 1 Choices	
<ul style="list-style-type: none"> • Not following directions • Excessive talking • Running in walking areas • Inappropriate language/actions • Refusal to complete assignments/ participate in learning activities 	<ul style="list-style-type: none"> • Constant interrupting • Misuse of materials/technology • Teasing/putdowns/name-calling • Violation of school dress code

Level 2 Choices

Level 2 choices are handled by the teacher with documentation of behavior and actions. Parent contact is strongly suggested. Three or more Caution Cards (for the same offense) equals a Red Ticket (referral).

Level 2 Choices	
<ul style="list-style-type: none"> • Back talking/arguing • Continued inappropriate actions/ language • Continued refusal to complete assignments/participate in learning activities • Repeated violation of school dress Code 	<ul style="list-style-type: none"> • Open defiance • Cheating/lying • Throwing objects • Physical aggression • Hurtful notes/pictures • Out of class without a purpose/permission • Escalation of Level 1 offenses

Level 3 Choices

Level 3 choices are handled by administration and teachers. Parent contact is always made.

Level 3 Choices	
<ul style="list-style-type: none"> • Repeated disrespect for authority • Fighting • Obscene gestures/Ethnic slurs • Inappropriate touching • Damaging property • Direct and willful disobedience of school rules & policies • Deliberate & continued violation of school dress code 	<ul style="list-style-type: none"> • Bullying (including cyberbullying) • Threatening/taunting • Threatening bodily harm • Stealing/Forgery • Habitual use of profanity • Pulling the fire alarm • Harassment, including sexual harassment • Deliberate misuse of technology

Zero Tolerance-Suspension/Expulsion

- **Weapons/facsimile of a weapon/dangerous instrument**
- **Assault with intent to injure another student**
- **Leaving school without permission**
- **Possession or use of a controlled substance**



SPECIAL PROGRAMS OFFERED AT ALTA MESA

INDIVIDUAL AND SMALL GROUP SUPPORT: Alta Mesa staff utilizes programs designed to help children who are achieving below average in reading and/or mathematics. Students with the greatest need will receive instructional support on a one-to-one or small group basis by certificated teachers and instructional aides.

Music

Students receive weekly music lessons from a designated music teacher. Instruction focuses on rhythm, harmony, and tempo. The instructor introduces students to percussion and wind instruments and gives them a chance to showcase their learning by scheduling performances for families one to two times per year.

Art

Students also receive bi-monthly art lessons from a designated art teacher. Instruction focuses on form and composition along with a look at a variety of artists and their modalities. Student art is displayed throughout the campus so that our school community can celebrate our budding artists.

INDIVIDUAL EDUCATION PLAN (IEP): Students who have been identified as needing special education services may receive these services only after a parent has agreed to the testing and receiving of special services. This process is accomplished through a meeting attended by the parent, the teacher, the administrator, and/or other educational professionals. An eligibility meeting is held only when special education services are being considered; otherwise a meeting regarding a child's progress is handled through a Student Study Team.

RESOURCE SPECIALIST: The Resource Specialist teacher provides assistance to those students who have been identified through the IEP process as performing significantly below their academic ability. These students receive small group or one-on-one assistance for part of the instructional day.

SPECIAL DAY CLASS: The Special Day Class serves learning-disabled students who need more support than that provided in the Resource Specialist Program (RSP). These students spend more than fifty percent of their school day in the Special Education Class as well as participate in school-wide activities.

SPEECH SERVICES: A certificated speech therapist assists students at Alta Mesa who qualify for help with speech and/or language. In addition, the speech teacher screens students and tests students referred for services. A student may not receive speech assistance without an IEP and parent consent.

ENGLISH LANGUAGE DEVELOPMENT (ELD): Students with a primary language other than English may receive additional resources to achieve student success.

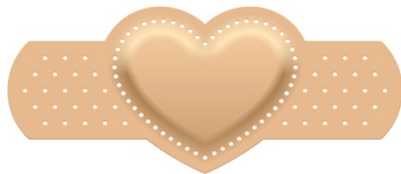
DISTRICT PSYCHOLOGIST: A district psychologist is available for testing of students, attending Student Study Team meetings and IEP's, and working with small groups of students as needed. Parent permission must be obtained before any of these services are provided.

COUNSELING SERVICES: A counselor is available for students who are in need of emotional support or social needs counseling. A permission slip is required to receive this service (except in cases of emergency).



