

MESA UNION SCHOOL 2025-2026
STUDENT-PARENT HANDBOOK

*"Honor the Past, Live in the Present, Drive to the Future...
The Mesa Way!"*



Board of Trustees

*Dr. Neil Canby
Jayme Dryden
Julie Hupp
Sandra Romero
Steven Sullivan*

Principal
Kim Kuklenski

Superintendent
Dr. Raul Ramirez

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WELCOME

Welcome to the 2025-2026 school year at Mesa Union School, home of the Tigers! Mesa is an exemplary school with a rich tradition of serving the community. Mesa Union School has a dedicated and hard working staff, and there are numerous opportunities for our students to develop lifelong skills. We hope that you and your child participate in all that Mesa Union has to offer.

Our staff will provide a quality instructional program in a safe and nurturing environment that encourages students to develop self-confidence, independence, and a love of learning. A partnership among parents, students, and staff further promotes student success. We know the students of our community have great potential, and it requires every individual in their lives to purposefully work together for their success. We must teach them to think critically, problem solve, and to know how to access information- thereby equipping them with the necessary skills to thrive in a competitive and global society. In addition, leading with compassion and interacting positively with others sets students and our school community up for success.

We offer this handbook to acquaint you and your children with Mesa Union staff, educational programs, and community. While most of the information in this handbook will remain current throughout the year, minor changes may occur. Please take time to read the handbook thoroughly and discuss this information with your children.

The positive relationship between home and school helps to promote the well-being of our children and their learning process. We look forward to the start of the new school year and to continuing our collaboration of providing your children with an effective and engaging educational experience. As always, we will look to our families to be positive partners in their children's educational journey. **This year, we look forward to an even stronger partnership with parents and families to cultivate the success of our students. We will be asking families to partner with us to ensure regular attendance and practicing essential skills regularly at home to ensure mastery and success.** The Mesa staff has always made a priority of working together as a caring and compassionate learning community with professionalism, teamwork, action, and expertise. We put the best interests of our students at the center of our purpose. Open and clear communication between school and home is important to the success of our educational program. Happily, the school staff works hard to maintain an open line of two-way communication with families, in both English and Spanish. Families and students can keep up with information through ParentSquare, *Mesa Matters*, the weekly school newsletter that is sent out via email. If at any time a question arises, please visit or call the school office at (805) 485-1411. Please look at our website, Instagram, and Facebook pages for the latest news and updates:

School Website:
mesaschool.org

Instagram:
[@MesaUnionSchool](https://www.instagram.com/MesaUnionSchool)
[@mesa_union_supt](https://www.instagram.com/mesa_union_supt)

Facebook:
Mesa Union School District

Once again, welcome to the 2025-26 school year. We look forward to working with you and your child and to a wonderful, productive school year filled with rich academic experiences.

Dr. Raul Ramirez
Superintendent
rramirez@mesaschool.org

Kim Kuklenski
Principal
kkuklenski@mesaschool.org

SCHEDULE OF DISTRICT BOARD MEETINGS

Date: Third Tuesday of each month

Time: 6:00 P.M. (Closed Session)
6:30 P.M. (Open Session)

Place: Mesa Union School – Multi-Purpose Room

Agenda: Available online at <https://mesaschooldistrict.org/> or in the Mesa Union School office on the Friday before the meeting. Please check the district website for any updates or changes to the scheduled meetings.

VISION STATEMENT

Honor the past, live in the present, drive to the future...The Mesa Way!

MISSION STATEMENT

The Mission of Mesa Union School District is to provide a safe, nurturing environment that fosters a well-rounded foundation for lifelong successes by educating, inspiring and celebrating the minds of our student community and ensuring a better future for all.

CORE VALUES

Community

Mesa Union, a transitional kindergarten through eighth grade school district, with deep community roots, rich traditions, and modern values fostering equitable access for our students and families.

School Climate

Welcoming to a diverse group of families that provides an innovative curriculum with caring teachers who model respect for self, others, and school; where students are challenged and motivated to succeed/persevere in a warm, friendly atmosphere where Tigers Care!

Innovation

We embrace change, support teacher and student creativity using technology to stay current with evolving educational trends. Our staff is committed to the continual advancement of 21st century learners by developing competent readers, writers, mathematicians; and cultivating scientists, explorers, innovators and masterful communicators.

Academic Excellence

A truly special place where all learning styles are supported and academic excellence is more than just good grades. Teachers model lifelong learning through professional development enabling them to meet each student's needs and interests.

- Science Technology Engineering Arts Mathematics (STEAM)
- Gifted learners (G.A.T.E.)
- Visual & Performing Arts
- Athletics
- Student Clubs
- Junior High Elective Courses

The Whole Child

We are committed to meeting the needs of the whole child. We believe students deserve to be healthy, engaged, supported and challenged through hands-on learning and life experiences focused on developing well-rounded students that demonstrate critical thinking, imagination, integrity, and compassion to others.

FRAMEWORK FOR THE FUTURE

Mesa's Framework for the Future is a strategic plan for the district that is centered upon student learning. The Framework consists of a Learner Profile and Learning Model.

The Learner Profile outlines the competencies and abilities that students will be able to demonstrate when they leave Mesa after 8th grade in order to be ready for whatever lies ahead for them in the future. As importantly, it will serve as a horizon for the district's instructional program so that present and future Mesa Tigers can truly prepare for a future that is yet to be created.

The learning model defines the common approach of learning experiences used within a system to work towards the vision in the Learner Profile. The Learning Model consists of four indicators of learning experiences: personalized, authentic, competency based, and equitable & inclusive.

The Framework for the Future can be viewed at:

<https://mesaschool.org/wp-content/uploads/2022/08/Framework-for-the-Future.pdf>

Staff Directory

Certificated Staff			
Name	Assignment	Email	Room
Barroso, Jessica	Reading Support	jbarroso@mesaschool.org	24
Boniface, Amanda	3 rd Grade	aboniface@mesaschool.org	8
Buchanan, Brianna	7 th & 8 th Grade Math	bbuchanan@mesaschool.org	19
Catlett, Amy	4 th Grade	acatlett@mesaschool.org	13
Caluza, Paige	Kindergarten	pcaluza@mesaschool.org	1
Chenez, Sarah	5 th Grade	schenez@mesaschool.org	12
Davis, Cindy	6 th Grade ELA/SS	cdavis@mesaschool.org	17
Davoren, Claire	1st Grade	cdavoren@mesaschool.org	10
Fang, Chloe	3rd Grade	cfang@mesaschool.org	7
Fisher, Christie	6 th Grade ELA/Science	cfisher@mesaschool.org	16
Ford, Olivia	7 th Grade ELA/ Math/Science	oford@mesaschool.org	27
Garza, Kristine	Learning Support Specialist	kgarza@mesaschool.org	Office 3
Hernandez, Steven	4 th / 5 th Special Day Class	shernandez@mesaschool.org	5A
Hocamp, Sara	Afterschool STEAM Coordinator	shocamp@mesaschool.org	25
Inda-Ramirez, Mariela	School Counselor	minda@mesaschool.org	Office 1
Kittleson, Amy	2 nd Grade	akittleson@mesaschool.org	21
Kuklenski, Kim	Principal	kkuklenski@mesaschool.org	Office 2
Laurel, Rocio	4 th / 5 th Grade	rlaurel@mesaschool.org	6
Magdaleno, Josephine	4 th Grade	jmagdaleno@mesaschool.org	22
Malone, Laryssa	5 th Grade	lmalone@mesaschool.org	14
Martinez, Cynthia	Transitional Kinder/ Kinder	cmartinez@mesaschool.org	3
McKenna, Trice	8 th Grade ELA/SS	tmckenna@mesaschool.org	20
Morgan, Anne	Transitional Kinder	amoragn@mesaschool.org	4
Oliveras, Adell	1 st / 2 nd Grade	adeloliveras@mesaschool.org	11
Peterson, Kristine	School Nurse	kpeterston@vcoe.org	Health Office
Puga, Amabel	Kindergarten	apuga@mesaschool.org	2
Ramirez, Raul	Superintendent	rramirez@mesaschool.org	District Office
Roberson, Shannan	6 th Grade Math & Science	sroberston@mesaschool.org	15
Sandoval, Stephanie	2nd Grade	ssandoval@mesaschool.org	23
Shin, Stacy	Speech and Language Specialist	sshin@mesaschool.org	Office 6
Soto, Omar	4 th -8 th Grade PE	osoto@mesaschool.org	Boys PE Room 29
Stuart, Aaron	School Psychologist	astuart@mesaschool.org	Student Services Office
Spillane, Christina	7 th & 8 th Grade Science	cspillane@mesaschool.org	26 (Science Lab)
Torres, Daniela	Resource Specialist	dtorres@mesaschool.org	5B
Vollmert, Julee	1 st Grade	jvollmert@mesaschool.org	9
Waggoner, Michele	7 th Grade ELA/SS	mwaggoner@mesaschool.org	18
Wong, Joanne	2 nd -8 th Grade Music	jwong@mesaschool.org	Multi Purpose Room
Office Staff			
Name	Assignment	Email	Room/Department
Ramirez, Jolana	School Administrative Assistant	jolana@mesaschool.org	School Office
Orozco, Patty	Bilingual Liaison/Health Clerk Technician	porozco@mesaschool.org	Health Services
Hinojosa, Guadalupe	Office Assistant II	ghinojosa@mesaschool.org	School Office
Smith, Garret	Computer Resource Center Technician	gsmith@mesaschool.org	District Office
Torres, Brianna	Executive Assistant	btorres@mesaschool.org	District Office

Calendar and Schedule Information

2025-2026 Mesa Union School District Academic Calendar

July 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July
4 Independence day

August 2025						
Su	M	Tu	W	Th	F	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August (9)
12-13 Professional Development Day
14, 15 & 18 Teacher Prep Day
19 First Day of School

September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September (21)
1 Labor Day (No School)
10 Back to School Night (Early Dismissal)

October 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October (23)
6 First Full Day for TK/K (Dismissal @ 2:40)

November 2025						
Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November (13)
3-7 Conferences (Early Dismissal)
10 Professional Development Day (No School)
11 Veterans Day (No School)
24-28 Fall Break (No School)

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December (15)
22-31 Winter Break (No School)

Quarter/Semester/Trimester

End of Quarter (45 days)-10/21, 1/16, 3/25, 6/5
End of Semester (90 days)-1/16, 6/5
End of Trimester (60 days)-11/13, 3/3, 6/5

January 2026						
Su	M	Tu	W	Th	F	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January (18)
13-2 Winter Break (No School)
5 Professional Development Day (No School)
19 Martin Luther King Jr. Holiday (No School)

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February (19)
16 President's Day (No School)

March 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March (21)
9 Professional Development Day (No School)

April 2026						
Su	M	Tu	W	Th	F	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April (16)
3-10 Spring Break (No School)
29 Open House (Early Dismissal)

May 2026						
Su	M	Tu	W	Th	F	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May (20)
25 Memorial Day (No School)

June 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June (5)
5 Last Day of School (Early Dismissal)
19 Juneteenth Holiday



Instructional Hours
TK-3 8:25-2:40
4-8 8:10-2:50
Early Dismissal
TK-3 8:25-12:25
4-8 8:10-12:35

Calendar Reflects 180 Instructional Days

Board Approved: 2/18/2025

2025-26 BELL SCHEDULE

TK/K

TK/ Kindergarten - Regular Dismissal (8/19/25-10/3/25)		TK/ Kindergarten - Regular Dismissal (10/6/25-6/5/26)		TK/ Kindergarten - Early Dismissal	
8:25	School Begins	8:25	School Begins	8:25	School Begins
8:25-9:50	Instruction (85 Minutes)	8:25-9:50	Instruction (85 Minutes)	8:25-9:30	Instruction (65 Minutes)
9:50-10:05	Recess (15 Minutes)	9:50-10:05	Recess (15 Minutes)	9:30-9:45	Recess (15 Minutes)
10:05-11:15	Instruction (70 Minutes)	10:05-11:15	Instruction (70 Minutes)	9:45 -10:40	Instruction (55 Minutes)
11:15-11:50	Lunch (35 Minutes) 11:15-11:35 eat first 11:35-11:50 play second	11:15-11:50	Lunch (35 Minutes) 11:15-11:35 eat first 11:35-11:50 play second	10:40-11:15	Lunch (35 Minutes) 10:40-11:00 eat first 11:00-11:15 play second
11:50-1:00	Instruction (70 Minutes)	11:50-1:15	Instruction (85 Minutes)	11:15-12:25	Instruction (70 Minutes)
		1:15-1:25	Recess (10 Minutes)		
		1:25-2:40	Instruction (75 Minutes)		
Total Minutes: 225 min		Total Minutes: 315 min		Total Minutes: 190 min	

1st

1st Grade - Regular Dismissal		1st Grade - Early Dismissal	
8:25	School Begins	8:25	School Begins
8:25-9:50	Instruction (85 Minutes)	8:25-9:30	Instruction (65 Minutes)
9:50-10:05	Recess (15 Minutes)	9:30-9:45	Recess (15 Minutes)
10:05-11:15	Instruction (70 Minutes)	9:45 -10:40	Instruction (55 Minutes)
11:15-11:50	Lunch (35 Minutes) 11:15-11:35 eat first 11:35-11:50 play second	10:40-11:15	Lunch (35 Minutes) 10:40-11:00 eat first 11:00-11:15 play second
11:50-1:15	Instruction (85 Minutes)	11:15-12:25	Instruction (70 Minutes)
1:15-1:25	Recess (10 Minutes)		
1:25-2:40	Instruction (75 Minutes)		
Total Minutes: 315 min		Total Minutes: 190 min	

2nd

2nd Grade - Regular Dismissal		2nd Grade - Early Dismissal	
8:25	School Begins	8:25	School Begins
8:25-9:50	Instruction (85 Minutes)	8:25-9:30	Instruction (65 Minutes)
9:50-10:05	Recess (15 Minutes)	9:30-9:45	Recess (15 Minutes)
10:05-11:40	Instruction (95 Minutes)	9:45-11:35	Instruction (110 Minutes)
11:40-12:15	Lunch (35 Minutes) 11:40-12:00 eat first 12:00-12:15 play second	11:35-12:10	Lunch (35 Minutes) 11:35-11:55 eat first 11:55-12:10 play second
12:15-1:30	Instruction (75 Minutes)	12:10-12:25	Instruction (15 Minutes)
1:30-1:40	Recess (10 Minutes)		
1:40-2:40	Instruction (60 Minutes)		
Total Minutes: 315 min		Total Minutes: 190 min	

3rd

3rd Grade - Regular Dismissal		3rd Grade - Early Dismissal	
8:25	School Begins	8:25	School Begins
8:25-10:25	Instruction (120 Minutes)	8:25-9:50	Instruction (85 Minutes)
10:25-10:40	Recess (15 Minutes)	9:50-10:05	Recess (15 Minutes)
10:40-11:40	Instruction (60 Minutes)	10:05-11:35	Instruction (90 Minutes)
11:40-12:15	Lunch (35 Minutes) 11:40-12:00 eat first 12:00-12:15 play second	11:35-12:10	Lunch (35 Minutes) 11:35-11:55 eat first 11:55-12:10 play second
12:15-1:30	Instruction (75 Minutes)	12:10-12:25	Instruction (15 Minutes)
1:30-1:40	Recess (10 Minutes)		
1:40-2:40	Instruction (60 Minutes)		
Total Minutes: 315 min		Total Minutes: 190 min	

4th/5th

4th/5th Grade MON/FRI		4th/5th Grade - Regular Dismissal TUES/THURS		4th/5th Grade - Early Dismissal (same schedule for parent conference week)	
8:10	School Begins	8:10	School Begins	8:10	School Begins
8:10-10:25	Instruction (135 Minutes)	8:10-10:25	Instruction (135 Minutes)	8:10-9:50	Instruction (100 Minutes)
10:25-10:40	Recess (15 Minutes)	10:25-10:40	Recess (15 Minutes)	9:50-10:05	Recess (15 Minutes)
10:40-12:25	Instruction (105 Minutes)	10:40-12:25	Instruction (105 Minutes)	10:05-11:45	Instruction (100 Minutes)
12:25-1:00	Lunch (35 Minutes) 12:25-12:40 play first 12:40-1:00 eat second	12:25-1:00	Lunch (35 Minutes) 12:25-12:45 eat first 12:45-1:00 play second	11:45-12:20	Lunch (35 Minutes) 11:45-12:00 play first 12:00-12:20 eat second
1:00-2:50	Instruction (110 Minutes)	1:00-2:50	Instruction (110 Minutes)	12:20-12:35	Instruction (15 Minutes)
Total Minutes: 350 min				Total Minutes: 215 min	

