

MESA UNION SCHOOL 2025-2026
MANUAL PARA PADRES-ESTUDIANTES

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



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BIENVENIDA

¡Bienvenidos al año escolar 2025-2026 en la Escuela Mesa Union, casa de los Tigers! Mesa es una escuela ejemplar con una rica tradición de servicio a la comunidad. La Escuela Mesa Union cuenta con un personal dedicado y trabajador, y ofrece numerosas oportunidades para que nuestros estudiantes desarrollen habilidades para toda la vida. Esperamos que usted y su hijo/a disfruten de todo lo que Mesa Union ofrece.

Nuestro personal proporcionará un programa de instrucción de calidad, fomentado en un ambiente seguro que alienta a los estudiantes a desarrollar la confianza en sí mismos, la independencia y el amor para el aprendizaje. Una asociación entre padres, estudiantes y personal que fomenta el éxito de los estudiantes. Sabemos que los estudiantes de nuestra comunidad tienen un gran potencial, y requiere que cada individuo en sus vidas trabaje juntos a propósito para su éxito. Creemos que la estrecha cooperación entre nuestra escuela y su hogar es esencial para la experiencia educativa óptima de su hijo. Debemos enseñarles a pensar críticamente, resolver problemas y saber cómo acceder a la información, equipándolos así con las habilidades necesarias para prosperar en una sociedad competitiva y global. Además, liderar con compasión e interactuar positivamente con otros prepara a los estudiantes y a nuestra comunidad escolar para el éxito.

Ofrecemos este manual para familiarizar a usted y a sus hijos con el personal de Mesa Union, programas educativos y la comunidad. Aunque la mayor parte de la información de este manual permanecerá actualizada durante todo el año, pueden ocurrir cambios menores. Por favor, tómese el tiempo para leer el manual a fondo y discutir esta información con sus hijos. La relación positiva entre el hogar y la escuela ayuda a promover el bienestar de nuestros hijos y su proceso de aprendizaje. Espero con ansias el comienzo del nuevo año escolar y continuar nuestra colaboración para brindarles a sus hijos una experiencia educativa eficaz y atractiva. Como siempre, buscaremos que nuestras familias sean socios positivos en el viaje educativo de sus hijos. **Este año, esperamos fortalecer aún más la colaboración con los padres y las familias para fomentar el éxito de nuestros estudiantes. Les pediremos a las familias que nos apoyen para garantizar la asistencia regular y la práctica regular de habilidades esenciales en casa para asegurar el dominio y el éxito.** El personal de Mesa siempre ha tenido como prioridad trabajar juntos como una comunidad de aprendizaje solidaria y compasiva con profesionalismo, trabajo en equipo, acción y experiencia. Ponemos los mejores intereses de nuestros estudiantes en el centro de nuestro propósito.

Creemos que la comunicación abierta y clara entre la escuela y el hogar es importante para el éxito de nuestro programa educativo. Felizmente, el personal de la escuela trabaja arduamente para mantener una línea abierta de comunicación bidireccional con las familias, tanto en Inglés como en Español. Las familias y los estudiantes pueden mantenerse al día con la información a través *ParentSquare Mesa Matters*, el boletín de la escuela semanal que es enviado vía correo electrónico. Si en cualquier momento surge una pregunta, por favor visite o llame a la oficina de la escuela al (805) 485-1411. Visite nuestro sitio web, Instagram y páginas de Facebook para conocer las últimas noticias y actualizaciones:

Página Web de la Escuela:
mesaschool.org

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

Facebook:
Mesa Union School District

Una vez más, bienvenidos al año escolar 2025-26. Esperamos trabajar con usted y su hijo y un año escolar maravilloso y productivo lleno de ricas experiencias académicas.

