



**LA MESA
ELEMENTARY**

School Vision

At La Mesa, we strive to be a place where every child is supported in their learning and where every child is treated with respect and care. We will continue to create an environment and culture that is both student-centered and solution based.

Our parent community is actively involved and invested in the development of our students' academic and social skills. At La Mesa, we view each incident of conflict as an opportunity for learning. Our Positive Behavior System asks our students to examine their own actions and evaluate how those actions affect others in our community. We begin every school day with a morning circle that emphasizes our promises to **Be Safe, Be Responsible, and Be Respectful**.

Schoolwide ABCs

Onsite After School Care: ELO (Extended Learning Opportunities)

We currently have staff to support students in Grades TK-8th for onsite after care! [Here is the link to register your student\(s\).](#)

**MPUSD
EXPANDED LEARNING OPPORTUNITIES
2026-2027 AFTER-SCHOOL PROGRAM**

MPUSD is excited to offer students after-school opportunities during the 2026 - 2027 school year. Students will receive additional academic support and enrichment.

Our ELO program is geared towards students with the highest needs and they will receive priority enrollment. This program will be available for all TK through 8th grade student.

Monday to Friday 2:25 to 6:00 pm
Wednesdays 12:50 to 6:00 pm

Register Now

For more information visit:
www.MPUSD.NET
831-392-3954 or 831-392-3944

Students are enrolled pending space availability at each site. A waitlist will be generated and families notified once space becomes available.

Animals on Campus

For safety reasons, all animals should be kept off campus. Many staff members, students, and family members have allergies. Students should never be invited to pet or interact with animals unless proper procedures (for staff and employees) are followed.

Attendance for Students

Good attendance and on-time arrival are crucial to your child's success at school. Please try not to schedule family trips during the [2026-2027 MPUSD TK-8 School Year](#). We lose precious school funding from the state and, more importantly, your student misses critical instruction! If your child misses school, they are eligible to clear their absences by completing a Short Term Independent Study Packet. Please call the front office to create a Short Term Independent Study Packet.

Unless your child is sick, students are encouraged and expected to attend school daily. Please note, students that arrive to class after 8:00am are considered "Late."

Student Instructional School Hours:

	Monday	Tuesday	Wednesday	Thursday	Friday
Arrival	8:00 am	8:00 am	8:00 am	8:00 am	8:00 am
Dismissal	2:25 pm	2:25 pm	12:50 pm	2:25 pm	2:25 pm

If your child is going to miss school for any reason, please call the school: (831) 649-1872 and leave a message as needed.

Absences

State policies state that student absences may be excused for the following reasons: illness, medical and dental appointments, and family bereavement. The [MPUSD Parent/Guardian Student Information Handbook](#) provides more details as well as the **actions that are required of each school for truancy interventions.**

Early Sign-out/Pick up

If you need to pick up your student before dismissal, please report to the front office, present valid ID, and sign your child out. Please remind students that once they enter school grounds, they are not allowed to leave the school for any reason without a parent/guardian sign-out. Once you arrive at the school we will then call the classroom.

Please note; There are 2 distinct times during the school day that pose a logistical challenge when parents pick up their student(s) early from school: lunchtime and right before dismissal time. Please help us by adhering to the regular school hours:

School Hours:

	Monday	Tuesday	Wednesday	Thursday	Friday
Arrival	8:00 am	8:00 am	8:00 am	8:00 am	8:00 am
Dismissal	2:25 pm	2:25 pm	12:50 pm	2:25 pm	2:25 pm

We understand the complexity of 700 students arriving and departing at the same time. We know that the pick up/drop off line takes time - especially when we drive safely and slowly. And, while we understand the need for medical/dental and other pertinent appointments, **if you must pick up your student early from school, please pick up student(s) by 2:15 pm on regular days and 12:40 pm on Wednesdays.**

The end of the day can be hectic in classrooms as teachers support students to transition, pack their bags, and provide last minute reminders. We also have many classes transitioning back to class from Specialty Classes; adding phone calls to the classroom is a challenge - especially during the last 10 minutes of the day.