6th/7th/8th

6th/7th/8th Grade -Regular Dismissal MON/ FRI (traditional)		6th/7th/8th - Regular Dismissal TUES/ THURS (block)		6th Grade - Early Dismissal		7th/8th Grade - Early Dismissal	
8:10-8:15	Homeroom (5 Minutes)	8:10-8:15	Homeroom (5 Minutes)	8:10-8:15	Homeroom (5 Minutes)	8:10-8:15	Homeroom (5 Minutes)
8:15-9:10	1- Instruction (55 Minutes)	8:15-9:54	1/2- Instruction (98 Minutes)	8:15-9:06	1 - Instruction (51 Minutes)	8:15-9:06	1 - Instruction (51 Minutes)
9:12-10:08	2- Instruction (56 Minutes)			9:06-9:21	Nutrition	9:06-9:21	Nutrition
10:08-10:23	Nutrition	9:56-10:41	7 - Instruction (46 Minutes)	9:23-10:14	2 -Instruction (51 Minutes)	9:23-10:14	2 -Instruction (51 Minutes)
10:25-11:21	3- Instruction (56 Minutes)	10:41-10:56	Nutrition	10:16-11:07	5 - Instruction (51 Minutes)	10:16-11:07	3 - Instruction (51 Minutes)
11:23-12:19	4- Instruction (56 Minutes)	10:58-12:36	3/4- Instruction (98 Minutes)	11:07-11:42	Lunch (35 Minutes) <i>11:07-11:27 eat first</i> <i>11:27-11:42 play second</i>	11:07-11:42	Lunch (35 Minutes) <i>11:07-11:27 eat first</i> <i>11:27-11:42 play second</i>
12:19-12:54	Lunch (35 Minutes) <i>12:19-12:39 eat first</i> <i>12:39-12:54 play second</i>	12:36-1:11	Lunch (35 Minutes) <i>12:36-12:51 play first</i> <i>12:51-1:11 eat second</i>	11:44-12:35	6 - Instruction (51 Minutes)	11:44-12:35	4 - Instruction (51 Minutes)
12:56-1:52	5- Instruction (56 Minutes)	1:13-2:50	5/6- Instruction (97 Minutes)	CORE ACADEMIC CLASSES (ELA, MATH, SCIENCE, SOC STDS)		CORE ACADEMIC CLASSES (ELA, MATH, SCIENCE, SOC STDS)	
1:54-2:50	6- Instruction (56 Minutes)						
Total Minutes: 340 min		Total Minutes: 344 min		Total Minutes: 209 min			

Family/Parent Partnership & School/ Community Organizations

Family/ Parent Partnerships

Cultivating strong partnerships between school and families positively impacts student achievement and well-being, fosters greater equity, and are pillars of thriving school communities. Regular involvement in your child's education emphasizes the development of an intentional and ongoing relationship. Through this relationship, both parents and teachers can enhance children's learning and development, as well as address any obstacles to learning. By being an involved partner in your child's education, they know that they have a team of people supporting them which leads to the following benefits for students:

- Improved behavior and fewer discipline issues
- Lower rates of student anxiety, aggression, and depression
- Better grades, attendance rates, test scores, and increased likelihood that students go to college or a postsecondary program
- Improved health, social and emotional well-being, and social and cognitive skills
- Greater sense of safety, security, and trust

There are many ways you can be involved. One of the simplest and most effective ways is regular communication and oversight. We ask that all parents/ guardians do the following consistently:

- ensure that your child has regular attendance. Mesa Union defines regular attendance as missing no more than seven days in a school year
- ensure that your child regularly practices the essential skills at each grade level at home daily. These essential skills will be shared with you by your child's teacher.
- promote literacy by ensuring that your child reads daily
- review the importance of following school rules and respectful interactions
- discuss and model compassion and empathy
- monitor your child's cell phone and social media use
- establish and maintain an evening and morning routine on school days
- check your child's agenda and/or homework
- help organize your child's backpack, binder, etc
- discuss what your child is currently learning in each subject area
- review all communication from school staff

In addition, there are other ways that you can partner with the school to support your child, staff, and our school community. Mesa Union School staff and students benefit from the generous support of family and community volunteers. You can learn more about the many ways families can partner with the school staff by visiting the Mesa web site at <http://mesaschool.org>. Some of the groups that help our students excel are described below. If you wish to become involved with any of them, please contact the organization president or the school principal.

Parent Faculty Organization (PFO)

**Slate of Officers
2025-26**

<u>Office</u>	<u>Name</u>
President:	Cynthia Gonzalez
Vice-President:	Steve Lee
Secretary:	Malinda Samaniego
Treasurer:	Carlos Gonzalez
Administration Representative:	Kim Kuklenski
Faculty Representatives:	To be announced

Everyone is encouraged to attend meetings and lend their support to this invaluable organization. <http://mesapfo.org>

Migrant Parents and District English Learner Advisory Committees

These important groups advise the principal in matters concerning the migrant and English learner instructional programs. They provide guidance in areas of budget, need and in community relations. District English Language Advisory Committee (DELAC) meetings are open to all parents of English language learners. The purpose of the DELAC is to advise the district on programs and services for English learners outlined in the Local Control Accountability Plan. Meetings are open to all parents of English Language learners.

Parent Advisory Council (PAC)

The Parent Advisory Council (PAC) advises the MESA Union Board of Education of parents' perspectives and provides recommendations about school district issues. The Board of Trustees has created the PAC as a formal way to include parent perspectives in the district's decision-making process. PAC members actively reach out to engage families in district policy discussions and to represent parent concerns to district leaders. The PAC also supports parents to participate in school site and district-level governance. The meetings are open to all parents and community members.

School Wide Expectations and Norms

ATTENDANCE

For students of all ages, every day counts! Regular attendance is vital to a student's success in school. Students who attend school regularly are more likely to succeed academically, to enjoy school more, and to feel more part of the school community. Every minute in school also counts! Students that arrive late miss valuable instructional time at the start of each school day that can not be made up. California law requires that students attend school regularly and punctually. Any day or hour absent is a missed learning opportunity.

In addition, Mesa Union's programs that support learning for all students are driven by funds the district receives from the state of California. Schools do NOT receive funding even if the absence is excused. Schools in California are funded on Average Daily Attendance (ADA). ADA is the primary funding source for all schools in California. Any absence is a loss of revenue as well as instructional opportunities. Each student absence, excused or not, costs the school approximately \$55 per day, per student. This can add up quickly. Families can promote student success by limiting absences to illness or medical appointments that cannot be scheduled outside of the school day.

EXAMPLES OF EXCUSED ABSENCES:

- Illness
 - Illness is defined as (fever 99.5° or more, your child must be fever free for twenty-four hours before returning to school), persistent runny nose with yellow/green mucus discharge, rashes (unless there is a note from your physician stating that your child is not contagious), vomiting (if your child is sent home vomiting he/she needs to be vomit free for twenty-four hours before returning to school), diarrhea (if your child is sent home from school with diarrhea he/she needs to be diarrhea free for twenty-four hours before returning to school), the benefit of mental or behavioral health, and medical/dental appointments (doctor's note required for verification),
 - If a child is absent due to illness for more than three days, please provide a doctor's note.
- Funeral services (1 day for local services, 3 days for out of state services)
- Religious or cultural ceremony, educational conferences, court appearances (all of which must be verified by attendance clerk)
- Military reunification whereas a parent is returning from deployment or is being called to duty
- Student's naturalization ceremony

Any absence not meeting the above criteria is considered unexcused.

If an absence is not reported by a parent, it is considered unverified and therefore unexcused.

EXCUSED ABSENCES BY PARENT REPORT:

A parent may report their child as ill for a total of 7 days during a school year. After the 7th day, the school has the right to request a doctor's note to verify the absence or to ask the parent to bring the child to school and be checked out by the health technician to determine if he/she is fit to attend school. If you take your student to the doctor for an illness, please remember to ask the doctor's office for an excuse note. Absences accompanied by a doctor's note do not count towards the 7 allowable absences by parent. In addition, after the 7th day, a parent will not be allowed to excuse an absence without proper documentation (ie: doctor's note).

EXCESSIVE/ UNEXCUSED ABSENCES

Unexcused absences can lead to a student being cited for truancy, a violation of state attendance laws. At or after the 3rd unexcused absence, the parent will be sent home a letter informing them of the SARB (School Attendance Review Board) process beginning. Upon the 6th unexcused absence, the parent will be sent home a 2nd SARB letter and must attend a meeting with the school principal to discuss the student's attendance. Upon the 9th unexcused absence, the parent will be sent a 3rd SARB letter and be referred to the district for a SARB meeting. The mission of the SARB is to help students stay in school, attend school regularly and graduate. SARB is a community-based effort to bring together

resources to assist families with attendance and truancy issues. The SARB level is the district's last chance to keep students and families out of the court system. The Ventura County SARB seeks to reduce the problem of truancy in our community.

PUNCTUALITY:

Being on time to school is essential to student success and helps start the day off right. **4th-8th grade students should aim to be at school no later than 8:05am.** The first bell rings at 8:08am. The tardy bell rings and instruction starts at 8:10am. **TK-3rd grade students should aim to be at school no later than 8:20am.** The first bell rings at 8:23am. The tardy bell rings and instruction starts at 8:25am.

EXCUSED/UNEXCUSED TARDIES:

Parents, if your child is tardy, they must first go to the office to get a tardy slip before being allowed into class. Please do not walk your child directly to the classroom if they are tardy. Excused tardies are those for causes listed in the California Education Code and include illness, medical appointments, death in the family, specific religious reasons, and required appearance in court. If a child has more than three tardies related to illness, you may be asked to provide a parent and/or doctor's note. If a child has a standing medical appointment which will make them tardy, please provide a doctor's note. A tardy for any reason other than those listed above is unexcused. Education Code Section 48260 defines a truant as a pupil who has missed more than 30 minutes on three days without a valid excuse in one school year. If a student has 3 tardies that are 30 minutes or more, that is equal to one unexcused absence and is included in the SARB accounting of unexcused absences.

VERIFY AN ABSENCE:

When your child is absent, a parent/guardian is required to verify a child's absence within 24 hours. To verify an absence, a parent/guardian must call 805-485-1411, send a note, email the school office at jolanaramirez@mesaschool.org, or send notification through the ParentSquare App in order to validate the reason for the child's absence. You must leave your child's name, teacher's name, the reason for the absence, the date of the absence and your name to verify that it was a parent/guardian.

STUDENT EARLY SIGN-OUT PROCEDURES:

To help us accurately account for individuals on campus, maximize valuable instructional minutes, and ensure safety, students will **NOT** be dismissed early the last 30 minutes of the day:

- On regular dismissal days, students will **not be released early after 2:20pm.**
- On minimum days, students will **not be released early after 12:05pm.**

We are asking that you schedule appointments well after the dismissal time when able to or pick up your child prior to that 30 minute window at the end of the day.

If it is necessary for a parent or person listed on a child's emergency card to sign out a child during school hours, the person will be required to sign the log in the office, show valid photo identification (if staff does not recognize the individual as a parent or person listed on the child's emergency card) before your child will be called from class to the office. For the safety and protection of all students, parents must either provide written approval to the school for another person to pick up or the school must make contact with a parent when *anyone other than a parent* is picking a student up from school before the end of the school day. Even when an individual listed on the emergency card is picking up a student, we must have verification from the parent.

Should someone other than those listed as an emergency contact come to pick up a student prior to the end of the school day, approval must be **made in writing** from the child's parent. This can be done via email or by sending in a handwritten note to the office. Having an email/ note ahead of time can help streamline the checkout procedure, as we will not have to initiate contact with a parent, while the individual waits in the office.

SAFE AND SUPERVISED ARRIVALS AND DEPARTURES

The safety of your child at school begins with adult supervision. Supervision starts for students at 7:45 and ends 15 minutes after their school day is complete. **Students may arrive at school no earlier than 7:45.** It is the responsibility of the family to arrange transportation that gets children to and from school when appropriate supervision is present.

MORNING DROP OFF:

Students may be dropped off in the two semi-circles in front of the school. Please be aware that this a loading zone, and no parking or unattended vehicles is permitted in the semi-circles. If you wish to walk your child to the gate, please park in a designated parking space in the first parking lot (near the middle school wing) and walk to the gate with your child. Due to safety concerns, children should not be dropped off in the parking lot and walk across the parking lot by themselves.

AFTERNOON PICK UP:

Due to safety concerns, adults picking up a student must park in a designated parking space in the first parking lot (near the middle school wing) and walk to the front of the school to pick up their child. Please do not have your child walk through the parking lot by themselves. Students may also be picked up in the loading zones in front of the school. Please be aware that this a loading zone, and no parking or unattended vehicles are permitted in the loading zones.

STUDENT DISMISSAL PROCEDURES:

Students will be released only to persons listed on the child's contacts/emergency contacts. If a parent has not given us prior notification to release their child to another adult, the child will not be released to that adult. Adults must have a photo ID to show when picking up a student. When a student is being picked up by a new or unfamiliar individual designated on the contacts/emergency contacts or per parent/guardian permission, a valid photo ID must be checked. The name on the ID must match the name on the contacts or the name provided by the parent/guardian. The photo must match the individual picking up the child. If the individual does not have a valid ID or the information does not match, staff will notify the school office/ administration immediately.

STUDENT HEALTH AND WELL-BEING

While the staff's goal is to promote good attendance, contagious illnesses are easily spread at school. If a child has a fever or any other illness of a contagious nature, please keep him or her at home until she/he is well. A child may return to school once they have been fever free for a minimum of 24 hours and all other symptoms have improved.

Sometimes children become sick at school. When this happens, office staff takes the child's temperature. If a fever is apparent, staff will call parents to come and take the child home. If parents cannot be located, staff will call an alternate name listed on the child's emergency card.

COVID-19 HEALTH AND SAFETY PROTOCOLS:

If a student tests positive, they should stay home if they have COVID-19 symptoms, until fever free for 24 hours without using fever reducing medication AND other COVID-19 symptoms are mild and improving.

Mesa will continue to follow the guidance from Ventura County Public Health in decision-making.

The school does not provide insurance to cover accidents that occur at school. However, parents may obtain optional insurance for a fee. Interested parents may ask office staff for a brochure describing the student accident insurance program or seek this information online at <http://www.studentinsuranceusa.com>.

Hearing and Vision Screening is given periodically at certain grade levels through Ventura County Office of Education personnel. School staff will notify families when screening is to occur.

Immunization Review:

The physical exam can be done by your physician or, if eligible, by a Health Department Clinic.

The Mesa Union School District requires that immunizations are verified by the school secretary at school before a child can enter school. To verify the dates of immunizations, parents must bring a health card from the child's doctor, the Health Department, or an International Health Card which lists the immunization dates. Periodically, the California State Department of Health requires additional immunizations for students. Staff will contact parents in advance of these requirements.

Medication:

The State Law and our District policy specifies that children may never bring any type of medication to school. When parent and physician permission is granted in writing, an adult must bring the medication to the office, where it will be administered only under the supervision of office staff. This includes any type of pills, (aspirin, vitamins, cough drops, etc.) and all prescribed or over the counter medications. Parent's and the doctor's written permission will be kept on file at school. Include the name of the medication and the reason for its use. Medication must be and will be accepted only in a pharmacy-labeled container.

CAFETERIA

Mesa Union students may enjoy nutritious meals in the school cafeteria, which is managed by Debbie Sussex. Find out what's on the menu at <https://mesaschool.org/bellschoolcalendar/>. Mesa Union School is dedicated to serving our students healthy menu options every day that meet the standards set forth by the United States Department of Agriculture (USDA) in conjunction with the National School Breakfast and Lunch Program (NSLP).

As a participant in the National School Lunch Program, the USDA has extended free meals to all students through June 30, 2026. Please complete the 2025-26 Income Survey at the beginning of the school year through the Online Annual Update/ Re Enrollment. This information provides many benefits to qualifying households as well as needed funding for Mesa Union School and students. Thank you.