LIBRARY SERVICES: We are eager and excited to offer outstanding library services, Monday through Friday, to both students and staff. Students will have scheduled library time with their class. The policy will be one book borrowed per student for grades K-1, two books for grades 2-3, and 3 books for grades 4-5. If a book is lost or returned damaged, the student/parent is responsible for payment to replace the book. Fines are not charged for overdue books, but we do encourage a timely return of library materials. Possible consequences for lost or damaged books include lost privileges and replacement charges. We look forward to serving your library needs.

STUDENT STUDY TEAM (SST): When a parent, teacher, or administrator is concerned about a child's lack of academic or social progress, emotional, behavioral, or academic progress, an SST meeting is frequently held. The parent, teacher, administrator, resource specialist teacher, and any other concerned individual may attend this meeting. The goal of the meeting is to develop a plan to assist the child as needed. This may involve a referral to our Title I program, behavior plan, referral to outside community resources, or a request for in-depth testing to discover the nature of the learning difficulty. A parent, teacher, and/or administrator may request an SST.



HEALTH SERVICES

DISTRICT NURSE: The Enterprise School District nurse is available for state mandated dental, vision, and hearing tests. Students may be referred to physicians or dentists based on test results. In addition, the school nurse supports our school in emergency situations.

STUDENT SERVICES/HEALTH CLERK: Alta Mesa Elementary School has a student services clerk on campus each day in order to administer minor first-aid or physician required medications. In addition, the health clerk contacts parents about the required physical for K-1 students, and maintains emergency and medical records for all students. When the health clerk isn't on duty, the student services clerk shall assume this role.

FIRST AID: First-aid, defined as immediate, temporary care given in case of an accident or sudden illness, will be given when deemed necessary. In case of an accident requiring the services of a doctor, every attempt will be made to contact the parent or guardian prior to the child being sent to the hospital. Costs for medical care and ambulance service are the parent's responsibility. Because young children can get very sick very quickly, we request that parents notify us immediately of any changes in addresses, phone numbers, and emergency contact information.



FOOD SERVICES

Because school funding is based on the number of students close to or below the federal poverty level, we request that all parents fill out a school lunch program form. Free and reduced prices for breakfast and lunch are offered to families based upon income. Applications are sent home at the beginning of the school year and are also available in the office. Due to the nature of the information you are providing, the completed form is kept confidential, and site staff is not privy to this information. If your circumstances change during the year – loss of a job or temporary changes in work hours, please fill out another form.

BREAKFAST PROGRAM: A breakfast program is offered to all students at Alta Mesa. Breakfast is served until five minutes prior to class start time. Please make certain your child arrives early enough to eat breakfast and arrive in his/her classroom on time. A tardy slip will be issued to those students entering the classroom late.

LUNCH PROGRAM: Your child may bring a sack lunch or receive a hot lunch from our cafeteria.

2024-25 FOOD PROGRAM: Alta Mesa is participating in a program called Community Eligibility Provision for the 2024-2025 school year. All students may eat breakfast and lunch at no charge.



Dress Code



Students should be neat, clean, well-groomed, and ready to learn. Clothing and hairstyles should not interfere with instruction. Interpretation of the following dress code will be under the reasonable discretion of the school administration. In the best interest of the health and safety of the children, the following items will be enforced. Some modifications to the following dress code may be allowed, i.e., Pajama Day.

1. Clothing shall cover undergarments and torso at all times and may not have holes or rips above the mid-thigh.
2. Garments may not be tight or revealing
3. Shorts must have a minimum 3" inseam
4. Safe footwear must be worn at all times and allow for participation in PE. Flip flops, shoes without a back strap, and skate shoes are not permitted.
5. Hats may be worn outdoors for sun protection or warmth.
6. For safety reasons, dangling, sharp, or heavy jewelry or accessories are not permitted.

7. No clothing, jewelry, or personal items that bear statements or pictures that are obscene or profane, advocate illegal, sexual, or violent behavior, alcohol, tobacco or other drugs, violence, racism, gang-related, or make sexual innuendos will not be permitted.
8. Face painting, hair coloring, or body piercing that cause a disruption or safety concern are not allowed. Hair may not be sprayed with any coloring that would drip when wet.

Administration will determine whether or not any of the above guidelines are being violated and ultimately a distraction or potential distraction to the learning environment at school. Participation in Physical Education is required and students must wear appropriate footwear in order to fully and safely participate.