*Please note that when you pick up your child early from school, the State monitors this practice and will send you a truancy notification if the pattern persists.

Tardy Slips

When students arrive at school after 8:00 am, they are considered "Late". As a courtesy, we leave our gates open until around 8:14am as Tardy Slips are necessary at 8:15am. If your child arrives to school after 8am, please make sure that all tardy students check in at the front desk before going to class. Otherwise, they will likely be marked "absent" incorrectly.

State Attendance Notices are all automatically triggered based on student absences. Please note that our site does not create attendance policies, we simply manage the process that is created by the state.

Truancy is defined by the state as: 3 absences without a valid excuse or 3 times late to class by 30 minutes.

Chronic Absentee is defined as "missing 10% of school of the school year for any reason, with at least 9 absences (excused or unexcused).

Excessive Excused Absences: All excessive absences, whether excused or unexcused, place students at risk of missing valuable instructional time. After 14 days, absences cannot be excused without a doctor's note or verification of illness from a staff member.

**If your family receives an attendance notice, and you would like to schedule an appointment to discuss, please contact our Principal to schedule an appointment by calling the front office: 831 649 1872 or email directly jalderete@mpusd.k12.ca.us.

Also, there are 2 ways that you can help to “clear” your student’s absences: Saturday Academy and Short Term Independent Studies:

Saturday Academy is open to all students who need to clear a FULL day absence. Students are encouraged to attend to reach perfect attendance status. Breakfast is provided and sessions are 8:00 am-12:15 pm on selected Saturdays. Please read the “Shark News”, our weekly newsletter that is sent out every Friday, to verify if Saturday Academy is open that week.

*When your student attends Saturday Academy, the absences are cleared in chronological order - which means the first reported absence will be cleared, whether it was excused or unexcused.

Short Term Independent Study is a voluntary option for students who miss between 1-15 school days. The major objective of a short term independent study is to enable the student to keep current with grade level assignments and clear their absences. If a family is interested in a short term independent study, please call the front office for next steps. MPUSD will provide the work packet for families to pick up in the front office.

*We need at least 3 days to prepare the Independent Study work packets, please communicate with the front office as soon as you can.

*Student absences will not be cleared until the student returns the completed work packet.

Before School Care:

In order to provide a safe environment for our students, our gates open promptly at 7:45 am.

- Tk/K Students should head directly to their playground area until the bell rings
- 1st-5th Grade Students may either line up at their classroom door or play in the primary playground
- 6-8th Students may line up at their homeroom door or hang out in the Middle School Quad area (by the Outdoor Learning Environment)

At 8:00 am, when the bell rings, teachers will meet their students at their classroom doors. Remember, we do not have supervision for students before 7:45 am, please make sure to make necessary arrangements.

Breakfast Service

Breakfast will be served daily during your students’ morning recess time. Please remind your students that Breakfast and Lunch are FREE for every student every day! Students interested in school breakfast or lunch can walk to the MUR at the beginning of their recess and/or lunch time.

9:15 am	TK Breakfast
---------	--------------

9:30 am	Kinder Breakfast
9:45 am	1st and 2nd Breakfast
10:00 am	3rd-5th Grade Breakfast
10:15 am	6th-8th Grade Breakfast

Bus (General Education Bus)

Beginning Thursday, July 9, 2026, [families will be able to purchase a bus pass](#) for their child online.

To ensure a smooth experience, please review key details below:

- Priority will first be given to families who qualify for transportation assistance. Families who qualify for MPUSD's free and reduced lunch program will be able to purchase their bus pass beginning July 9 - 17, 2026, before we open it up to the greater MPUSD student population on July 20, 2026.
- In order to purchase online, families must first complete MPUSD's student online registration or enrollment confirmation process before they can purchase a bus pass.
- Once a student is registered and/or confirmed enrolled for the 2026-2027 school year, they may be able to purchase a bus pass online.
- Following the priority period for qualifying students, bus passes will be available on a first come, first served basis.
- All students must have their physical bus pass in hand by ***Monday, September 1, 2026***, to ride to and from school.