SCHOOL SAFETY PLAN

The Mesa Union School Safety Committee has written a School Safety Plan. This plan describes what steps are to be taken to ensure student safety at all times, including how staff and students are to respond to emergency situations. The plan is available online at <https://mesaschool.org/safety-preparedness/>. Mesa Union will need each family's support, cooperation and patience in case of emergency. We share the responsibility for your child. If staff ever needed to evacuate the campus, we would follow one of the following two plans:

Plan A:

In the event students are unable to go home, we shall use Plan A. The staff and administration shall remain with children at Mesa Union School. If this plan is used, we will be unable to release any child to a friend or neighbor without a specific note authorizing school staff to relinquish control of the child.

Plan B:

If there is time and the highways are accessible, students will be taken off campus by school bus. Drills will help students evacuate quickly and safely. When students are taken home, it will be necessary to return them to their regular bus stops. We advise all parents to make arrangements with neighbors to share the responsibility of standing in as a parent during the period of emergency. It will be a necessity for each child to have a specified emergency destination and for the child to know where s/he is to go.

LOST AND FOUND

Please label all sweaters, jackets, backpacks, lunch pails, etc. so they can be easily identified. Stray belongings find their way into the lost and found, which is located near the front entrance. Parents are encouraged to go through found items if their children are unable to locate them. Unclaimed items will be donated to local charities periodically throughout the school year.

PARTY INVITATIONS

Invitations must be passed out outside of school unless inviting the entire class.

CLASSROOM VISITATIONS

All visitors, including parents, must sign in at the school office upon entering campus. This policy is for the protection of students. Staff has established a set of guidelines that allow for visits without disrupting the learning environment. Please contact the teacher in advance to establish a day and time for the visit. On the day of the visit, please observe the following regulations:

1. Sign in and pick up a visitor's badge in the office.
2. Enter and leave the room quietly.
3. Do not converse with the teacher or students during class time.
4. Limit your visit to 20-30 minutes, or time agreed upon with the teacher.
5. Remember to silence any cell phones.
6. Be confidential to protect the rights of students and teachers.

PARENT VOLUNTEERS

Parent volunteers are welcomed and play an integral part in our students' education. Please note that there are two types of volunteers; **Type I** and **Type II**. To view the parent volunteer application and matrix, please go to the school website.

In order to be cleared as a parent volunteer you must complete the following:

- Submit a volunteer application (available in the school office)

Certain volunteer activities will also have the following requirements:

- Fingerprinted (*paid for by district*)
- TB Tested (*paid for by district*)

VOLUNTEER MATRIX

Definition of a Volunteer: A volunteer is an adult 18 years or older (and not a current student attending any TK-12 schools) who assists at a school site or program on a regular or semi-regular basis before, during or after school hours. There are two types of volunteers.

Type I: Student Contact Volunteers

Activities	Fingerprint Clearance	Tuberculosis (TB) Clearance	Volunteer Application
Classroom support supervised by certificated staff (<i>working with students 1:1 or in small group</i>)	Yes	Yes	Yes
Extra-curricular (<i>including athletic coaches</i>)	Yes	Yes	Yes
Driver of students	Yes	Yes	Yes
Chaperone for overnight field trip	Yes	Yes	Yes

Type II: Non-Student Contact Volunteers

Activities	Fingerprint Clearance	Tuberculosis (TB) Clearance	Volunteer Application
In school administration office	No	No	Yes
Prep for teachers outside the classroom	No	No	Yes
On school grounds for building or grounds repair	No	No	Yes
Committee members	No	No	Yes

Middle School Procedures

MIDDLE SCHOOL BLOCK SCHEDULE

Grades 6, 7, and 8 are on a modified block schedule. Monday and Fridays consist of a traditional schedule where students attend all 6 of their core and elective classes. Tuesday and Thursday consist of a block schedule where students attend three of their six classes for an extended period. The block schedule allows for fewer classes per day, but longer class periods to maximize instructional time. The schedule includes core academic subjects, PE, and electives. Included on the block schedule is a Multi Tiered System of Supports (MTSS) period that allows for Language Arts and Mathematics instruction to be differentiated to better meet the learning needs of all students. Wednesdays/minimum days focus on the four core academic classes (Language Arts, Mathematics, Science, and Social Studies). Please review the bell schedule on page 7 for the specific schedules.

MIDDLE SCHOOL DISCIPLINE SYSTEM

Mesa Union School is committed to a student behavior management system focused on providing Positive Behavior Intervention(s) and Supports. While this emphasizes highlighting positive behaviors of students, we all recognize the need for a balanced approach that not only celebrates student success, but also holds students accountable for their poor choices with appropriate consequences.

Teachers will utilize their own classroom behavior management system to both celebrate behaviors demonstrating our Guidelines for Success and to provide appropriate consequences for not following school/class rules. Disciplinary Referrals will be used to assign an appropriate consequence. One of these consequences is detention or campus beautification during nutrition and/or lunch. Parents of students that earn a Disciplinary Referral will receive a phone call or email notifying them of the infraction and consequence, and receive a copy of the Disciplinary Referral. The Disciplinary Referral will then be recorded and tracked in the student's file.

Activities such as assemblies, school events, and athletic activities are a privilege and can be rescinded for not maintaining academic and/or behavior expectations at the discretion of the teachers/administration.

PROMOTION CEREMONY REQUIREMENTS

Each June, the community celebrates the eighth grade class with a promotion ceremony. In order for eighth graders to be eligible to participate in the promotion ceremony they must maintain passing grades as follows:

1. Students must maintain passing grades during the eighth grade year.
2. Students must have fewer than eight (8) unexcused absences during the eighth grade year.

*Please note that a student may also be denied participation in the promotion ceremony due to disciplinary infractions.

EIGHTH GRADE ACTIVITY REQUIREMENTS

All 8th grade students are held to an academic/ behavior agreement in order to participate in activities and the promotion ceremony. Students not meeting the requirements of the contract will be placed on the "Restriction List."

Students will be placed on the Restriction List for the following reasons:

- Severe (suspensions) and/or frequent or chronic disciplinary infractions.
- Failing grades - F's in any class.
- Excessive absences

Once placed on the Restriction List for disciplinary reasons, a student can remain there until the end of the year. An 8th grade student placed on the Restriction List during the 8th grade year may be placed on Probation. Probation means a student can be denied participation in activities including, but not limited to:

- 8th Grade Winter Banquet

- Field Trips
- School Events
- Class Celebrations
- Magic Mountain Trip
- End of Year Party
- Promotion Ceremony

Removal from Probation will require the consensus of a majority of the middle school teachers and the principal that significant improvement in effort and/or behavior is evident and being maintained.

VALEDICTORIAN/SALUTATORIAN

Mesa staff uses the following policy to select Valedictorian/Salutatorian Awards:

1. The title for the top graduates of Mesa Union School will be Valedictorian and Salutatorian, respectively.
2. Ties for both awards will be allowed.
3. The grading period will be the cumulative record from the seventh and eighth grade years
4. In calculating grade point average, all academic subject grades including Physical Education (PE) will be worth four points each based on the following standards:

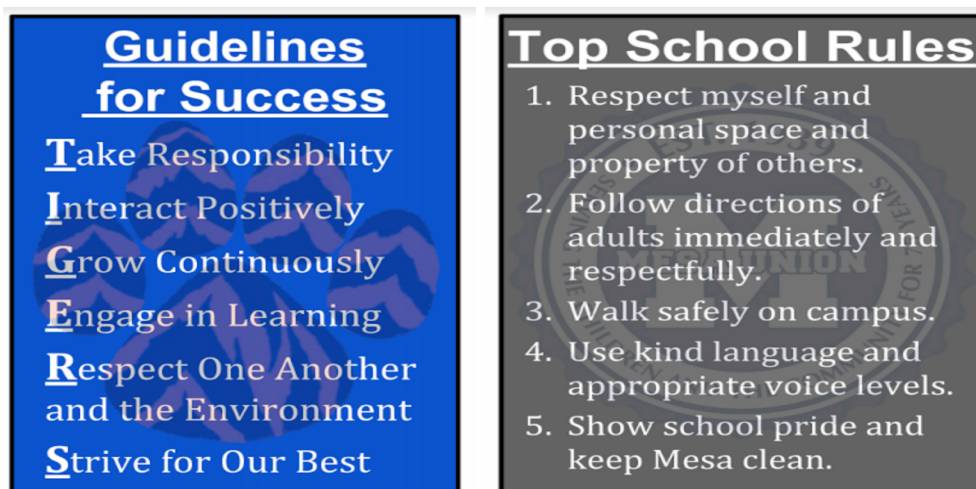
A = 4.00	B+ = 3.33	C+ = 2.33	D+ = 1.33	
A- = 3.66	B = 3.00	C = 2.00	D = 1.00	F = 0.00
	B- = 2.66	C- = 1.66	D- = 0.66	

5. Excellence in conduct and work habits must be maintained to be eligible for Valedictorian/ Salutatorian honors. Students that have unsatisfactory conduct may not be eligible for the honor and distinction of Valedictorian/ Salutatorian.
6. A committee made up of teachers and an administrator will meet to determine and verify the selection process.
7. Students who attend off campus Physical Education programs, such as tennis, swimming, etc., will be responsible for their coach to submit a PE grade prior to the due date as the rest of the academic grades. Failure to submit a grade on time will result in a Pass/Fail grade being entered with a 0.00 point value being assigned.
8. Upon Promotion, students who have earned Honor Roll (GPA>3.5) for each of the eight (8) quarters of their 7th and 8th grade year will be especially honored. Other academic and departmental awards that are presented throughout the school year and/or at Promotion will be up to the discretion of the Junior High Committee.

Civil and Responsible Students

STUDENT BEHAVIOR

Mesa Union School believes the behavior of students should reflect standards of good citizenship. Self-discipline and motivation is one of the important goals of education. Students are expected to respect adults and reflect consideration for the rights and privileges of others. Our core values influence how we interact as a compassionate community. Below our Guidelines for Success and Top School Rules:



POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

The broad purpose of PBIS is to improve the effectiveness, efficiency and equity of schools. PBIS improves social, emotional and academic outcomes for all students.

Mesa Union School is committed to meet the behavioral and social emotional needs of our students.

CHAMPS and Restorative Practices are two models that provide a proactive and supportive approach to improve school safety and promote positive behavior.

CHAMPS Overview:

CHAMPS is designed to improve safety and civility across all school settings, and lay a foundation to engage students and enhance learning.

The goal is to help all students behave responsibly and respectfully.

CHAMPS beliefs include:

1. All students must be treated with dignity and respect.
2. Students should be taught the skills and behaviors necessary for success.
3. Motivation and responsibility should be encouraged through positive interactions and building relationships with students.
4. Student misbehavior represents a teaching opportunity.

Restorative Practices Overview:

Restorative Practices is an approach to school discipline that strengthens and repairs relationships between individuals as well as social connections within communities. It provides a way for families, schools and communities to ensure accountability and repair the harm caused by someone's misbehavior. It requires students to think about themselves and how they deal with others and to work on developing healthy relationships and learning how to manage conflict in a healthy manner. It allows for students to develop self-discipline and self-awareness and promote positive behavior in a caring, supportive environment. Restorative practices promote inclusiveness, relationship-building and problem-solving, through such restorative methods as circles for teaching and conflict resolution.

SCHOOL-WIDE BEHAVIOR EXPECTATIONS & NORMS

I. Yard Rules

1. Stay in supervised areas only:
 - a. Blacktop
 - b. Play structure
 - c. Grass field
 - d. Cafeteria/snack area
 - e. No students in kindergarten courtyard during recesses or lunch
 - f. Go to the office only with permission of supervising adult
 - g. Leave supervised areas only with permission of supervising adult
2. Demonstrate good sportsmanship
 - a. Hands and feet to yourself
 - b. No contact sports (two finger touch only for tag and football)
 - c. No roughhousing
 - d. No name-calling or insults
3. When in a disagreement with another student:
 1. **Talk** to the person about the problem and ask them to stop.
 2. **Warn** them - "I don't like it when" and warn that you will report them to the teacher.
 3. **Report** the problem to the teacher if the problem continues.
4. Snacks must be eaten in designated areas only:
 - a. TK-5: cafeteria only
 - b. Jr High: cafeteria only
5. Stop all activity at the bell, freeze immediately, hold the balls, AFTER the whistle walk to line up

II. Primary Playground

1. No running or playing tag on play structure
2. Slide
 - a. One person on slide at a time
 - b. One student at the top of the slide
 - c. The line waits at the white "arch"
 - d. Downward motion only-no climbing up slide
 - e. Sitting with feet first to go down
 - f. No jumping off the side of slide
 - g. No jumping and running on bridge
3. No climbing on top of rings and monkey bars
 - a. Hands only in rings - no feet and no hanging upside down
4. Swings
 - a. Swinging in backward and forward direction only
 - b. Sitting - no standing
 - c. No jumping from swing
 - d. No pushing others
 - e. Chains of swings must remain down (no rolling up to shorten)
 - f. Count to a hundred slowly when waiting your turn for the swing
 - g. Stay outside out yellow rectangle surrounding swings

III. Blacktop

1. No running on blacktop (unless involved in an organized game such as basketball or dodge-ball)
2. No kicking balls on blacktop
3. No tennis balls, baseballs, or softballs can be used on the handball courts or walls

IV. Grass Field

1. Running is permitted in grass area only
2. Tag should be played on grass area only (two finger touch only)

3. Playing catch should be done on the grass area only
4. Kicking balls is permitted on grass
5. Stay out of muddy areas

V. Playground Equipment

1. All balls and equipment must be returned to the correct storage bins.
2. Do not take balls/equipment from other students or classes
3. If a ball goes over the fence, notify a supervising adult
 - a. Students are NOT allowed to jump the fence or go into unsupervised areas to retrieve a ball.
4. Jr High Basketball Equipment
 - a. All basketballs must be returned to the basketball cage at the end of recess

Consequences for inappropriate PLAYGROUND AND FIELD Behavior:

1st offense: WARNING

2nd Offense: Asked to leave area or game

3rd OFFENSE: Sit out at recess

- Repeat offenders will be referred to administration

VI. Cafeteria Rules

1. Eat at assigned tables
2. Remain in seat (raise your hand if you need to leave your seat for any reason)
3. Do not throw food, paper or other objects
4. Clean up after yourself in order to be excused- no food/trash left on table or floor
5. Follow all recycling procedures - prepare your tray
6. Use appropriate voice levels (no yelling)

Consequences for inappropriate CAFETERIA behavior:

1st offense: WARNING

2nd Offense: Asked to leave area or table

3rd OFFENSE: Sit out at recess/help clean cafeteria

- Repeat offenders will be referred to administration

VII. Bathroom Rules

1. Bathrooms are to be used for personal necessity needs ONLY
2. Throw all trash in trash bins
 - a. Do NOT throw/flush paper towels in the toilets or sinks
3. Throw all feminine products in trash bins
4. No loitering in bathroom
5. No playing in the bathroom
6. No use of electronic devices in the bathroom
7. No destruction or defacing of school property

VOICE LEVELS

Mesa Union has established school wide voice level expectations. Below is the defined expectations and examples:

<u>Voice Level Expectations:</u>	<u>Maximum Voice Levels Allowed</u>
0 - No Talking	<u>Waiting in Line Outside Cafeteria:</u> Level 1
1 - Whisper	<u>Inside Cafeteria for Nutrition/ Lunch:</u> Level 2
2 - Quiet Conversation/ Table Talk	<u>Outside Play Areas:</u> Level 4
3 - Presentation Voice	<u>Bathrooms:</u> Level 2
4 - Outside Voice	<u>Jr High Quad:</u> Level 2
	<u>Library:</u> Level 1

SUSPENDABLE AND EXPELLABLE OFFENSES

- A. The following are considered severe or serious infractions of school rules and policies at Mesa School:
 - 1. Willful disobedience or disrespect
 - 2. Stealing or extortion
 - 3. Destroying or defacing school property
 - 4. Smoking/Alcohol or Drugs
 - 5. Fighting
 - 6. Possession of drugs
 - 7. Weapons
 - 8. Harassment
 - 9. Profanity and/or obscene gestures
- B. Consequences for these offenses will be parent contact and administrator follow-up related to offense, campus beautification, detention, suspension, expulsion (as required by law) and/or police contact.

BULLYING

Mesa Union School recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation. (For more information please refer to MUSD Board Policy BP 5131.2 Students.)

INTERVENTION

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so.

When appropriate, based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate.