Dr. Raul Ramirez
Superintendente/Director
rramirez@mesaschool.org

Kim Kuklenski
Subdirectora
kkuklenski@mesaschool.org

CALENDARIO DE REUNIONES DE LA JUNTA DIRECTIVA DEL DISTRITO

Fecha: Tercer martes de cada mes
Hora: 6:00 P.M. (Sesión Cerrada)
6:30 P.M. (Sesión Abierta)
Lugar: Mesa Union School – Sala de Multiusos

Agenda: Disponible en línea en <https://mesaschooldistrict.org/> o en la oficina de la Escuela de Mesa Union el viernes antes de la reunión. Por favor visite el sitio web del distrito para cualquier actualización o cambio a las reuniones programadas.

DECLARACIÓN DE LA VISIÓN

Honrar el pasado, vivir el presente, conducir hacia el futuro...¡La Manera de Mesa!

DECLARACIÓN DE LA MISIÓN

La Misión del Distrito Escolar de Mesa es proporcionar un ambiente seguro y educativo que fomente una base bien redondeada para los éxitos de toda la vida mediante la educación, inspiración y celebración de las mentes de nuestra comunidad estudiantil y asegurar un mejor futuro para todos.

VALORES FUNDAMENTALES

Comunidad

Mesa Unión, distrito escolar desde Kinder transicional hasta el octavo grado, con raíces profundas de la comunidad, ricas tradiciones, y los valores modernos promoviendo el acceso equitativo para nuestros estudiantes y sus familias.

Clima Escolar

La bienvenida a un grupo diverso de familias que ofrece un plan de estudios innovador con el cuidado de los profesores que modelan respecto para sí mismo, para los demás y la escuela; donde los estudiantes son desafiados y motivados para tener éxito/perseverar en un ambiente cálido y agradable donde a los Tigres les importa!

Innovación

Damos la bienvenida al cambio, apoyo del profesor y la creatividad de los estudiantes usando la tecnología para mantenerse al día con las nuevas tendencias educativas. Nuestro personal está comprometido con el avance continuo del siglo 21 mediante el desarrollo de aprendices, lectores competentes, escritores, matemáticos; y el cultivo de los científicos, exploradores, innovadores y comunicadores magistrales

Excelencia Académica

Un lugar verdaderamente especial donde todos los estilos de aprendizaje son apoyados y la excelencia académica es algo más que buenas calificaciones. Los maestros modelan el aprendizaje de toda la vida mediante el desarrollo profesional que les permite satisfacer las necesidades e intereses de cada estudiante.

- Ciencia Tecnología Ingeniería Matemáticas (STEAM, por sus siglas en Inglés)
- aprendices dotados (G.A.T.E., por sus siglas en Inglés)
- Artes Visuales y Artísticas
- Atletismo
- Clubes Estudiantiles
- Electivos de Secundaria

El Niño en su Totalidad

Estamos comprometidos a satisfacer las necesidades del niño en su totalidad. Creemos que los estudiantes merecen estar saludables, comprometidos, apoyados y desafiados a través de experiencias prácticas de aprendizaje y de vida centrada en el desarrollo de estudiantes completos que demuestran el pensamiento crítico, imaginación, integridad y compasión hacia los demás.

MARCO PARA EL FUTURO

El Marco para el Futuro de Mesa es un plan estratégico para el distrito que se centra en el aprendizaje de los estudiantes. El marco consiste en un perfil de aprendizaje y un modelo de aprendizaje.

El Perfil del Aprendiz describe las competencias y habilidades que los estudiantes serán capaces de demostrar cuando salgan de Mesa después del octavo grado con el fin de estar listos para lo que esté por delante para ellos en el futuro. Lo que es más importante, servirá como un horizonte para el programa de instrucción del distrito para que el presente y el futuro de los Tigres de Mesa puedan realmente prepararse para un futuro que aún no se ha creado.