We're committed to making transportation easier and more accessible for families. Thank you for your attention to these important steps. If you have questions or need assistance, you may call our office at 831-392-3999.

Calls to the Classrooms

In order to protect our learning environment, direct phone calls to the classroom are discouraged. If your child's dismissal plans are to change or you need to get a message to your child for any reason, please call the school before 12:00 pm. This will allow office staff to deliver the message without disrupting the classroom with a phone call.

Cell Phones, toys, and other distractions should be OFF and AWAY: Students should keep all toys, games, electronics at home. The site is not responsible for lost, broken, or stolen items. If a student brings toys to school, the teacher will hold the toy(s) and then give them back at the end of the school day. If the toy returns to school, the teacher will contact the family to pick it up.

California's Phone-Free School Act ([Assembly Bill 3216](#)) requires every school district, charter school, and county office of education to adopt and implement a local policy limiting or prohibiting student smartphone use during school hours.

Student cell phones should be turned off and kept away - in a bag, out of sight. Students cannot use cell phones or watch phones or wireless ear buds during the instructional day for any reason.

1st Infraction: Warning

2nd Infraction: If a student uses a cell phone/watch phone/ear buds during the school day, the teacher will hold the item for the remainder of the day.

3rd Infraction: If a student repeatedly uses a cell phone/watch phone/ ear buds during school hours, the phone will be held in the office and must be picked up by an adult during regular office hours.

This new law will help students focus on academics, social development, and the world in front of them, not their screens, when they're in school.

Chromebook Fees Process

Damaged, Lost, or Stolen District Chromebook Fee Imposing Process

1. Fees are automatically added to a student account in Synergy
2. The fees to impose can be referenced on page 5 of the MPUSD [Chromebook Expectations and Use Handbook](#)

Collection of Student Fees Process

1. It is the responsibility of the school site to collect the fees imposed for damaged, lost, or stolen district Chromebooks
 - a. All fees need to be collected before the student leaves MPUSD. Preferably before the school year ends
2. Steps to collect Chromebook fees from a parent or guardian
 - a. Parents log in to ParentVUE, select the student they are paying fees for, and choose the Fees option on the left-hand side of the screen
 - b. Payment options are credit card, debit card, and e-check
 - i. Cash is not accepted

Classroom Lists/Configurations:

At La Mesa, class configurations (or class lists) are thoughtfully created by the staff. When preparing classroom placements, our faculty carefully considers the match of student and teacher, the blend of students within a room, and the balance of both classes academically, socially, culturally, and by gender. Special considerations must also be made for the placement of English Language Learners and students with special needs.

At most schools, sites are able to create equitable learning groups in August that remain stable for the duration of the school year. But La Mesa is unique as we serve many international families. Since a large portion of our community is military affiliated, our student population changes 2-3 times a year. As we discussed at our SSC and PTA Meetings, this unique challenge may require unique solutions. As a staff, it is our responsibility to create the best learning situation for all of our children.

Communication Systems

Keeping in touch with your child's teacher about their progress is the most important connection you can establish with school. Don't wait until conference time if you have questions or need additional information about your child's progress. Email is often an excellent and convenient way to communicate. However, please keep in mind that teachers are engaged with students in the classroom and cannot respond to emails immediately.

- **Problem Solving**

1. Email your student's teacher to schedule a time to meet or talk.
2. Discuss the problem with your student's teacher.
3. Review your child's needs and create a plan of support with the teacher.
4. If there is no resolution, and the problem persists, then discuss the problem with the school principal or assistant principal.

- **Meetings with Principal**

The La Mesa Principal, Julie Alderete, welcomes all parents who wish to meet. To be assured of an appointment, please email directly to jalderete@mpusd.k12.ca.us. While "Drop-in" conferences certainly do occur, there is no guarantee that the principal will be available. In the event of a problem, please contact your child's teacher first. The principal or assistant principal will enter the problem-solving process if the parent and teacher are unable to reach a mutually agreeable solution.