DISCIPLINE

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

PUBLIC DISPLAY OF AFFECTION

Mesa Union School District recognizes their obligation to provide a safe and secure learning environment. This obligation includes providing all students an environment free of embarrassment or discomfort because of others displaying or engaging in public displays of affection. Therefore, all students are expected to refrain from unacceptable public displays of affection whether in school, on school grounds, on buses, or at any district sponsored event, on campus or elsewhere. Unacceptable public displays of affection include, but are not limited to, holding hands, any prolonged embracing, kissing, inappropriate touching, and touching of a sexual nature. Unacceptable public displays of affection at school are in poor taste, disruptive to the educational environment, and may violate sexual harassment laws. Students who violate this policy may be subject to disciplinary action, counseling and/or parental intervention.

ACADEMIC HONESTY POLICY

It is expected that students, parents/guardians, staff, and administrators shall be responsible for creating and maintaining a positive school climate that supports and encourages honesty. In support of academic honesty and the personal integrity of all students, the Mesa Union School District has established the following guidelines:

Acts of academic dishonesty include, but are not limited to, the following:

1. Cheating on Tests

Any giving or receiving of external assistance (either verbally, in writing, through physical gestures, or using an electronic device) relating to an examination, test, or quiz without the expressed direction or permission of the teacher. This includes giving or receiving previously administered tests. Communication of any kind will be considered cheating, regardless of the content of communication.

2. Fabrication/Falsification

Any falsification or invention of data, citation, or other authority in an academic exercise.

3. Forgery

Falsifying or submitting academic work by forging another person's signature.

4. Unauthorized Collaboration

Collaboration on an assignment between a student and another person, if such collaboration is not expressly directed or permitted by the teacher. This includes copying another student's work, allowing work to be copied or completing assignments for others, giving or "passing" old tests to other students for the following year, or receiving old tests from other students.

5. Violation of Cooperative Learning

Cooperative learning is the process of two or more students exchanging ideas and contributing to a group outcome. Each student is responsible for a specific task. One student does not do all of the work and another student copies.

6. Plagiarism

Any use of another's ideas, words, or work, and creating such, as one's own. Plagiarism includes the misuse of published materials, computer programs, Internet information, and the work of other students. This also includes copying another student's work, allowing work to be copied, or completing assignments for others.

7. Theft or Alteration of Materials or Equipment

Any unauthorized taking, concealment, or alteration of student or teacher instructional materials or equipment, including, but not limited to, the district data network, Internet, and other online resources.

Guidelines for Consequences of Academic Honesty Violations:

A system of progressive discipline shall be followed whenever practicable and the listed consequences shall serve as guidelines.

Consequences for academic honesty violations will be enforced in accordance with behavioral expectancies at the elementary and middle school levels. Nothing in these procedural guidelines shall be construed to prohibit school administrators from imposing a more severe consequence based on the seriousness of the offense(s) at issue, including, but not limited to: leadership positions, co-curricular activities, and extracurricular activities.

Elementary Academic Honesty		
Consequences may include, but are not limited to:		
	TK – 3 Students	4 – 5 Students
1 st offense	Teacher/student conference; parent contact may be made	Teacher/student conference; parent contact; may be asked to redo assignment; lower grade on assignment
2 nd offense	Parent notification/ conference with teacher and student	Parent/teacher/student conference; may be asked to redo assignment for a lower grade
3 rd offense	Parent/teacher/principal conference; additional consequences may include assignment of detention, loss of recess to redo work, loss of privileges, impact on citizenship grade	Referral to principal; parent/teacher/principal conference; no credit for the assignment; other options may include loss of privileges, impact on citizenship grade, referral to counselor

Middle School Academic Honesty	
Consequences may include, but are not limited to:	
1 st offense	Teacher makes contact with parent; referral to principal; zero on assignment/test, as determined by classroom teacher; detention assignment; unsatisfactory in citizenship for that grading period, as determined by the classroom teacher
2 nd offense	Teacher makes contact with parent; referral to principal; zero on assignment/test, as determined by the classroom teacher; unsatisfactory in citizenship for that grading period, as determined by the classroom teacher
3 rd offense	Teacher makes contact with parent; referral to principal; zero on assignment/test, as determined by the classroom teacher; unsatisfactory in citizenship for that grading period, as determined by the classroom teacher; possible suspension followed by parent/teacher/administrator conference with upon return from suspension

Reference: EC 35291, 35291.5; 48900, 49066

DRESS CODE

Students at Mesa Union School are expected to dress in a manner which reflects good taste, self-respect, and pride in themselves. Students are expected to wear modest and safe clothing.

The following are specific modest clothing guidelines to follow:

1. NO excessively short shorts, short skirts, or short dresses
2. NO tops or shirts revealing midriff or cleavage
3. NO baggy pants that exposes underwear or body parts in a way that is indecent or vulgar
4. NO undergarments (bras, slips, boxers) worn as outer garments
5. NO visible underwear
6. NO tube tops
7. NO halter tops

The following are specific safe clothing guidelines to follow:

1. Safe and comfortable footwear so students are able to move quickly and safely in case of an emergency.
 - a. NO roller-skate shoes
 - b. NO loose fitting sandals
 - c. NO high heels
2. NO gang-related apparel
3. NO apparel advertising alcohol, tobacco, drugs or containing provocative references

E.C. 3518305 permits students to wear sun protection clothing for outdoor use during school and in a manner that shields the face and neck from the sun. Ball caps need to be worn forward facing. Hats may be worn indoors at the adult's discretion as long as it does not become a distraction to the classroom environment or barrier to engaging in learning and participation.

Hoods and other clothing items that cover the ears are prohibited from being worn indoors as it can present a barrier to safety, learning, and engagement.

If inappropriate clothing cannot be covered or changed at school, parents will be called to bring a change of clothing. (Please call the office for specific questions regarding dress code.) **The Mesa Union School administration will use its discretion in making determinations regarding the dress code and seek the responsible cooperation of students and families in these matters.**

ITEMS THAT SHOULD STAY AT HOME

Please help school staff maintain a safe learning environment by impressing on children to leave at home anything that could harm others or disrupt teaching and learning. These include but are not limited to:

- knives/sharp instruments
- toy weapons
- sharp tools or objects
- permanent marking pens, e.g., Sharpies.
- electronic games
- matches, lighters, caps, firecrackers, or other explosives
- laser pens
- skateboards, scooters, skates, in-line shoe skates
- toys (unless teacher permission is given)
- sunflower seeds

EARBUDS/EARPHONES

The use of earbuds or earphones are allowed inside the classroom with teacher permission and for instructional purposes only. **Students are not allowed to use or wear any type of earbuds outside of the classroom or for non-instructional purposes.**

CELL PHONE POLICY

The use of cell phones or other electronic communication devices (such as smartwatches or tablets) is prohibited. If cell phones or other electronic communication devices are brought to school, they are to be turned off the entire time a student is on campus and may not be used except where deemed medically necessary or when otherwise permitted by school staff or administration. A teacher has the discretion to allow cell phone use in class for instructional purposes when applicable.

Violations of this policy shall be subject to progressive discipline:

Consequences for cell phone usage:

1st Offense: WARNING

2nd Offense: Phone taken away and can be picked up in the office or classroom after school.

3rd Offense: Phone taken away and parent/guardian must pick up (cannot be picked up by student).

Confiscated cell phones and electronic signaling devices shall be stored by school district employees in a secure manner.

In addition, the following protocols are effective:

- Students may also be subject to other disciplinary measures when their use of a cell phone or other electronic communication device violates independent school rules.
- **A student's right to carry such devices may be revoked** for subsequent offenses except where deemed medically necessary.
- **No student shall use** a cell phone or other electronic communication device with camera, video or voice recording function in a way or **under circumstances which infringe the privacy rights of other students.**
- **Students are responsible for cell phones and personal electronic signaling devices they bring to school.** The district shall not be responsible for loss, theft or destruction of any such device brought onto school property, except that it shall be the responsibility of the school to ensure the safekeeping of any confiscated devices.
- **If parents/guardians need to contact their child,** they are advised to email the teacher or school personnel and/or call the front office.
- Notwithstanding any other school policies on searches in general, **absent reasonable suspicion of wrongdoing with the device** beyond merely possessing it or having it turned on or out in the open, **school district employees may not search any personal telecommunication device without the express authorized consent of the student and the student's parent or legal guardian.**

PHONE CALLS AND MESSAGES FOR STUDENTS

To protect teaching and learning from interruptions, good judgment dictates some reasonable restrictions on the use of school telephones.

Neither teachers nor students can be called to the phone when classes are in session. Telephone messages to students should be avoided unless they are of an emergency nature. Students are not permitted to make phone calls except in emergencies. *Parents, if you need to contact your student please email the teacher and/or call the front office.*

District and School Information

PARENT SQUARE

ParentSquare is a communication tool designed to keep parents informed and facilitate participation at school. Communication comes in the form of text messages, emails, and app notifications. It provides a safe, centralized place for the school administrators, teachers, staff, and parents to:

- Send and receive school and class information
- Share pictures and files
- See calendar items
- Sign up to volunteer
- Access all school links and websites

All school, grade level and classroom information will be sent to your computer or phone via email and/or text or you can download the ParentSquare App.

PARENT CONNECT

Parent Connect is a website that allows parents and students to view important school information specific to their child. Parent Connect can be accessed from the school website under “Quick Links” or at <https://mesaschool.vcoe.org/parentconnect/>. Each parent has a unique username and password. If you need your ParentConnect login information, it can be emailed to you. From the **Parent Connection login** screen click on “**Need Your Login Information?**” Enter your email the school has on file and select submit. You can also contact the school office for login assistance.

In grades TK-5, Parent Connect can be used to view attendance and money owed to the cafeteria.

In grades 6-8, Parent Connect can track graded assignments, missing work, current grade for each subject, attendance, and money owed to the cafeteria.

If you do not have access to an electronic device at home. Parent computer stations are available in the school office for your use. If you forget your username/password you may call or email the office for your information.

DISTRICT RESIDENCY

Mesa Union School District serves students whose families reside in the local attendance area. A limited number of students who do not live in Mesa Union School District attendance area may attend Mesa Union School District through an Interdistrict Transfer, which is described below.

Inter-district Transfer Permits: Mesa Union accepts students on inter-district transfer permits. Under this option, families are required to apply for their children to attend. In addition, families must get a release from the school district of residence. Priority may be given to students whose siblings currently attend Mesa Union Elementary.

An interdistrict transfer permit may be revoked at any time for the following reasons:

- Student is habitually truant (tardy, absent, picked up early).
- Student fails to uphold appropriate behavior standards.
- Student fails to make appropriate academic efforts.
- False or misleading information provided on the interdistrict transfer agreement and/or accompanying documentation.
- Any other conditions that occur that would render continuance inadvisable.

EMERGENCY CONTACT INFORMATION

Mesa Union School maintains emergency contact information in the office with pertinent phone numbers and addresses listed. Please keep this information up to date. Be certain there always is someone listed with a current phone number in the event you are needed to support a child in case of an emergency or an accident. Please notify the office staff or make updates online at mesaschool.vcoe.org/parentconnect/ if there are any changes or additions during the year.

SCHOOL ACCOUNTABILITY REPORT CARD

Each year, California public schools publish the SARC to provide information to the community. The document allows the public to evaluate and compare schools within several categories, including student achievement, environment, resources and demographics. Mesa Union's SARC is available at <https://sarconline.org/public/summary/56724706055123/2022%E2%80%93932023>

TRANSFERS AND WITHDRAWALS

Please notify the office if you intend to withdraw your child from school. This will aid us in clearing records and will greatly facilitate their transfer to the school at which students are to enroll.

TRANSPORTATION

Students using the school bus for home-to-school transportation are required to participate in the Mesa Union School District Home to School Transportation Program. Fees are \$300.00 round trip per year per student, with variable rates for families and/or those who qualify for free/reduced lunch. Fees are due twice each school year – **September 5, 2025** and **January 6, 2026**.

Please fill out an application for School Bus Transportation by going to mesaschooldistrict.org/transportation/ or contact the district office at 805-485-1411.

SCHOOL BUS RULES

CALIFORNIA STATE LAW:

1. The bus driver, by state law, determines what the rider may do and his word must be obeyed while pupils ride the bus. The bus is for the convenience of all using it.
2. Parents must ensure that their children understand the bus rules. The bus driver has a driving duty that requires his full attention. His passengers ensure their own safety by being quiet and orderly while riding the bus.
3. Students should be on time, orderly, and observe the rules of safety while waiting for the bus. This includes respect for properties near bus stops and keeping out of the street.
4. Students are to enter and leave the bus in a single file. Seats will be assigned to students by the driver if necessary. There must be no pushing or crowding.
5. Students may not change seats while the bus is in motion. All passengers are to sit facing the front of the bus. Students must refrain from unnecessary noise and loud talking. Eating, yelling, standing, fighting, singing and scuffling are not permitted.
6. Opening and closing of windows will be regulated by the driver. Arms, head, hands, and clothing must be kept within the bus at all times. State litter laws forbid throwing anything out of bus windows. Students are expected to assist in keeping the inside of the bus clear of litter.
7. Students are to board and leave the bus only at their specified regular stop unless they can present a note from their parents to the driver indicating another stop. This note must have been cleared through the office. No student is to touch or approach the bus after leaving it.
8. Students are not to switch from one bus to another.
9. Large packages or objects may not be allowed on board by the driver. Live animals are not to be transported by school bus.
10. No student is to board the bus unless the driver is on the bus and has indicated that he/she is ready to have the students load.
11. Students are hereby notified that any persistent violation of these rules may result in suspension from all bus transportation for limited periods.

CONSEQUENCES:

1. 1st Offense - Warning;
2. 2nd Offense - One-day loss of bus privilege;
3. 3rd Offense-Two day Loss of bus privilege, length will be determined by the Principal and/or Director of Transportation (Duration may be the remainder of the semester).

*** **NOTE:** Transportation fees for students denied the privilege of riding the school bus will not be refunded. ***

SCHOOL BUS VIDEO CAMERA RECORDING NOTICE

Mesa Union School District utilizes digital video recording equipment in school buses as an important tool in the management for the security and safety of students and staff. Video recordings may be used in student disciplinary proceedings.

Curriculum and Instruction

GRADING

Grades serve a valuable instructional purpose by helping students and parents/guardians understand performance expectations and identifying the student's areas of strength and those areas needing improvement.

Grades are assigned by teachers. Teachers shall inform students and parents/guardians how academic performance will be evaluated in the classroom. A teacher shall base a student's grades on the quality of the student's academic work and his/her mastery of standards and/or course content. Students shall have the opportunity to demonstrate this mastery through a variety of methods, including, but not limited to, tests, projects, portfolios, and/or class discussions.

Students in grades TK-5 are on the trimester system and shall receive a standards based report card at the end of each trimester. Standards based report cards provide evidence and feedback on students' progression towards meeting individual grade level standards in each subject area. Standards based report cards use the following marks to evaluate a student's progress towards meeting the grade level standard:

- 1 - Not meeting the standard
- 2 - Progressing towards the standard
- 3 - Meeting/Exceeding the standard
- / - Not expected at this time

Students in grades 6-8 are on a quarter system and shall receive a report card consisting of letter grades at the end of each quarter. Letter grades represent a student's overall achievement in each subject area. Letter grades in core subjects will consist of approx. 30% assessments and 70% all other work (ie: projects, labs, performance tasks, classwork, homework, essays, etc.) The following grading scale is used to determine a student's final letter grade:

Letter grade	Percentage	Letter grade	Percentage	Letter grade	Percentage	Letter grade	Percentage
A	92–100%	B+	89%	C+	79%	D+	69%
A–	90–91%	B	82–88%	C	72–78%	D	62–68%
		B–	80–81%	C–	70–71%	D–	60–61%
						F	0–59%

HOMEWORK POLICY

Homework should be specific and constructive. Homework is at the discretion of the teacher. It should reinforce, enrich, or complete daily classroom lessons, and should be able to be understood and completed by the student. It is work that requires student time at home and teacher time to assess. Parents should anticipate the following amounts of homework each evening:

- K-1 Grade: 10-15 minutes per day
- 2-5 Grade: 30-45 minutes per day
- 6-8 Grade: 20 minutes per day, per subject.

MIGRANT EDUCATION

The Migrant Education Program provides supplementary health and education services that help educate migrant children and foster their well-being. Mesa Union's program is administered through the Ventura County Office of Education.

SPECIAL PROGRAMS

Mesa Union School features a host of special programs to help each student reach her/his full potential. Some of these programs are available to all students, while others support those students who meet certain criteria.