El modelo de aprendizaje define el enfoque común de las experiencias de aprendizaje utilizadas dentro de un sistema para

trabajar hacia la visión en el perfil de la comunidad de aprendizaje. El modelo de aprendizaje consta de cuatro indicadores de experiencias de aprendizaje: personalizadas, auténticas, basadas en competencias y equitativas e inclusivas.
 El Marco para el Futuro puede consultarse en: <https://mesaschool.org/wp-content/uploads/2022/08/Framework-for-the-Future.pdf>

Directorio del Personal

Extensiones del Personal Certificados			
Nombre	Asignación	Correo Electrónico	Habitación
Barroso, Jessica	Apoyo de Lectura	jbarroso@mesaschool.org	24
Boniface, Amanda	3° Grado	aboniface@mesaschool.org	8
Buchanan, Brianna	7° & 8° Grado Matemáticas	bbuchanan@mesaschool.org	19
Catlett, Amy	4° Grado	acatlett@mesaschool.org	13
Caluza, Paige	Kinder	pcaluza@mesaschool.org	1
Chenez, Sarah	5° Grado	schenez@mesaschool.org	12
Davis, Cindy	6° Grado ELA/SS	cdavis@mesaschool.org	17
Demaria, Matthew	7° Grado ELA/SS	mdemaria@mesaschool.org	18
Fang, Chloe	3° Grado	cfang@mesaschool.org	7
Fisher, Christie	6° Grado ELA/Ciencia	cfisher@mesaschool.org	16
Ford, Olivia	7° Grado ELA/Mathematics/Ciencia	oford@mesaschool.org	27
Garza, Kristine	Especialista de Apoyo de Aprendizaje	kgarza@mesaschool.org	Oficina de Apoyo de Aprendizaje
Grogan, Carolyn	5° Grado	cgrogan@mesaschool.org	14
Hernandez, Steven	Clase Especial de Día 4°/5°	shernandez@mesaschool.org	5A
Hocamp, Sara	Coordinadora de STEAM	shocamp@mesaschool.org	25
Kuklenski, Kim	Directora	kkuklenski@mesaschool.org	Oficina de la Escuela
Laurel, Rocio	4°/5° Grado	rlaurel@mesaschool.org	6
Magdaleno, Josephine	4° Grado	jmagdaleno@mesaschool.org	22
Malone, Laryssa	5° Grado	lmalone@mesaschool.org	14
Martinez, Cynthia	Kinder Transicional/Kinder	cmartinez@mesaschool.org	3
Mckenna, Trice	8° Grado SS/ELA	tmckenna@mesaschool.org	20
Morgan, Anne	Kinder Transicional	amoragn@mesaschool.org	4
Oliveras, Adell	1° /2° Grado	adeloliveras@mesaschool.org	11
Peterson, Kristine	Enfermera Escolar	kpeterston@vcoe.org	Enfermería
Puga, Amabel	Kinder	apuga@mesaschool.org	2
Ramirez, Raul	Superintendente	rramirez@mesaschool.org	Oficina del Distrito
Roberson, Shannan	6° Grado Matemáticas y Ciencia	sroberson@mesaschool.org	15
Sandoval, Stepahnie	2° Grado	ssandoval@mesaschool.org	23
Shin, Stacy	Especialista en Habla y Lenguaje	sshin@mesaschool.org	Biblioteca
Skittleson, Amy	2° Grado	awilliams@mesaschool.org	21
Soto, Omar	4° -8° Grado Educación Física	osoto@mesaschool.org	Habitación de Deportes
Stuart, Aaron	Psicólogo escolar	astuart@mesaschool.org	Oficina de Servicios Estudiantiles
Spillane, Christina	7° & 8° Grado Ciencia	cjahr@mesaschool.org	26 Laboratorio de Ciencias
Torres, Daniela	Especialista en Recursos	dtorres@mesaschool.org	5B
Vollmert, Julee	1° Grado	jvollmert@mesaschool.org	9
Waggoner, Michele	7° Grado ELA/SS	mwaggoner@mesaschool.org	18
Wong, Joanne	3° - 8° Grado Musica	jwong@mesaschool.org	Sala de Múltiplos
Extensiones del Personal Oficina			
Nombre	Asignación	Correo Electrónico	Habitación/Departamento
Ramirez, Jolana	Asistente Administrativo Escolar	jolanaramirez@mesaschool.org	Oficina de la Escolar
Orozco, Patty	Intermediario Bilingüe/Técnico de Salud	porozco@mesaschool.org	Servicios de Salud
Hinojosa, Guadalupe	Asistente de la Oficina II	ghinojosa@mesaschool.org	Oficina de la Escuela
Smith, Garret	Técnico del Centro de Equipo Tecnología	gsmith@mesaschool.org	Oficina del Distrito
Torres, Brianna	Asistente Ejecutivo	btorres@mesaschool.org	Oficina del Distrito
Habitación del Personal Extensión		Dept. de las Instalaciones Extensión	Salón de STEAM Extensión