- **ParentSquare** is our main portal to provide information and updates at La Mesa. You can register to receive email notifications, communicate with class families, and easily send emails to staff members. You can also expect to receive "Shark News" every week. Please make sure to reach out to the Front Office if you have any trouble with PS registration.

Community Use of District School Grounds

MPUSD Board Policy states that, *"unless reserved for school use, MPUSD fields, playgrounds, and play structures are available for general community recreational use."* La Mesa ASCA program supports students until 6pm Monday-Friday. Therefore, the fields, playgrounds, and play structures are available for **general community use on the weekends**. There will be one gate left unlocked for this purpose on the weekends.

- **School Dismissal Time:**

As a courtesy to our families, we will open the front and back gates (near the fields) around 2:20 pm on regular dismissal days and 12:45 pm on Wednesdays. The gates will remain open for 20 minutes so that parents and guardians can pick up their

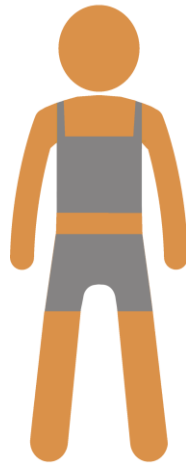
student(s). After 20 minutes, the gates will again be locked and closed to protect the security of our students in the after school program.

Digital Citizenship and Classroom Technology

At La Mesa, we believe that digital citizenship skills have become essential for students in the 21st century, especially in schools like ours that are using technology to transform learning. That's why we are committed to teaching our students how to think critically, behave safely, and participate responsibly. La Mesa understands and values the use of technology, including computers and video materials. Many academic programs utilize technology to support learning. All teachers will select and use materials in a responsible manner that enhances and contributes positively to the advancement of instructional objectives.

Dress Code

Our site will support and enforce **Board Policy 5132: Dress and Grooming - <https://the.mpusd.net/dresspolicy>**. The Governing Board believes that the responsibility for a student's attire primarily rests with the student and the student's parents/guardians. Student attire must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.



- a. Students must wear clothing, including a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes, including open-toed shoes and sandals.
- b. Clothing with holes (ripped jeans) must cover all areas outlined (see diagram).
- c. Hats and other head coverings are permitted in classrooms provided they do not conceal prohibited listening devices.
- d. Clothing must cover the chest and a majority of the lower torso (see diagram). Strapless items of clothing are not acceptable, and must have some type of straps over the shoulders or halter style.
- e. Clothing must cover undergarments including sports bras. Visible waistbands or straps on undergarments worn under other clothing are not a violation.
- f. Clothing covering the chest and lower torso must not be see-through.

g. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards or specialized attire or safety gear is required.

h. Gang-related apparel (see reference above) is prohibited.

i. Clothing must not have offensive images or language, including profanity, hate speech, pornography, or depicting or advocating violence or the use of alcohol or drugs.

Students and parents/guardians shall be informed about dress standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action. The school may call home to bring in appropriate clothing, provide clothing that is appropriate, or ask students to turn inappropriate shirts inside out if necessary.

This policy applies to all individual schools. **Schools may not enact more restrictive or less restrictive dress codes.**

English Language Development (ELD)

English Learners (ELs) in MPUSD receive daily, specialized instruction. Throughout the school day, ELs are taught core academic subjects through the use of Specially Designed Academic Instruction in English (SDAIE) strategies, as well as a special period of time for English Language Development (ELD). La Mesa students in grades K-8 receive 30 minutes of daily ELD instruction, with their Homeroom/General Education teacher.

Newcomers

A **Newcomer EL** (English Learner) is a student born outside the United States who has recently arrived in the country, has been in U.S. schools for fewer than three years, and is developing basic English proficiency. These students come to school with various levels of educational experiences and speak a variety of languages, which may or may not include English. The newcomer program at La Mesa is intended to help bridge the educational and social-emotional experience of students and to support newcomer students and families during, at a minimum, their first year of schooling in the United States.