Title I	Student Study Team
Migrant Education	Student Council
Summer School	Parent-Faculty Organization
Special Education	Middle School Elective Offerings
Middle School Mock Trial	Battle of the Books
Speech Services	Spelling Bee
Occupational therapy	Inter-School Athletics
Psychological Services	Student Recognition/Incentive Programs
Hot Breakfast/Lunch Program	Independent Study Program
Library	After-school program (Full STEAM Ahead)
ELL Program	Eighth Grade Promotion
GATE (Gifted and Talented Education)	Family Involvement Activities
Music Programs/Band Programs	Accelerated Reader
Mesa Education Foundation	Science Camps (6th and 7th Grade)
Camarillo Academic Olympics	Robotics
Science Fair	Tutoring

TEXTBOOKS

Mesa Union School staff uses a variety of board-adopted textbooks that align to California curricular standards. Staff select materials and units to help students meet rigorous learning standards. Students will be issued textbooks for use during the year. It is the responsibility of each student to maintain and protect these books. Students are responsible to return books in reasonable condition for continued use. If a textbook is lost, stolen or damaged, the student must replace or pay for replacement of said text. Mesa Union recommends that junior high students use locks on lockers to protect textbooks.

Pursuant to California Education Code section 35186, parents are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have standards-aligned textbooks or instructional materials, or both, to use in the class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or mis-assignments.

Mis-assignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy refers to a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

4. A complaint form may be obtained at the school office, or downloaded from the California Department of Education website: <http://www.cde.ca.gov/re/cp/uc/index.asp>

SCHOOL SPONSORED FIELD TRIPS

Field trips supplement and enrich the classroom learning experience, lead to increased student achievement, and foster student engagement. The Board encourages field trips to reinforce and increase learning opportunities and to enhance district programs. Field trips shall be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band, or other extracurricular or co-curricular activities.

SCHOOL ISSUED LAPTOPS AND DEVICES

Mesa Union School is proud to offer access to electronic devices to all students. Students will have a laptop issued to them. Laptops are for in-school use, only to be used when teacher directed. No use of non-instructional programs or activities are permitted at any time (ie: NO Google chat, social media, gaming, ect). Students must always use their own login info when signing into any device. Students that do not use the devices properly may be denied access to school issued devices. It is the responsibility of each student to maintain these electronic devices. **Students are responsible if their device is lost, stolen or damaged, and may be asked to replace the device or pay for replacement.**

CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA)

As our teachers continue to integrate technology into their instruction, our students are expected to use digital resources on a daily basis. Mesa Union Elementary School utilizes several computer software applications and web-based services which are not operated by the school or district, but by third parties (i.e. software manufacturers). Children under the age of 13 are protected by the Children's Online Privacy Protection Act (COPPA), a federal law, which ensures the privacy and safety of their personal information online.

This law permits schools to obtain parental consent for each child, with which we can agree to the collection of personal information by these parties, in the cases where it is needed for certain software to function properly. This eliminates the need for individual parental consent to be given directly to the web site operator or vendor and allows us to provide your child with the most effective web-based tools and applications for learning. Examples include G-Suite for Education (Google), Kami, Read and Write, Khan Academy, and similar educational programs.

For students to use some programs, "personal information" frequently means that the student's name and email address, in the case of a Google log-in, must be provided to the web site operator. MUSD G-Suite contract supplies all staff and students with an email account managed by Google. **Please note: MUSD owns all G-Suite data/intellectual property, and there are no advertisements.**

As a parent or guardian of a child under 13, please take the time to read and understand COPPA compliance using the links below. Talk with your children regularly about responsible device and Internet behavior.

Privacy and Security - Children's Privacy: <https://www.ftc.gov/tips-advice/business-center/privacy-and-security/children%27s-privacy>
FTC: Complying with COPPA FAQs: <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions-0>
Privacy and G-Suite for Education: https://edu.google.com/intl/ALL_us/why-google/privacy-security/

Acknowledgement of this handbook confirms an understanding of COPPA and offers your permission for the use of district technology by your child. It also includes consent on your behalf to the district for submission of COPPA information to third parties. If you do not give permission for teachers at MUSD to use the personal information (such as student name and school email) of your child needed to utilize the programs and apps at the school for instructional purposes, please submit the following opt-out form: <https://forms.gle/tjaYVj62xJbvcVbm9>

DISTANCE LEARNING

In the event of an extended school closure, the district will shift into a Distance Learning model. Distance Learning is a way for students and families to stay connected during a school closure and a way for the school to continue to deliver high-quality educational opportunities to students via Google Classroom, teleconference, learning websites, etc. Workbooks and other instructional materials may also be sent home as additional resources. These essential learning opportunities delivered each day are designed to build your child's grade level content knowledge and the skills needed for them to be prepared for the upcoming school year.

Students and families can connect with their teacher(s) and access curriculum, instruction, and learning activities through the "Distance Learning" tab on our school's website. We understand some families may have situations that make participation difficult. It is the responsibility of the parent/guardian to reach out to your teacher or contact the District Office at (805) 485-1411 if you are having challenges with access to Distance Learning curriculum, technology, and/or resources.

AVID

AVID stands for Advancement Individual Determination. AVID's mission is to close the opportunity gap by preparing all students for college and career readiness and success in a global society. AVID is implemented school wide at Mesa Union, TK-8. Our goal is to provide all students with the essential resources needed to be successful in rigorous courses and to promote an awareness of the significance of higher education, as well as the limitless opportunities for their futures. WICOR is a collection of instructional strategies associated with the AVID program. WICOR stands for Writing, Inquiry, Collaboration, Organization, and Reading to learn. AVID seeks to prepare students for college eligibility and empowers them to strive for academic excellence.

Annual Notification to Parents/Guardians 2025-26 School Year

Dear Parent/Guardians,

School districts in California are required to annually notify students, parents, and guardians of their rights and responsibilities. This is the annual notice to parents/guardians of students enrolled in the Mesa Union School District. This notice, which is required by Educational Code 48980, provides important information about federal laws and state education codes, as well as information relating to rights and responsibilities of parents or guardians of children. The abbreviation of “EC” that is found after the title of most sections refers to the California Education Code (EC).

Please review this information carefully as it applies directly to you and your child’s participation in our educational programs. If you have any questions, or if you would like to review specific documents mentioned in the notice, please contact Mrs. Kuklenski, Principal, or myself at (805) 485-1411. We would be glad to give you more detailed information and assist you in obtaining copies of any materials you wish to review.

Best wishes for a productive and successful 2025-26 school year.

Dr. Raul Ramirez
Superintendent
Mesa Union School District

Acceptable Use of Technology

Mesa Union School District (MUSD) staff is committed to using technology to enhance student learning. Students enrolled in Mesa Union programs or activities must follow District guidelines and procedures regarding acceptable use of technology. Mesa students and their parents/guardians shall sign the Acceptable Use of Technology Agreement prior to using District technological resources. Mesa Union staff will make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using District technology. Violation of this policy may result in disciplinary action and/or civil or criminal liability.

Asbestos Management Plan – Title 40 Code of Federal Regulations 763.93

Mesa Union School District maintains and annually updates its management plan for asbestos-containing material in school buildings. For a copy of the asbestos management plan, contact Dr. Raul Ramirez, Superintendent, at (805) 485-1411.

Attendance Options/Permits – EC 48980(h)

The following information is a summary of the attendance alternatives available to parents/guardians and their children and is intended to provide an overview of the laws applying to each alternative.

Residency – EC 48200 and 48204 A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located. A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children's institution as defined in Section 56155.5 within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; a pupil who is a foster child who remains in his or her school of origin; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district; or a pupil residing in a state hospital located within the boundaries of the school district. A pupil whose parent is transferred or is pending transfer to a military installation within the boundaries of the school district while on active duty pursuant to an official military order. Students in military and migrant families may remain in their school of origin and shall have waived residency restrictions due to the frequency of movement of their families. Connect with the enrollment office at 805-485-1411 for more information on the protections afforded these students per California laws.

A school district shall deem a pupil as having complied with the residency requirements for school attendance in the school district if one or both the parents or guardians of the pupil are physically employed within the boundaries of the school district for a minimum of ten (10) hours during the work week.

- Removed is the July 1, 2017 sunset of provisions in the existing law that authorizes a student to enroll in a school where at least one parent or legal guardian of the student is employed, rather than where the student resides.

Statutory Attendance Options Intradistrict Open Enrollment – EC 35160.5(b) Residents of the school district may apply to other schools within the District for their child to attend on a space available basis. Information on each school within the District is provided on the District website.

Interdistrict Attendance – EC 46600 et seq. The parent or legal guardian of a pupil may seek release from the home district to attend a school in any other school district. School districts may enter into agreements for the interdistrict transfer of one or more pupils for a period of up to five years. The agreement must specify the terms and conditions for granting or denying transfers, and may contain standards of reapplication and specify the terms and conditions under which a permit may be revoked. Unless otherwise specified in the agreement, a pupil will not have to reapply for an interdistrict transfer, and the school board of the district of enrollment must allow the pupil to continue to attend the school in which he/she is enrolled.

Regardless of whether an agreement exists, or a permit is issued, the school district of residence cannot prohibit the transfer of a pupil who is a child of an active military duty parent to a school district of proposed enrollment if that district approves the application for transfer.

Nor may a district prohibit an interdistrict permit release when no intradistrict permit options are available to a victim of bullying. A "victim of an act of bullying" means a pupil that has been determined to have been a victim of bullying by an investigation pursuant to the complaint process described in Section 234.1 and the bullying was committed by any pupil in the school district of residence, and the parent of the pupil has filed a written complaint regarding the bullying with the school, school district personnel, or a local law enforcement agency. "Bullying" means any severe or pervasive physical or verbal communication made in writing or by means of an electronic act directed toward one or more pupils that results in placing a reasonable person in fear of harm of self or property. It may

cause a substantially detrimental effect on physical or mental health, interfere with academic performance or the ability to participate in or benefit from the services, activities, or privileges provided by a school, and may be done in person or online. Bullying may be exhibited in the creation or transmission of bullying online, on or off the school site, by telephone or other device in a message, text, sound, video, or image in a post on a social network internet website or burn page that creates a credible impersonation of another student knowingly and without consent for the purpose of bullying. Sharing or forwarding messages contributes to the act of bullying.

A student who is appealing a decision for an interdistrict permit approval through the County Office of Education may be eligible for provisional admission to the desired district in grades TK through 8, while continuing through the process of appeal, if space is made available by the desired district, not to exceed two months.

A pupil who has been determined by personnel of either the home or receiving district to have been the victim of an act of bullying, as defined in EC 48900(r), shall, at the request of the parent or legal guardian, be given priority for interdistrict attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement.

Each school district shall post their inter district policy agreements and local district caps on their district and/or school websites. Reasons for approval and denial of interdistrict transfer requests must be updated on the district website according to board policies. The County appeals process will be offered with the final denial in writing by the school district. The County appeal process may take up to a maximum of two months. If you have any questions about the interdistrict process, please call the local district office or call the Ventura County Office of Education at 805-383-1920.

Open Enrollment Act – EC 48350 *et seq.* Whenever a student is attending a school on the Open Enrollment List as identified by the Superintendent of Public Instruction, the student may seek to transfer to another school within or outside of the district, as long as the school to which he/she is transferring has a higher Academic Performance Index. Parents of high school athletes should check on CIF sports eligibility rules before pursuing a transfer under this option. Transportation to any other school is the responsibility of the parent. School districts are allowed to adopt specific, written standards for acceptance and rejection of applications as long as students are selected through a “random and unbiased” process. Unless the school board waives the deadline, requests for transfers are to be submitted by January 1 of the prior school year. To apply, parents must directly contact the school district to which they seek to transfer their student. The Open Enrollment List can be found on the California Department of Education website at <http://www.cde.ca.gov/sp/eo/op/>.

Employment in Lieu of Residency (Allen Bill) - EC 48204 - Some school districts may choose to accept employment in lieu of residency. A school district allows a student to have complied with the residency requirements for school attendance in the district if at least one parent/guardian of the pupil is physically employed within the boundaries of that district for a minimum of ten hours during the school week. Once admitted to residency, the pupil's transfer may be revoked only if the parent ceases to be employed within the boundaries of the district. As a resident, the student does not have to re-apply for the transfer to be valid.

Availability of Prospectus – EC 49063 and 49091.14

Each school must annually compile a prospectus of the curriculum to include titles, descriptions and instructional goals for every course offered by the school. Each school site shall make its prospectus available for review upon request. Contact Erica Magdaleno at (805)485-1411 for a copy of the prospectus.

Avoiding Absences, Written Excuses – PC 11164 *et seq.*

The Mesa Union School District urges parents to make sure their children attend school regularly and to schedule medical and other appointments after school or during school holidays. The district also asks that travel or other absences be avoided during the time school is in session. The higher the district's daily attendance rate, the more a student will learn and the greater the amount of funding that the district will receive from the state for classroom instruction and academic programs. The school calendar is designed to minimize problems for families which plan vacations around traditional holiday periods, and thereby minimize student absences.

Following an absence, a student is required to bring a written excuse from home when returning to school. Illnesses, and doctor and dental appointments are considered excused absences. Absences without a written excuse are recorded as unexcused.

Children should be encouraged to be prompt as part of developing good habits. They are expected to be at school on time. If a child is late, the child should bring an excuse from home to the school office. Repeated tardies in excess of 30 minutes lead to the student being designated as truant.

Truancy Definitions – EC 48260, 48262 and 48263.6 A student is considered truant after three absences or three tardies of more than 30 minutes each time or any combination thereof and the absences or tardies are unexcused. After a student has been

reported as a truant three or more times in a school year and the district has made a conscientious effort to meet with the family, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the school days in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within EC 48205. The text of EC 48205 is provided on page 6.

Arrest of Truants/School Attendance Review Boards – EC 48263 and 48264 The school attendance supervisor, administrator or designee, a peace officer, or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from his/her home and who is absent from school without valid excuse within the county, city or school district. A student who is a habitual truant may be referred to a School Attendance and Review Board (SARB).

Chronic Absenteeism – EC 60901 A student is considered a chronic absentee when he/she is absent on 10% or more of the school days in one school year, from the date of enrollment to the current date. Chronic absenteeism includes all absences – excused and unexcused – and is an important measure because excessive absences negatively impact academic achievement and student engagement.

Education Code 48205

(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

1. Due to his or her illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered. Per MUSD Administrative Regulation 5113: "When a student has had 14 absences in the school year for illness verified by methods listed in 1-3 above, any further absences for illness shall be verified by a physician."
4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion (per EC 46014) attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
9. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period to be determined at the discretion of the superintendent of the school district.
10. For attending the pupil's naturalization ceremony to become a United States citizen. (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. (c) For the purposes of this section, attendance at religious retreats shall not exceed four hours per semester. (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments. (e) "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

California Healthy Youth Act – EC 51930-51939

The California Healthy Youth Act requires school districts to provide pupils with integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention education at least once in middle school and once in high school. It is intended to ensure that pupils in grades 7-12 are provided with the knowledge and skills necessary to:

- 1) protect their sexual and reproductive health from HIV, other sexually transmitted infections, and unintended pregnancy;
- 2) develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family; and
- 3) have healthy, positive, and safe relationships and behaviors. It also promotes understanding of sexuality as a normal part of human development.

The Mesa Union School District will provide instruction in comprehensive sexual health education, HIV/AIDS prevention education, and may conduct assessments on pupil health behaviors and risks in the coming school year and may also provide

comprehensive sexual health education or HIV prevention education consisting of age-appropriate and medically accurate information earlier than grade 7 and beyond grade 12. Students may not be subject to disciplinary action or academic penalty if the student's parent or guardian declines to permit participation in comprehensive sexual health education and/or anonymous surveys.

Parents or legal guardians have the right to:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV prevention education.
2. Request in writing that their child not receive comprehensive sexual health or HIV prevention education.
3. Request a copy of Education Codes 51930 through 51939, the California Healthy Youth Act.
4. Be informed whether the comprehensive sexual health or HIV prevention education will be taught by district personnel or outside consultants.
5. Receive notice by mail or another commonly used method of notification no fewer than 14 days before the instruction is delivered if arrangements for the instruction are made after the beginning of the school year.
6. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach Comprehensive sexual health or HIV prevention education, be informed of: a. The date of the instruction b. The name of the organization or affiliation of each guest speaker

Mesa Union School District may administer to students in grades 7 through 12 anonymous, voluntary, and confidential research and evaluation instruments, including tests and surveys, containing age appropriate questions about their attitudes or practices relating to sex. Prior to administering such a research and evaluation instrument, parents/guardians shall be provided written notice of the administration. Parents/guardians shall be given an opportunity to review the research instrument and to request in writing that their child not participate.