Información de Horario y Calendario

2025-2026 Mesa Union School District Academic Calendar

July 2025							January 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5					1	2	3	
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30	31			25	26	27	28	29	30	31
August 2025							February 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
							1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30							
31													
September 2025							March 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6	1	2	3	4	5	6	7
7	8	9	10	11	12	13	8	9	10	11	12	13	14
14	15	16	17	18	19	20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	22	23	24	25	26	27	28
28	29	30					29	30	31				
October 2025							April 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4							
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28	29	30	31		26	27	28	29	30		
November 2025							May 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8	3	4	5	6	7	8	9
9	10	11	12	13	14	15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	17	18	19	20	21	22	23
23	24	25	26	27	28	29	24	25	26	27	28	29	30
30							31						
December 2025							June 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6		1	2	3	4	5	6	
7	8	9	10	11	12	13	7	8	9	10	11	12	13
14	15	16	17	18	19	20	14	15	16	17	18	19	20
21	22	23	24	25	26	27	21	22	23	24	25	26	27
28	29	30	31				28	29	30				



Instructional Hours.
TK-3 8:25-2:40
4-8 8:10-2:50

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

Calendar Reflects 180 Instructional Days

Board Approved: 2/18/2025

HORARIO DE LA CAMPANA DEL 2025-26

TK/K

TK/ Kindergarten - Regular Dismissal (8/20/24-10/4/24)		TK/ Kindergarten - Regular Dismissal (10/7/24-6/13/25)		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		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) 11:07-11:27 eat first 11:27-11:42 play second	11:07-11:42	Lunch (35 Minutes) 11:07-11:27 eat first 11:27-11:42 play second
12:19-12:54	Lunch (35 Minutes) 12:19-12:39 eat first 12:39-12:54 play second	12:36-1:11	Lunch (35 Minutes) 12:36-12:51 play first 12:51-1:11 eat second	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			

Padres, Comunidad, y Organizaciones Escolares

Asociaciones entre familias y padres

Cultivar asociaciones sólidas entre la escuela y las familias tiene un impacto positivo en el rendimiento y el bienestar de los estudiantes, fomenta una mayor equidad y son pilares de comunidades escolares prósperas. La participación regular en la educación de su hijo enfatiza el desarrollo de una relación intencional y continua. A través de esta relación, tanto los padres como los maestros pueden mejorar el aprendizaje y el desarrollo de los niños, así como abordar cualquier obstáculo al aprendizaje. Al ser un socio involucrado en la educación de su hijo, saben que cuentan con un equipo de personas que los apoyan, lo que genera los siguientes beneficios para los estudiantes:

- Comportamiento mejorado y menos problemas de disciplina.
- Tasas más bajas de ansiedad, agresión y depresión en los estudiantes
- Mejores calificaciones, tasas de asistencia, puntajes en exámenes y mayor probabilidad de que los estudiantes vayan a la universidad o a un programa postsecundario
- Mejora de la salud, el bienestar social y emocional y las habilidades sociales y cognitivas.
- Mayor sensación de seguridad, protección y confianza.