In addition to 30 minutes of daily English Language Development (ELD) within their homeroom, our Newcomers will also receive an additional 30 minutes of language development under the direction of one of our Accelerated Learning Specialists. In a collaborative effort with classroom teachers, we plan to:

- Adhere to a simple protocol for Newcomers going through the silent period.
- Minimize attrition by helping students adhere to the ALS support schedule.
- Provide newcomers opportunities to share in class information about their home culture and language.
- Optimize newcomers' learning experience by considering their challenges and stages of language learning.

Family Resources:

[Using English](#)

[Learn English](#)

[Learn English \(for teens\)](#)

[The Language Guide](#)

Emergency Preparedness

Every year as a staff, we update and practice our Site Emergency Plan and Procedures. This plan supports our school site to respond and recover from an emergency, disaster, or event resulting in the disruption of normal school operations. Here is an overview of our planned Emergency Drills for the first 6 months of school:

August	Fire Drill
September	Fire Drill (with a missing person to challenge our procedures)
October	Fire Drill + Earthquake Drill
November	Fire Drill + Shelter In Place Drill
December	Fire Drill (during an inconvenient time to challenge our systems)
January	Fire Drill + ALICE Drill

If an emergency does occur at a school, we will notify parents as quickly as possible using a variety of means including text, email and phone calls. **In order to receive messages, we must have your current contact information and you must register with ParentSquare.**

Expected Behavior in Common Areas

As a community, we promise to ***Be Safe, Be Respectful, and Be Responsible*** at all times. Consistency is the key to student success, so we will support student behavior with clear expectations through the use of common language. As a staff, we explicitly teach, re-teach, and provide feedback for expected vs. unexpected behaviors. Please review these [Expected Behaviors](#) with your children.

Field Trips

All Field trips are considered to be an extension of the classroom learning environment. They serve as a great opportunity for children to apply their classroom knowledge in real world situations. A signed permission slip from the parent/guardian is required for any student to attend any field trip. If you are interested/available to chaperone a Field Trip, please make sure that you first complete a Volunteer Packet in the front office.

****All Chaperones must complete and submit the proper paperwork - prior to participation on the field trip. This must be updated every school year - for all volunteers.**

Grades and Report Cards

Report cards are issued 3 times a year, per district guidelines for TK-8. Student progress/evaluations are based on the demonstration of performance skills in relation to grade level standards for each of the curriculum areas.

Healthy School Policies

- **Healthy Hydration:** We encourage students and staff to carry refillable water bottles. We have several purified water stations available onsite.

- **Nutritious Nourishment:** We serve Free Breakfast and Free Lunch every day.
- **Active Activities:** We provide opportunities for students to be active for about 60 minutes a day

Homework

At La Mesa, we recognize the importance of educating the whole child. We want each of our students to be engaged, supported, and challenged in their learning. This requires effort and perseverance from our students as they meet the demands of the long school day. This is a lifelong skill that will serve them well in the future.

1. At La Mesa, there is a homework policy for each classroom. All teachers will distribute their grade level homework policy to families in the Fall.
2. All students are encouraged to *read/be read to* for an average of 20 minutes a day.
3. If parents have concerns with the amount of Homework, (too much or too little), please communicate directly with the teacher.

Medicine and Other Medical Needs:

It is important for you to be aware that school personnel may not administer any medications, pills, or antiseptic salves to your child. If we have the necessary paperwork completed by the parent AND the child's doctor, we may keep medicines and/or inhalers available in our main office medical cabinet. Please remember that only you or your child may administer any medicine. Detailed instructions must accompany any medications left in the office. Please contact the school secretary at the beginning of each school year to establish, in writing, all special medical accommodations required.

Crutches, Wheelchairs, and Mobility Scooters are considered medical devices and should be prescribed and fitted by a medical professional. As such, a medical note from a doctor is required for any student to use a medical device at school. The note should specify the time period of use.