Career Counseling and Course Selection – EC 221.5(d)

Commencing in grade 7, school personnel shall assist pupils with course selection or career counseling, exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil's gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions.

Child Abuse and Neglect Reporting – Penal Code 11164

Mesa Union School District staff members are required by law to report cases of child abuse and neglect whenever staff have a reasonable suspicion. Staff may not investigate to confirm the suspicion. Both the staff name and the report itself are confidential and cannot be disclosed except to authorized agencies.

Mesa Union is committed to protecting all students in its care. All employees are considered mandated reporters, required by law to report cases of child abuse and neglect whenever there is reasonable suspicion abuse or neglect has occurred. District employees may not investigate to confirm a suspicion.

All complaints must be filed through a formal report, over the telephone, in person, or in writing, with an appropriate local law enforcement agency (i.e., Police or Sheriff's Department, County Probation Department, or County Welfare Department/County Child Protective Services). Both the name of the person filing the complaint and the report itself are confidential and cannot be disclosed except to authorized agencies.

Parents and guardians of students also have a right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. Complaints may be filed with the local law enforcement agency; you may also notify MUSD of an incident by contacting Dr. Raul Ramirez, Superintendent, at 3901 North Mesa School Road, Somis, CA 93066 or at (805) 485-1411,

Child abuse does not include an injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:

1. To stop a disturbance threatening physical injury to people or damage to property;
2. For purposes of self-defense;
3. To obtain possession of weapons or other dangerous objects within control of a student;
4. To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning.

Child Find System – EC 56301

Each school district, special education local plan area (SELPA), or county office shall establish written policy and procedures for continuous child find system including children with disabilities who are migrant or homeless or wards of the state and children with disabilities attending private schools. Policy and procedures shall include written notification to all parents of their rights regarding identification, referral, assessment, instructional planning, implementation, review, and procedures for initiating referral for assessment.

Children with Diabetes

Through a cooperative agreement with the American Diabetes Association (ADA), the California Department of Education ensures that all California students who are classified as disabled because of diabetes will have access to legally required care during the school day. Under the agreement, each local education agency will manage the delivery of this care in the best possible way for those students who are Individualized Education Programs or 504 plans require administration of insulin and related services during the school day. A Legal Advisory spells out who may administer insulin at a school, and it requires that the local education agency must provide training in diabetes management to a volunteer, non-licensed staff member in cases when a school nurse or other licensed professional is not available.

Civility on School Grounds– EC 32210

Any person who willfully disturbs any public school or any public-school meeting is guilty of a misdemeanor and shall be punished by a fine of not more than five hundred dollars (\$500).

It is unlawful for any person, except a parent/guardian acting toward his/her minor child, to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds.

Closed Campus - EC 44808.5

In the interest of student safety and supervision, Mesa Union School “closed” to students leaving during the school day. Once students arrive on the school grounds, they must remain on campus until the end of their last regularly scheduled class unless they have received permission from school authorities to leave for a specific purpose, or are checked out of school by a parent/guardian or other authorized adult.

Concussion and Head Injuries – EC 49475

School districts that elect to offer athletic programs must require, on a yearly basis, a concussion and head injury information sheet to be signed and returned by the athlete and the athlete’s parent or guardian before the athlete’s initiating practice or competition. This does not apply to an athlete engaged in an athletic activity during the regular school day or as part of a physical education course. A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district, charter school, or private school that elects to offer an athletic program must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed healthcare provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete’s parent or guardian before the athlete initiates practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course.

Confidential Medical Services – EC 46010.1

Requires school districts to notify pupils in grades 7 to 12, and their parents that law permits a school to excuse pupils for the purpose of obtaining confidential medical services without the consent of parent or guardian.

School authorities may excuse any pupil in grades 7-12 from the school for the purpose of obtaining confidential medical services without the consent of the pupil’s parent or guardian. Notification of this code section is required; however, governing board implementation is permissive. Per Mesa Union School District Board Policy 5141, students being released for health care and emergency reasons must be checked out of the school through the school office by the parent/guardian or their designee.

Court Order Required to Release Juvenile Information – WIC 831

Requires court order to disseminate juvenile information to, or by, federal officials. The attachment of juvenile information, including all juvenile case file and information related to the juvenile, along with any other documents may not be given to, or provided by, federal officials absent prior approval of the presiding judge of the juvenile court.

Custody Issues

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to his/her child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene. Parents are asked to make every attempt not to involve school sites in custody matters. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

Dangerous Objects

Laser Pointer – Penal Code 417.27 It is a crime for any student to possess a laser pointer on any elementary or secondary school premise, unless the possession is for a valid instructional or other school-related purpose.

Imitation Firearm – Penal Codes 12550 and 12556 A BB device can be considered an imitation firearm. The Penal Code makes it a criminal offense to openly display or expose any imitation firearm in a public place, including a public school.

Disaster Preparedness Educational Materials - EC 32282.5

Each school has a disaster preparedness plan and conducts regular fire, earthquake and disaster drills. For a copy of your school's plan, contact your site administrator.

The California Department of Education (CDE) is now required to electronically distribute disaster preparedness educational materials to school districts and county offices of education in, at least, the three most dominant primary languages spoken by English learners in California. Documents are posted on the CDE website at:

<https://www.cde.ca.gov/ls/ep/schoolemergencyres.asp>

Directory Information – EC 49073

"Directory Information" includes one or more of the following items: student's name, address, telephone number, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent public or private school attended by the student. The District has determined that the following individuals, officials, or organizations may receive directory information:

1. Parents/guardians/18-year-old students who aren't conserved or under guardianship
2. Parents with legal custody may authorize a third party (like attorneys) to have access
3. Third parties may have access with a valid court order—the order must specify the name of the student, which records, and who receives the records.

No information may be released to private profit making entity other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil's directory information. Directory information regarding a pupil identified as a homeless child or youth shall not be released unless a parent, or **eligible** pupil, has provided written consent that directory information may be released.

Disaster Preparedness Educational Materials – EC 32282.5

Each school has a disaster preparedness plan and conducts regular fire, earthquake and disaster drills. For a copy of your school's plan, contact your principal.

The California Department of Education (CDE) is now required to electronically distribute disaster preparedness educational materials to school districts and county offices of education in, at least, the three most dominant primary languages spoken by English learners in California. Documents are posted on the CDE website at: <http://www.cde.ca.gov/ls/ss/cp/pupilsafetyeducmat.asp>.

District-Wide Parental Involvement – EC 11500-11506 and BP 6020

The Board and the Superintendent recognize that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home. Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation. Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement program.

The Superintendent or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity.

The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent involvement activities.

The Superintendent or designee shall ensure that each school receiving Title I funds develop a school-level parent involvement policy in accordance with 20 USC 6318.

Non-Title I Schools - The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502.

Dress Code – EC 35183

Schools may adopt and enforce a reasonable dress code policy that requires pupils to wear a schoolwide uniform or prohibits the wearing of "gang-related clothing" if it is determined that it is necessary for the health and safety of the school environment.

Educational Equity: Immigration and Citizenship Status – EC 200, 220 and 234.1 adding Article 5.7 to EC 234.7

Parents are to be notified by schools that regardless of immigration status, the students are to be afforded equal rights to education.

Educational Equity: Immigration Status: EC 66251, 66260.6, 66270, and 66270.3

The Equity in Higher Education Act, states that all persons, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other specified characteristic such as hairstyles, equal rights and opportunities and adds this opportunity to apply for financial aid for higher education to also be equitable, and an application may not be denied of a student based on their immigration status. This does not guarantee any final eligibility, but simply an ability to apply for financial aid just like any other student, without discrimination.

Educational Liaison for Foster Children – EC 48204, 48645.5, 48853, and 48853.5, WIC 317 and 16010

Requires State Department of Education in consultation with the California Foster Youth Education Task Force, to develop a standardized notice of the educational rights of foster children, as specified, and to make the notice available to educational liaisons for foster children for dissemination by posting the notice on the Internet Web site.

Electronic Listening or Recording Device – EC 51512

The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.

Electronic Nicotine Delivery Systems (e-cigarettes)

The Mesa Union School District prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all County property and in County vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin.

Section 119405 of the Health and Safety Code prohibits the sales of e-cigarettes to minors which means that students should not be in possession of any such devices. Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code.

Electronic Signaling Device – EC 48901.5

By policy or practice the Mesa Union School District may regulate the right of pupils to possess or use electronic signaling devices, including cell phones and pagers, during the school day or at school functions. No student may be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician to be essential for the health of the pupil and the use of which is limited to the pupil's health.

Emergency Treatment for Anaphylaxis – EC 49414

Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur after encountering an allergic trigger, such as food, medicine, an insect bite, latex or exercise. Symptoms include narrowing of the airways, rashes or hives, nausea or vomiting, a weak pulse and dizziness. It is estimated that approximately 25% of the anaphylactic reactions occur during school hours to students who had not previously been diagnosed with a food or other allergy. Without immediate administration of epinephrine followed by calling emergency medical services, death can occur. Being able to recognize and treat it quickly can save lives. Recent changes to EC 49414 now require school districts to provide epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history.

Emergency Treatment for Opioid Overdose – EC 49414.3 (a)

School districts, county offices of education, and charter schools may provide emergency naloxone hydrochloride or another opioid antagonist to school nurses or trained personnel who have volunteered. School nurses or trained personnel may use naloxone hydrochloride or another opioid antagonist to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose.

Employee Interactions with Students - EC 44050

It is the desire of Mesa Union School District to provide the highest quality services available to our students. Our commitment as an organization is to create an environment for students that is safe, nurturing, empowering, and which promotes growth and success for the students who learn in our schools.

1. Students and staff will be treated with respect at all times.
2. Students and staff will be treated fairly regardless of race, sex, age, or religion.
3. Staff will not swear or tell off-color jokes.

4. Staff will not discuss with their students sexual encounters or in any way involve students in their personal problems or issues.
5. Staff will not use or be under the influence of alcohol or illegal drugs in the presence of students.
6. Staff will not have sexually oriented materials, including printed or internet pornography, in the presence of students and/or staff.
7. Staff will not have secrets with students.
8. Staff will dress conservatively and avoid wearing provocative and revealing attire including midriff pants or tops, tank tops, halter tops, short shorts, or short skirts.
9. Staff will not stare or comment on a student's body.
10. Staff will adhere to uniform standards of affection.
11. Staff will avoid affection that cannot be observed by other professional adults.
12. Staff shall not abuse students in anyway including the following:
 - Physical abuse: hitting, spanking, shaking, slapping, unnecessary restraints
 - Verbal abuse: degrading, threatening, cursing
 - Sexual abuse: inappropriate touch, exposing oneself, sexually oriented conversations
 - Mental abuse: shaming, humiliation, cruelty
 - Neglect: withholding food, water, shelterAny type of abuse will not be tolerated and may result in immediate dismissal from MUSD. MUSD will fully cooperate with authorities if allegations of abuse are made and investigated.
13. Staff members may not have engaged in or been accused or convicted of child abuse, indecency with a child, or injury to a child.

English Learners Identification Notice – EC 313.2

Parents are to be notified by schools that in addition to the child's English proficiency status, for which they are notified using the English Language Proficiency for Assessments for California (ELPAC), and they are to be notified that their child is a "Long-term English Learner" or is an "English learner at-risk of becoming a Long-term English Learner". **Note: Schools are required to send an alternative notice to comply with this requirement according to assessment results.**

Excused Absences – EC 46014 and 48205

Pupils, with the written consent of their parents or guardians, may be excused from school to participate in religious exercises or to receive moral or religious instruction. No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period.

Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to the pupil's illness.
 - (2) Due to quarantine under the direction of a county or city health officer.
 - (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
 - (4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - (5) For the purpose of jury duty in the manner provided for by law.
 - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
 - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 - (9) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
 - (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
 - (11) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

Per MUSD Administrative Regulation 5113: "When a student has had 14 absences in the school year for illness verified by methods listed in 1-3 above, any further absences for illness shall be verified a physician." 4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California. 5. For the purpose of jury duty in the manner provided for by law. 6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent. 7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board. 8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections

Code. 9. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC § 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district. 10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen. (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester. (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments. (e) "Immediate family," as used in this section, **means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil**

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review and education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy

Rights of Parents and Guardians to Information – EC 51101

The parents and guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within the public schools, to be informed by the school, and to participate in the education of their children, as follows:

1. Within a reasonable period of time after making the request, to observe their child's classroom(s).
2. Within a reasonable time of their request, to meet with their child's teacher(s) and the principal.
3. To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision of the teacher.
4. To be notified on a timely basis if their child is absent from school without permission.
5. To receive the results of their child's performance on standardized tests and statewide tests and information on the performance of their child's school on standardized statewide tests.
6. To request a particular school for their child, and to receive a response from the school district.
7. To have a school environment for their child that is safe and supportive of learning.
8. To examine the curriculum materials of their child's class (is).
9. To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
10. To have access to the school records of their child.
11. To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
12. To be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress codes, and procedures for visiting the school.
13. To receive information about any psychological testing the school does involving their child and to deny permission to give the test.
14. To participate as a member of a parent advisory committee, school site council, or site-based management leadership team.
15. To question anything in their child's record that the parent feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.
16. To be notified, as early in the school year as practicable, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal a decision to retain or promote their child.

Fees – EC 49010-49013

Pupils enrolled in public schools shall not be requested to pay a pupil fee for participation in an educational activity. All supplies, materials, and equipment needed to participate in educational activities shall be provided to pupils free of charge. A fee waiver policy shall not make a pupil fee permissible. School districts and schools shall not establish a two-tier educational system by requiring a minimal educational standard and also offering a second, higher education standard that pupils may only obtain through payment of a fee or purchase of additional supplies that the school district or school does not provide.

Free and Reduced-Price Meals – EC 49510 et seq.

Free or reduced-price lunches are available at school for pupils whose parents or legal guardians qualify, based on annual household income, and complete the required application form. Application forms may be obtained at the school office.

Foster Youth Educational Placement – EC 48850 et seq. EC 48853.5 (revised)

All pupils in foster care are entitled to a meaningful opportunity to meet the challenging state pupil academic achievement standards to which all pupils are held. They shall be placed in the least restrictive educational programs and have access to the same academic resources, services, and extracurricular and enrichment activities that are available to all pupils. Each local educational agency is required to designate a foster care educational liaison. The liaison serves as an advocate for all foster youth that reside within his/her district and ensures that every foster youth has a proper school placement, transfer of records, and immediate enrollment in school. School enrollment is not contingent upon receipt of a student's academic or medical records. Because school stability is extremely important to a child living in foster care, a foster child is allowed to remain in his or her school of origin and or school system for as long as the youth is in foster care, or until the end of the school year if the child

leaves foster care mid-year. The youth retains this right even after changing grade levels or moving out of the area or district. The youth's right to remain at his or her school of origin includes transportation if required. Students who do change schools during the school year are able to receive practical credit for coursework that is satisfactorily completed. If any dispute arises as to the school placement of a foster child, the student has the right to remain in his or her school of origin pending the resolution of the dispute. Each local educational agency is required to have a dispute resolution process in place that relates to the enrollment of foster youth within their school jurisdiction. The local liaison can assist parents or students in the dispute resolution process. Please contact Dr. Raul Ramirez, Superintendent, for support related to Foster Youth Educational Placement.

Grounds for Suspension and Expulsion – EC 48900

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; (2) Willfully used force or violence upon the person of another, except in self-defense. (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal. (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind. (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant. (e) Committed or attempted to commit robbery or extortion. (f) Caused or attempted to cause damage to school property or private property. (g) Stolen or attempted to steal school property or private property. (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products. (i) Committed an obscene act or engaged in habitual profanity or vulgarity. (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code. (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date. (l) Knowingly received stolen school property or private property. (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code. (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events. (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following: (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property. (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health. (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance. (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school. (2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following: (i) A message, text, sound, video or image. (ii) A post on a social network Internet Web site, including, but not limited to: (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1). (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of

bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated. (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile. (3) An act of cyber sexual bullying. For the purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (1)- (4), inclusive of paragraph (i). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicated photograph or other visual recording or electronic act. For the purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned events. (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet. (iii) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs. (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following: (1) While on school grounds. (2) While going to or coming from school. (3) During the lunch period whether on or off the campus. (4) During, or while going to or coming from, a school sponsored activity. (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a). (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases. (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's misbehavior as specified in Section 48900.5. (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

Hate Violence - EC 48900.3 In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

Harassment, Threats or Intimidation - EC 48900.4 In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

Limitations on Imposing Suspension - EC 48900.5 Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.

Terroristic Threats - EC 48900.7 In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both. (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one

thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

Gun-Free School Zone – PC 626.9 and 30310

Authorizes persons with a valid license to carry a concealed firearm to be allowed in an area within 1,000 feet of school, but not on school grounds. Reassignment of certain appointed peace officers who may carry on campus is described. Ammunition or reloaded ammunition is allowed on campus but only if in a locked container in a locked trunk of vehicle. Peace keepers, military, and armored vehicle guards engaged in job duties are also defined and exempt.

Harm or Destruction of Animals – EC 32255 et seq.

Any pupil with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform his or her teacher of the objection. Objections must be substantiated by a note from the pupil's parent or guardian.

A pupil who chooses to refrain from participation in an education project involving the harmful or destructive use of an animal may receive an alternative education project, if the teacher believes that an adequate alternative education project is possible. The teacher may work with the pupil to develop and agree upon an alternative education project so that the pupil may obtain the knowledge, information, or experience required by the course of study in question.

Health Care Coverage – EC 49452.9

Requires a public school, for the 2015-16, 2016-17, and 2017-18 school years, to add an informational item to its enrollment forms, or amend an existing enrollment form to provide parents/guardians information about health care coverage options and enrollment assistance. Schools may also include a factsheet with its enrollment forms explaining basic information about affordable health care coverage for children and families. For more information about health care coverage options and enrollment assistance, refer to the fact sheet provided on page 25.

Homeless Youth Education – 42 United States Codes 11432, EC 51225.1 and 51225.2

Requires every local education agency to appoint a homeless liaison and requires school district homeless liaisons ensure parents of homeless pupils are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in education of their children. Unaccompanied youth, such as teen parents not living with their parent/guardian or students that have run away or have been pushed out of their homes, have access to these same rights. Notice of educational rights of homeless children must be disseminated at places where children receive services, such as schools.

Services provided to students identified as homeless include:

- a) Every local education agency designates a staff person to act as the educational liaison for students in homeless situations.
- b) Students have the option of remaining in their school of origin to the extent feasible or transferring to the local school in the current attendance area when moving to a different address or community.
- c) The parent/guardian determines which school is in the child's best interest.
- d) Students are immediately enrolled in school even if they do not have the documents required. The Liaison can request the necessary documents from previous schools or help to schedule required immunizations. Students will be provided transportation to and from school at the parent's requests.
- e) Students will be provided free/reduced lunch.
- f) Students will be provided Title 1 services.
- g) School districts will establish a dispute resolution process to resolve disagreements between parents and the district.
- h) Families living in homeless situations may contact the Liaison to help them put the disagreement into writing. For Assistance, please contact the Mesa Union School District /Homeless Education Project Coordinator Dr. Raul Ramirez at (805) 485-1411.

Homeless Youth in After School Programs – EC 8483.1

Provides, beginning on July 1, 2017, homeless students and students who are in foster care priority for enrolling in before and after school program and prohibits a program that charges family fees from charging a fee to a family of a homeless student or a foster care student.

Immunizations – HSC 120325, 120335, 120338, 120365, 120370, and 120375

Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met for age and grade. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

Students are not required to have immunizations if they attend a home-based private school or an independent study program and do not receive classroom-based instruction. However, parents must continue to provide immunizations records for these students to their schools.

The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs.

A student not fully immunized may be temporarily excluded from a school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above.

Free or low-cost immunizations for children are available for the Ventura County Health Care Agency. For information, call (805) 981- 5221 (Toll-free: 888-582-5012) or go to <http://www.vchca.org/public-health/immunization-program>. Information about a medical exemption of immunizations for your student is available from your school enrollment clerk.

As of January 1, 2016, parents of students in any school will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7th grade.

Instruction for Pupils with Temporary Disabilities – EC 48206.3, 48207, and 48208

A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable, may receive individualized instruction provided in the pupil's home for one hour a day.

A pupil with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located.

It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the district will within five working days determine whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less.

A pupil with a temporary disability may remain enrolled in the district of residence or charter school and may attend regular classes when not confined to the hospital setting, the total days of instruction may not exceed the maximum of five days with both school settings and attendance may not be duplicated. If necessary, the district of residence may provide instruction in the home for the days not receiving instruction in the hospital setting, depending upon the temporary doctor orders. The supervisor of attendance shall ensure that absences from the regular school program are excused until the pupil is able to return to the regular school program.

An honorary high school diploma which is clearly distinguishable from the regular diploma of graduation may be awarded to a pupil who is terminally ill, from the resident governing school board, a county office of education or a charter school.

Involuntary Transfer – EC 48980(n), 48929

Authorizes a school district to transfer a student who has been convicted of a violent felony or misdemeanor to another school in the district if the student and the victim of the crime are enrolled in the same school. *Notification is required only if the governing*

Juvenile Court School Pupils: Graduation Requirements and Continued Education Options – EC 48645.3 and 48645.7

Pupils and their educational rights holders may decline or defer the diploma from the county juvenile court school, take courses at their local school, and earn a diploma from their local school.

Medical or Hospital Service – EC 49472

Services Not Provided

The Mesa Union School District does not provide or make available medical and hospital services for pupils who are injured in accidents related to school activity or attendance.

Medication Regimen – EC 49423

The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse or school office manager of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the pupil.

Any pupil who is required to take, during the regular school day, medication prescribed by a physician may be assisted by the school nurse or other designated school personnel if the school district receives both a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken requesting the school nurse to assist the pupil with prescribed medication as set forth in the physician statement. Student may carry and self-administer auto-injectable epinephrine or inhaled asthma medication if the school district receives both a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken and a written statement from the parent or guardian requesting that the student self-administer. All requests are to be approved by school nurse prior to use.

Administration of Prescribed Medication for Pupils – EC 49423 and 49423.1

Any pupil who is required to take, during the regular school day, medication prescribed by a physician or surgeon, may be assisted by the school nurse or other designated school personnel or may carry and self-administer auto-injectable epinephrine or inhaled asthma medication if the school district receives ***both a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken and a written statement from the parent or guardian requesting the school district assist the pupil with prescribed medication as set forth in the physician statement.***

The following is a sample checklist for parents and guardians when children need medication at school.

1. Talk to your child's doctor about making a medicine schedule so that your child does not have to take medicine while at school.
2. If your child is regularly taking medicine for an ongoing health problem, even if he or she only takes the medicine at home, give a written note to the school nurse or other designated school employee at the beginning of each school year. This list of medications may be provided on the Emergency Card. You must list the medicine being taken, the current amount taken, and the name of the doctor who prescribed it (EC 49480).
3. If your child must take medicine while at school, the parent or guardian shall obtain and provide a physician's authorization from your child's doctor or other health care provider, who is licensed to practice in California. Provide new, updated notes at the beginning of each school year and whenever there is any change in the medicine, instructions, or doctor (EC 49423).
4. As parent or guardian, you must supply the school with all medicine your child must take during the school day. You or another adult must deliver the medicine to school, except medicine your child is authorized to carry and take by him or herself.
5. All controlled medications must be counted and recorded on a medicine log when delivered to the school. The parent or guardian who delivered the medicine should verify the count by signing the log.
6. Each medicine your child must be given at school must be in a separate container labeled by a pharmacist licensed in the United States. The container must list your child's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take.
7. Pick up all discontinued, outdated, and/or unused medicine before the end of the school year or at the time of discontinuance.
8. Medicinal cannabis may be administered at school by parent according to local district adopted policy, which must include: no disruption of educational environment or exposure of cannabis to other students, parent administration only – no staff members to administer cannabis, removal of any remaining cannabis and packaging from school site, parent method to sign in and out

for administration and medical recommendation to be kept on file according to confidential health records. The use of smoke or vape forms of cannabis is expressly forbidden on school campus.

9. Know and follow the medicinal policy of your child's school. The school board may amend or rescind any of their policies for any reason in a public board meeting.

Mental Health - EC 49428

Mesa Union School District will notify parents and pupils at least twice per year on how to initiate student mental health services on campus or in the community. This first time is through the Mesa Union School District Parent Rights and Responsibilities Annual Notice. We will notify you at least one more time through electronic communication including email and automated phone calls. For information regarding school based mental health services, contact Dr. Raul Ramirez, Superintendent. For available mental health resources in the community, contact Ventura County Behavior Health at 866-998-2243

Megan's Law – Penal Code 290 et seq.

Information about registered sex offenders in California can be found on the California Department of Justice's website, <http://meganslaw.ca.gov/>. The website also provides information on how to protect yourself and your family, facts about sex offenders, frequently asked questions, and sex offender registration requirements in California.

Minimum and Pupil-free Staff Development Days – EC 48980(c)

Parents and guardians of all pupils are to be informed of the schedule of minimum days and pupil-free staff development days. If minimum or pupil-free staff development days are scheduled after the start of the school year, the school should notify parents and guardians of affected pupils as early as possible, but not later than one month prior to the scheduled day. The school calendar is available on the school website at www.mesaschool.org and in the school office.

Missing Children – EC 49370

It is required that specified persons, including school teachers, administrators, aides, playground workers and bus drivers, report missing children to a law enforcement agency in a timely manner.

Nondiscrimination Statement – EC 200 et seq.

The Mesa Union School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. Mesa Union assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact Dr. Raul Ramirez, Superintendent, at (805)485-1411.

Notice of Alternative Schools – EC 58501

California state law authorizes all school districts to provide for alternative schools. Education Code 58500 defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

- a. Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- b. Recognize that the best learning takes place when the student learns because of his/her desire to learn.
- c. Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects.

- d. Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- e. Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including, but not limited to, the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools and the Mesa Union School District Office have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

Parent Engagement- School Accountability – EC 11500, 11501, 11502, 11503

To participate in the district offerings of parent education and to provide parental input to the local training programs for parents, please contact Dr. Raul Ramirez, Superintendent, at (805) 485-1411.

Pesticide Products – EC 17612 and 48980.3

To obtain a copy of all pesticide products and expected use at the school facility during the year, and to receive notification of individual pesticide applications at the school at least 72 hours before the application, contact Dr. Raul Ramirez, Superintendent, at (805) 485-1411. The notice will identify the active ingredient(s) in each pesticide product, the intended date of application, an Internet address on pesticide use and reduction, and the Internet address where the school site integrated pest management plan may be found if the school site has posted the plan.

Physical Assessments – EC 49426, 49451 and 49452

A pupil may participate in physical examinations by the school nurse or other appropriately trained individuals. This may include, but is not limited to, vision, hearing, dental, blood pressure and growth and development or the presence of infectious agents. Parents or guardians may state in writing to the principal that they do not consent to physical examinations or assessments. This notification must be renewed annually.

Physical Examination – EC 49451

A parent or guardian may, by written statement filed annually, refuse to consent to the physical examination, including vision, hearing and scoliosis screening, of his/her child; however, a child may be sent home if, for good reasons, he or she is believed to be suffering from a recognized contagious or infectious disease. School children are examined for vision, hearing and may be examined for curvature of the spine at selected grade levels.

Property Damage – EC 48904

Parents or guardians may be held financially liable if their child willfully damages school property or fails to return school property loaned to the child. The school may further withhold the grades, diploma, and transcript of the pupil until restitution is paid.

Protection of Pupil Rights Amendment - EC 51513

The Protection of Pupil Rights Amendment (PPRA) affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
 - a. Political affiliations or beliefs of the student or student's parent;
 - b. Mental or psychological problems of the student or student's family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - g. Religious practices, affiliations, or beliefs of the student or student's parent; or
 - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of—

- a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - c. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
3. Inspect, upon request and before administration or use—
- a. Protected information surveys of students and surveys created by a third party;
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Parents who believe their rights have been violated may file a complaint online by selecting the PPRA complaint form option at <https://studentprivacy.ed.gov/file-a-complaint> or by mailing the form to: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202.

Pupil Meals – Child Hunger Prevention and Fair Treatment Act of 2017 – EC 49557.5

The Mesa Union School District has a Meal Charge Policy about how students who pay the full or reduced cost of a school meal are impacted by not having enough cash on hand or in their account to purchase a meal. Please contact Dr. Raul Ramirez, Superintendent, at (805) 485-1411 for more information regarding specific school policy related to Meal Charge Policy.

Pupil Records – EC 49063 and 49069, Title 34 Code of Federal Regulations 99.7, 20 United States Code 1232g

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a pupil's development and educational progress. MUSD will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the student's educational record maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access student records without parental consent if the official needs to review the records to fulfill his/her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, MUSD shall disclose educational records without parental consent.

Parents' request to access their student's educational records must be submitted in a written form to the school principal and the school will have five (5) business days from the day of receipt of the request to provide access to the records. Copies of student records are available to parents for a fee of no more than 10 cents per page.

Any challenge to school records must be submitted in writing to the school principal. A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the student. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-8520.

Response To Immigration Enforcement - Ed. Code 234.7

Responding to Requests for Immigration-Related Information or Documents:

Upon receiving any verbal or written request for information or documents related to a student's or family's immigration or citizenship status, district staff shall:

1. Record or otherwise document the request and notify the Superintendent or designee about the request
2. Provide the student's parent/guardian or, if the student is at least 18 years old, the student, with notice, a description of

the request, and any documentation provided to the district describing the request, unless prohibited by a court order, judicial subpoena/warrant, or in cases involving investigation of child abuse, neglect, or dependency

Information or documents related to a student's immigration or citizenship status shall not be disclosed to a law enforcement officer without consent by the parent/guardian or, if the student is at least 18 years old, by the student, a court order, or judicial subpoena/warrant. To obtain written consent, the release of student information shall include the following information:

1. The signature and signature date of the parent/guardian, or student if the student is at least 18 years old
2. A description of the records to be disclosed
3. The reason for the release of information
4. The parties or class of parties receiving the information
5. A copy of the records to be released, if requested by the parent/guardian or student

In accordance with law and Board Policy 5125 - Student Records, the Superintendent or designee shall annually notify parents/guardians that the district will not release student information to third parties for immigration enforcement purposes, unless the parent/guardian consents or as required to do so by a court order or judicial subpoena/warrant.

Responding to Requests for Access to Students or School Grounds:

District staff shall receive parent/guardian consent or, if the student is at least 18 years old, the student's consent, before the student is interviewed or searched by any law enforcement officer for immigration enforcement purposes, unless the officer presents a court order or a judicial warrant. A student's parent/guardian shall be immediately notified when a law enforcement officer requests or is able to interview, search, detain, or otherwise interact with the student for immigration enforcement purposes, unless prohibited by a court order or a judicial warrant, or in cases involving investigations of child abuse, neglect, or dependency. (Education Code 48906)

A law enforcement officer who requests to enter district property which is not open to all visitors shall register in accordance with Board Policy 1250 - Visitors/Outsiders, except in cases where the officer states that exigent circumstances exist or as stated in a court order or judicial warrant. (Penal Code 627.2, 627.3)

As early as possible, district staff shall notify the Superintendent or designee of any immigration enforcement-related request by a law enforcement officer for access to a student or to district property, including service of lawful warrants, subpoenas, petitions, complaints, or other similar documents.

Responding to Law Enforcement Officers on District Property:

District staff shall report the presence of any law enforcement officer on district property for immigration enforcement purposes to on-site district police and other appropriate administrators. Unless a law enforcement officer declares that exigent circumstances exist and demands immediate access to the campus, district staff shall take the following actions when such an officer is actually or imminently present on district property for immigration enforcement purposes:

1. Advise the officer that before school personnel can respond to the officer's request, they must first receive notification and direction from the Superintendent, principal, or designee, except under exigent circumstances that necessitate immediate action
2. Request to see and record or otherwise document the officer's credentials, including the officer's name and badge number, and the phone number of the officer's supervisor, and note or make a copy of all such information
3. Ask the officer for, and then record or otherwise document, the officer's reason for being on district property
4. Request that the officer produce any documentation that authorizes the officer's school access, make copies of all such documentation, and retain at least one copy for district records
5. Contact and consult with the district's legal counsel or Superintendent or designee

6. Follow the direction from the district's legal counsel or Superintendent or designee

If the officer declares that exigent circumstances exist and demands immediate access to the campus, district staff shall comply with the officer's orders and immediately contact the Superintendent or designee and then the district's legal counsel.