Parent/Guardian/Teacher Conferences

School is dismissed at 12:50 pm, on each of these conference days:

- **Back to School Connections:** August 17-21
- **Parent Teacher Conferences:** November 16-20
- **Student Led Conferences:** March 15-19

During these conferences, teachers review the academic and social progress of each child and discuss any concerns or questions the student or the parent/guardian may have. You may also request a conference with a family at a mutually convenient time.

Parent Involvement and Leadership Opportunities

We know that families are the first and most influential teachers, and consistent family involvement helps all of our children do better in school. We are immensely grateful for your support!

Parent Teacher Association (PTA)

PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

- To improve the quality of education for our children by supporting the school
- To support, educate and empower families
- To provide experiences for children that goes beyond the scope of the school curriculum

Classroom Parent

Works closely with classroom teachers to communicate with families, organize class celebrations, etc. See your classroom teacher if you are interested.

Recess Support

Recess is important! Studies have shown that the free-play that comes with recess is crucial to a child's cognitive, social and emotional development. We can ALWAYS use more support! If you have 20 minutes in your day, please think about supporting our kids during their lunch recess.

Morning Arrival for Students and Families: In an effort to create a safe and organized start to our day, families have a few options to consider:

Park and Walk: If you plan to walk your student to their class, please plan ahead and keep in mind that all of the parking lots are reserved for staff members - please see diagram below. As the number of staff members at La Mesa increases, it is crucial that we reserve the parking lot for staff members at all times.

Stop, Drop, and GO: As your student gets more comfortable with their morning routine, you may choose to drop them off near the front office.

1. You may only Stop, Drop, and Go if you are in the lane closest to the right - closest to the curb. For safety reasons, students are not permitted to walk across the lanes of traffic.
2. Once your student(s) safely exit your vehicle, please use the left lanes to slowly exit the traffic circle.



Parking

Due to space limitations, the parking lots are for employee parking at all times. If you need to park your vehicle, during the regular school day, for less than 10 minutes, please drive all the way forward to the white curb zone.

PM Pick up / Dismissal

Much like the AM arrival procedures, students will only be dismissed to cars in the right lane, closest to the curb. The left two lanes are used to

1. Circle around if your student is not outside yet.
2. Safely and slowly exit once your student(s) are safe in the vehicle.

If you pick up your child at their classroom, please wait for the teacher to dismiss the class. Most days, teachers are scheduled to attend Professional Development or Collaborative Planning Meetings with colleagues. Unfortunately, this is not the ideal time to conference with the teachers about private concerns. Please schedule a meeting at a mutually agreed upon time in the future.

- **School Dismissal Time:**

As a courtesy to our families we will open the back gates (near the fields) around 2:20 pm on regular dismissal days and 12:45 pm on Wednesdays. The gates will remain open for 20 minutes so that parents and guardians can pick up their student(s) and depart. After 20 minutes, the gates will again be closed to protect the security of our students in our after school program.

- **ELO (After School Program) Dismissal:**

All ELO Families will use the side door of the MUR to sign out their child.

Positive Behavior Support Program (PBIS)

At La Mesa we believe that the most effective way to support a positive school climate is through proactive prevention. "PBIS is a highly effective, research-based, behavioral framework that is defined within MPUSD as the Response to Intervention (RTI) framework for teaching and reinforcing students' social, emotional, and academic learning skills."

Restorative Practices are integrated into the PBIS framework at all levels and engage staff and students in creating safe spaces for developing supportive relationships and establishing class and school community agreements. Examples of some **positive behavior supports**:

- Daily community circles in classrooms - Peace Tables in all classrooms - Social Skills Groups - Growth Mindset Activities - Class goals with incentives - Monthly Student Awards	- Individual Behavior Support Plans - Student Leadership Opportunities - Class Buddy System - Restorative Practices - Mindfulness Practices - Conflict Management Tools - School-wide Assemblies
--	--

Support for Unexpected Behaviors

Minor infractions will be determined and handled by the classroom teacher. Major infractions will be handled by the principal, assistant principal, or the designee. Progressive discipline will be applied based upon severity of infraction and whether or not the behavior is repeated. Severe or repeated misbehavior can result in the student being sent to the office.