Regardless of whether the officer declares that exigent circumstances exist, district staff shall not attempt to physically impede the officer, even if the officer appears to be acting outside the law or in excess of the officer's stated or documented authorization. If an officer enters the premises without consent, district staff shall document the officer's actions while on campus but only to the extent that it does not impede the officer's actions. After the officer leaves district property, district staff shall promptly make written notes of all interactions with the officer, including:

1. A list or copy of the officer's credentials and contact information, if known
2. The identity of all other district staff known to have communicated with the officer
3. A description of the officer's request and activities
4. The type of documentation, such as a warrant or subpoena, that authorized the officer's request or actions, what was requested by the documentation, and whether the documentation was signed by a judge
5. District staff's response to the officer's request
6. Any further action taken by the officer
7. Copies of any documents presented by the officer

District staff shall promptly provide a copy of these notes and any associated documents district staff has collected from the officer to the district's legal counsel or other district official designated by the Superintendent. The district's legal counsel or the Superintendent or designee shall submit a timely report to the Governing Board regarding the officer's requests and actions and the district's response. (Education Code 234.7) The Superintendent or designee shall also email the Bureau of Children's Justice in the California Department of Justice (BCJ@doj.ca.gov) regarding any attempt by a law enforcement officer to access a school site or a student for immigration enforcement purposes.

Responding to the Detention or Deportation of Student's Parent/Guardian:

The Superintendent or designee shall encourage parents/guardians to update their emergency contact information as needed at any time. The Superintendent or designee shall notify parents/guardians that the district will only use information provided on the emergency cards in response to specific emergency situations and not for any other purpose.

The Superintendent or designee may also encourage all students and families to learn their emergency phone numbers and be aware of the location of important documentation, including birth certificates, passports, social security cards, physicians' contact information, medication lists, lists of allergies, and other such information that would allow the students and families to be prepared in the event that a student's parent/guardian is detained or deported.

In the event that a student's parent/guardian is detained or deported, the Superintendent or designee shall release the student to the person(s) designated in the student's emergency contact information or to any individual who presents a caregiver's authorization affidavit on behalf of the student. The Superintendent or designee shall only contact child protective services if district personnel are unable to arrange for the timely care of the student by the person(s) designated in the emergency contact information maintained by the school or identified on a caregiver's authorization affidavit. In an instance where a student's parent/guardian was detained or deported, the Superintendent or designee shall notify the student, as well as the individuals designated in the student's emergency contact information and any individual who presented a caregiver's authorization affidavit on behalf of the student, that the student continues to meet the residency requirements for attendance in the district if the student and the student's parent/guardian who was detained or deported satisfy the conditions as specified in Education Code 48204.4.

The Superintendent or designee may refer a student or the student's family members to other resources for assistance, including, but not limited to, an U.S. Immigrant and Customs Enforcement detainee locator, legal assistance, or the consulate or embassy of the parent/guardian's country of origin.

Safe Place to Learn Act – EC 234 and 234.1

The Mesa Union School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion.

To report an incident and/or to receive a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies, contact Dr. Raul Ramirez, Superintendent, at (805)-485-1411.

School Safety: Bullying – EC 234.4 and 32283.5

The Mesa Union School District is committed to the prohibition of discrimination, harassment, intimidation, and bullying. Annual training will be provided to all staff who work with students, to prevent bullying and cyberbullying. You may find a list of education web pages describing the staff training at: <https://www.cde.ca.gov/ls/ss/se/bullyres.asp> If you or your child should experience any bullying on campus, at school events, or on the way to or from school, please contact one of our Title IX Officers to assist you in identifying and stopping this behavior. Title IX Officers are: Kim Kuklenski, Assistant Principal and Dr. Raul Ramirez, Superintendent, at (805) 485-1411.

School Rules – EC 35291

The school district may notify the parent or guardian of all pupils registered in schools of the district of the availability of rules of the district pertaining to student discipline.

School Safety Plan – EC 32280 et seq.

Mesa Union School has a Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures. Copies are available to read at the school office. Fire and emergency drills are held periodically at each school.

School Visiting Procedures – EC 51101(a) (12) and Penal Code 627.6

Parents and guardians of students enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children, to be informed in advance about school rules, including procedures for visiting the school.

PC 627.6: Requires schools to post at every entrance a notice setting forth the visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. Administration has the authority to direct non-students to leave campus. No outsider shall enter or remain on school grounds during school hours without having registered with the principal or designee, except to proceed expeditiously to the school office for the purpose of registering.

Sex Equity: Title IX Notifications – EC 221.61

Requires schools to post information on their website relative to the designated Title IX coordinator, rights of students, responsibility of schools, and a description of how to file a complaint. The Mesa Union School District designates the individuals below as the employees responsible for coordinating Mesa Union's efforts to comply with Title IX: Kim Kuklenski, Assistant Principal and Dr. Raul Ramirez, Superintendent, at (805) 485-1411.

Sexual Harassment – EC 231.5 and 48980(g)

It is the policy of the Mesa Union School District Superintendent and the Board of Education to maintain learning and working environment which is free from sexual harassment. Sexual harassment is a form of sex discrimination under Title IX of the Education Amendments of the Civil Rights Act of 1972 and is prohibited by both Federal and State law. Therefore, the Mesa

Union School District Board of Education prohibits sexual harassment in all schools and facilities within the organization. Mesa Union regards sexual harassment as improper, immoral, illegal, and such actions will not be tolerated. This policy is implemented to inform students, staff and parents about what sexual harassment is and the procedures which will be followed by MUSD upon receipt of sexual harassment allegations.

The MUSD sexual harassment policy is intended as a preventive measure to protect against sexual harassment before it occurs. The term “sexual harassment” is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal usage. Sexual harassment is deliberate and/or repeated sexual or sex-based behavior that is not welcome and is not requested.

The California Education Code specifies that a pupil may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment. MUSD educational programs may suspend and/or refer pupils back to their local school district. This policy shall not apply to pupils enrolled in kindergarten and grades one to three.

- A. For purposes of this policy, the conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive as to create an intimidating, hostile, or offensive educational environment or to have a negative impact upon the individual's academic performance.
- B. Teachers and other school personnel shall discuss this policy with students in age-appropriate ways and will assure students that they need not endure any form of sexual harassment.
- C. Any student who feels that he/she has been the victim of sexual harassment by an employee, student or volunteer of MUSD as defined in this policy and administrative regulations shall immediately report the matter to any school official of the school of attendance. The person receiving the complaint shall immediately report the matter to a school administrator, and an investigation into the complaint will begin.
- D. Any staff member who has knowledge of conduct of Mesa Union employees, volunteers, students, or other individuals of the school community which may constitute sexual harassment, is expected to report immediately such conduct to an administrator of the school at which the student is in attendance.
- E. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. All complaints will be taken seriously, and confidentiality will be maintained as appropriate. There shall be no retaliation in any form against any complainant or participant in the complaint process.
- F. All employees and pupils shall be notified of this Board Policy on a regular basis.
- G. To promote an environment free of sexual harassment, the school administrator or designee shall provide staff training and ensure student notification.

An appeal of a MUSD decision may be made in court through civil law remedies. Complainants should consult an attorney for more information. Contact the school principal if you have any questions or would like additional information.

Social Security Numbers – EC 49076.7

Prohibits collection or solicitation of social security numbers or last four digits to protect pupils from identity theft, unless otherwise required to do so by state or federal law.

Special Education - EC 56026, 56300, 56301

Special education programs and services are provided to students with identified disabilities which adversely impact the students' educational program. The Individuals with Disabilities Education Act (IDEA) defines “children with disabilities” to mean children with intellectual disabilities, hearing impairments including deafness, speech or language impairments, visual impairments including blindness, emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments or specific learning disabilities, and who by reason thereof, need special education and related services.

Eligible students are provided a free and appropriate public education (FAPE) in the “least restrictive environment” (LRE). A parent, teachers, and appropriate professionals may refer a student who is believed to have a disabling condition that may require special education programs or services by contacting their local school or district of residence.

Before the initial provision of special education and related services to a student with a disability, the district will conduct, with the consent of the parent, a full and individual initial evaluation of the student. The evaluation will be conducted by qualified personnel who are competent to perform the assessment and will not use any single measure or assessment as the sole criterion for determining whether a student is a student with a disability and for determining the appropriate educational program for the student. If a determination is made that a student has a disability and needs special education and related services, an individualized education program (IEP) will be developed.

Statewide Testing - EC 60615

California students take several mandated statewide tests. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes.

California Assessment of Student Performance and Progress (CAASPP)

The CAASPP tests consist of the following:

- Smarter Balanced Assessment Consortium Assessments

The Smarter Balanced computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are computer-based assessments, administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and mathematics assessments can be used as an indicator of college readiness.

- California Science Tests (CAST)

The computer-based CAST measures students' achievement of the California Next Generation Science Standards (CA NGSS) through the application of their knowledge and skills of the Science and Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts. The CAST is administered to all students in grades five and eight and once in high school (*i.e.*, grade ten, eleven, or twelve).

- California Alternate Assessments (CAAs)

Only eligible students—students whose individualized education program (IEP) identifies the use of alternate assessments—may participate in the administration of the CAAs. Test examiners administer the computer-based CAAs for ELA, mathematics, and science one-on-one to students. Students in grades three through eight and grade eleven will take the CAA for ELA and mathematics. Test items developed for ELA and mathematics are aligned with the CCSS and are based on the Core Content Connectors.

Students in grades five and eight and once in high school (*i.e.*, grade ten, eleven, or twelve) will take the CAA for Science. The CAA for Science embedded performance tasks are based on alternate achievement standards derived from the CA NGSS. Students taking the CAA for Science will take three embedded performance tasks during the school year.

- California Spanish Assessment (CSA) for Reading/Language Arts

The optional CSA for Reading/Language Arts in Spanish is aligned with the California Common Core State Standards in Español. This computer-based test allows students to demonstrate their Spanish skills in listening, reading, and writing mechanics.

Pursuant to EC 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments.

English Language Proficiency Assessments for California

The computer-based ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English.

Physical Fitness Test

The physical fitness test for students in California schools is the FitnessGram®. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test.

Student Conduct – EC 51100

Duties of Pupils – Title 5 California Code of Regulations 300 Pupils shall conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

Jurisdiction – EC 44807 Teaching staff shall hold pupils to strict account for their conduct on the way to and from school, on the

Mandatory Expulsion Violations – EC 48915 Schools shall immediately suspend and recommend expulsion for students that commit any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive.

The school board shall order the student expelled upon finding that the student committed the act.

Suicide Prevention Policies – EC 215

Student suicide rates are of concern to all members of the school community. One child, ages 12 and older, dies by suicide every five days in California. Local Districts were required by California law to provide suicide prevention education, according to age-appropriate and sensitive local policies, for grades 7 to 12. Legislators have determined that training in mental health and coordination around improved services is extended to our elementary students. A shared goal by all staff educators is to keep a safe place to learn, free from harm to any of our students.

Sunscreen and Sun-protective Clothing – EC 35183.5

Each school site shall allow for outdoor use during the school day, articles of sun-protective clothing, including but not limited to hats. Pupils may use sunscreen during the school day without a physician's note or prescription.

Surveys and Data Collection – EC 51513 and 51514

Anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent is notified in writing that 1) this test, questionnaire, or survey is to be administered, 2) the student's parent is given the opportunity to review the test, questionnaire, or survey, and 3) the parent consents in writing. If a local education agency administers a voluntary survey that already includes questions pertaining to sexual orientation and gender identify, the LEA shall not remove those questions.

Tobacco-free Campus – Health and Safety Code Sections 104420 and 104495

The use of tobacco and nicotine products is prohibited at any time in a county office of education, charter school or school district-owned or leased buildings, on school or district property, and in school or district vehicles. This includes, but is not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and other nicotine delivery devices, such as electronic cigarettes. Signs will be prominently displayed at all entrances to school property stating, "Tobacco use is prohibited." In addition, when receiving Tobacco Use Prevention Education (TUPE) funds, Mesa Union will adopt and enforce a tobacco-free policy, communicate this policy to school staff, parents, pupils and community.

Uniform Complaint Policy and Procedure 5 CCR 4600

The Uniform Complaint Procedures (UCP) complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, bullying or charging pupil fees for participation in an educational activity or non-compliance. The person who receives the complaint shall respond to the parent in writing within 60 days. The parent may appeal to CDE within 15 days if not in agreement with the final report. Please contact Dr. Raul Ramirez, Superintendent at 805-485-1411 if you would like more information on how to file a complaint with the school or district, prior to appealing to the CDE. For more information you may go to the CDE website: <https://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>

Uniform Complaint Policy and Procedure – Title 5, California Code of Regulations 4622, and EC 234.1, 32289, and 49013

The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged:

- 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs,

migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs;

- 2) unlawful discrimination against any protected group as identified under Education Code (EC) section 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance;
- 3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code;
- 4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics; and
- 5) unlawful imposition of pupil fees for participation in educational activities in public schools. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in educational activities in public school; and
- 6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3.
- 7) noncompliance with physical education instructional minutes at specified grade levels;
- 8) inappropriate assignment of a pupil to courses without educational content or previously completed and received a grade sufficient for satisfying the requirements for high school graduation and into post-secondary education;
- 9) non-compliance with educational provisions for pupils in foster care, who are homeless or who are former juvenile court students; and
- 10) failure to reasonably accommodate lactating pupils.

Local Control and Accountability Plans - EC 52075 In addition, pursuant to Education Code section 52075, individuals may file a complaint under the District's uniform complaint procedures alleging that the District has not complied with the Local Control Accountability Plan requirements in the Education Code. Specifically, programs under the scope of the Uniform Complaint Procedures include:

1. Adult Education
2. Career/Technical and Technical Education and Training Programs
3. Child Care and Developmental Programs
4. Child Nutrition Services
5. Consolidated Categorical Aid Programs [State and Federal (NCLB)]
6. Migrant Education
7. Safety Planning Requirements
8. Special Education
9. Local Control Funding Formula

Pupil Fee Complaints - EC 220 and PC 422.55 Pupil fee complaints shall be filed no later than one year from the date the alleged violation occurred. Complainants are advised that civil law remedies may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to EC § 262.3. MUSD's complaint procedures shall be available free of charge.

The Mesa Union School District has established Uniform Complaint Procedures to resolve alleged acts of discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics, which apply to all state and federally funded programs. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs. A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to Dr. Raul Ramirez, Superintendent of Schools, who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the timeline. If the District finds merit in a complaint, the District shall provide a remedy to all affected pupils, parents/guardians.

A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulations exists; including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. If a district is found to have violated a State or Federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. MUSD is primarily responsible for compliance with federal and state laws and regulations. Contact Dr. Raul Ramirez at (805) 485-1411 for additional information or assistance.

Victim of a Violent Crime – 20 United States Code 7912a

A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, has the right to transfer to another school within the district. The District has 14 calendar days to offer students the option to transfer. For more information, contact Dr. Raul Ramirez, Superintendent, at (805) 485-1411.

Walking or Riding a Bike to School – Vehicle Code 21212

No person under 18 years of age may operate a bicycle, non-motorized scooter, skateboard or wear in-line or roller skates, nor ride as a passenger upon a bicycle, non-motorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets specified standards.

Williams Complaint Policy and Procedure – EC 35186

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained at the school office and/or online in the VCOE Student Services area of the www.vcoe.org webpage. Parents, students, teachers or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

ADDITIONAL NOTIFICATIONS FOR ELEMENTARY & MIDDLE SCHOOLS ONLY

Career Counseling and Course Selection – EC 221.5(d)

Commencing in grade 7, school personnel shall assist pupils with course selection or career counseling, exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil's gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions.

Entrance Health Screening – Health & Safety Codes 124085, 124100, and 124105

State law requires that the parent or legal guardian of each pupil provide the school documentary proof that the pupil has received a health screening examination by a doctor within 90 days after entrance to first grade. Pupils may be excluded up to 5 days from school for failing to comply or not providing a waiver. Free health screening is available through the local health department.

Oral Health Assessment – EC 49452.8

Record of a dental assessment done by a dental professional is required for all kindergarteners and first graders attending public school for the first time. Dental assessments must be completed in the 12 months prior to entry or by May 31st of the pupil's first school year.

School Bus Safety – EC 39831.5

All pupils in pre-kindergarten, kindergarten and grades 1 to 6, shall receive written information on school bus safety (i.e., a list of school bus stops near each pupil's home, general rules of conduct at school bus loading zones, red light crossing instructions, school bus danger zone, and walking to and from school bus stops). Prior to departure on a school activity trip, all pupils riding on a school bus or school activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.