School Site Safety

MPUSD Board Policy: As necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property and/or district property under their control, and may seize illegal, unsafe and prohibited items. School officials may search individual students, their property and district property under their control, when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Families are to be contacted after the search. The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks.

Skateboards/Roller Blades/Bicycles/Scooters/Wheelies

For safety reasons, skateboards, roller blades, scooters, wheelies, and hoverboards may not be used anywhere on school grounds. Students may carry/push their skateboards/scooters, but they may not ride them on campus. Students may not wear shoes with wheels on school campus. If a student wears "wheelies" to school, the wheels must be removed for the duration of the school day.

Student Success Team (SST)

An individualized SST is formed for students with academic, behavior, attendance, or health concerns. The SST includes the student's parents/caregivers along with school staff and support services providers, to ensure that the family's perspective is included when creating academic and behavior support plans.

Supplies

As a public school, we are committed to providing all of the supplies and materials that students need. We recommend that every student brings a bag/backpack to hold their materials. We also highly encourage families to write their students' complete name on all belongings! From time to time, teachers must share requests for specific supplies or donations, but the basic school supplies will always be provided by the site.

Visitors

Our goal is to make sure that we shelter and protect our students as best as we can during school hours. Per MPUSD safety guidelines, all visitors must enter the school through the front doors (closest to the main office).

For the safety of our students, all visitors must check in at the office and wear a visitor's badge/sticker. Anyone who enters the school grounds without a badge will be redirected to visit the main office.

We are excited to announce that our district is introducing a new visitor management system, SchoolPass. This innovative solution will help schools screen visitors and provide a simple way to track the number of visitors present on campus from any computer or smartphone. With SchoolPass, visitors will undergo an instant background check upon signing in to the system. If the visitor is a registered offender, assigned staff will be promptly alerted. For more information about the platform, please visit the [SchoolPass website](#).

Classroom visits should be no longer than 30 minutes in length and should be coordinated with the classroom teacher at least 24 hours in advance.

When a parent/guardian needs to speak with their child, or drop something off, they should report to the front office. This will enable our Front Office staff to check visitor IDs.

For the safety of our students, parents/guardians that are off campus should not communicate with students that are on campus.

Volunteers

If you are interested/available to volunteer in the classroom or on a class trip, please make sure that you first complete a Volunteer Packet in the front office. All Volunteers and Chaperones must complete and submit the proper paperwork - prior to participation in the classroom. **This must be updated every school year - for all volunteers.**

As a PBIS school, La Mesa employs positive behavior support systems and each classroom has its own established behavior supports. Please speak with the teacher to see how you can fit into and support their positive behavior support program. When issues arise concerning appropriate student behavior, as a volunteer, your responsibility is to call such matters to the

attention of the teacher or other supervising school personnel. You can best support students by encouraging them to make good choices and demonstrate appropriate behavior.

As you work with staff and students, remember that the problems, abilities, and confidences of students, their parents, and staff should never be discussed with anyone other than a professional staff member of our school district. We appreciate all of your efforts and help.

As a volunteer, your commitment shall remain professional at all times. While you are on campus you are a role model for students. Please see the list below of things you should and should not do while volunteering. If you have any questions, please contact the principal.

Positive ways a volunteer can help: • Room parent • Clerical help • Listen to students read • Read to students • Help students with math activities • Help students with computer activities • Publish student work • Process book orders • Help with school activities • Recess/ Lunch supervision • Help with special classroom events • Chaperone field trips • And many more.....	Volunteers should never... • Administer discipline. Behavior problems should be addressed by teachers and administrators only. • Initiate physical contact with students. Never put your hands on a student, especially when you are upset/angry. • Correct staff members. See the principal with any concerns relating to staff members.
--	--

Please ask for information about volunteering and complete a volunteer form in the main office. You can also get more information at the La Mesa Facebook page or contact the PTA at lamesapta@gmail.com.

Website: [La Mesa Website](#)