Hay muchas maneras en las que puedes participar. Una de las formas más sencillas y eficaces es la comunicación y la supervisión periódicas. Pedimos que todos los padres/tutores hagan lo siguiente consistentemente:

- repasar la importancia de seguir las reglas escolares y las interacciones respetuosas
- discutir y modelar la compasión y la empatía
- monitorear el uso del teléfono celular y las redes sociales de su hijo
- establecer y mantener una rutina matutina y vespertina en los días escolares.
- consultar la agenda y/o tareas de su hijo
- ayudar a organizar la mochila, carpeta, etc. de su hijo
- analice lo que su hijo está aprendiendo actualmente en cada materia.
- revisar toda la comunicación del personal de la escuela

Además, existen otras formas en las que puede asociarse con la escuela para apoyar a su hijo, al personal y a nuestra comunidad escolar. El personal y los estudiantes de la escuela Mesa Unión se benefician del generoso apoyo de las familias y los voluntarios de la comunidad. Puede obtener más información sobre las muchas maneras en que las familias pueden asociarse con el personal de la escuela visitando el sitio web de Mesa en <http://mesaschool.org>. Algunos de los grupos que ayudan a nuestros estudiantes a sobresalir se describen a continuación. Si desea involucrarse con alguno de ellos, comuníquese con el presidente de la organización o el director de la escuela.

Organización docente de padres (PFO)

Lista de oficiales 2025-26

Cargo

Presidente:

Vicepresidente:

Secretaria:

Tesorero:

Representante de Administración:

Representante de la Facultad:

Nombre

Cynthia Gonzalez

Steven Lee

Malinda Samaniego

Carlos Gonzalez

Kim Kuklenski

Será anunciado

Se le anima a todos que asistan y presten su apoyo a esta valiosa organización <http://mesapfo.org>

Padres de Migrantes y Comités Consultivos de Estudiantes de Inglés del Distrito

Estos grupos importantes aconsejan al director en asuntos concernientes a los programas de instrucción para estudiantes de inglés y migrantes. Proporcionan orientación en áreas de presupuesto, necesidad y relaciones comunitarias. Las reuniones del Comité Asesor del Idioma Inglés del Distrito (DELAC) están abiertas a todos los padres de estudiantes del idioma inglés. El propósito de DELAC es asesorar al distrito sobre los programas y servicios para los estudiantes de inglés como segunda lengua descritos en el Plan de Responsabilidad de Control Local. Las reuniones están abiertas a todos los padres de estudiantes del idioma inglés.

Consejo Asesor de Padres (PAC)

El Consejo Asesor de Padres (PAC) asesora a LA Mesa Union Board of Education sobre las perspectivas de los padres y proporciona recomendaciones sobre temas del distrito escolar. La Mesa Directiva ha creado el PAC como una manera formal de incluir las perspectivas de los padres en el proceso de toma de decisiones del distrito. Los miembros de la PAC se acercan activamente para involucrar a las familias en las discusiones sobre las políticas del distrito y para representar las preocupaciones de los padres ante los líderes del distrito. El PAC también apoya a los padres para que participen en la dirección del sitio escolar y del distrito.

Las reuniones están abiertas a todos los padres.

Expectativas y Normas de Toda la Escuela

ASISTENCIA

¡Para estudiantes de todas las edades, cada día cuenta! La asistencia regular es vital para el éxito escolar. Los estudiantes que asisten a la escuela regularmente tienen más probabilidades de triunfar académicamente, de disfrutar más de la escuela y de sentirse más parte de la comunidad escolar. ¡Cada minuto en la escuela cuenta! Los estudiantes que llegan tarde se pierden de tiempo invaluable de aprendizaje al comienzo del día escolar el cual no se pueden recuperar. La ley de California requiere que los estudiantes asistan a la escuela regularmente y puntualmente. Cada día u hora ausente es una oportunidad perdida de aprendizaje.

Además, los programas de Mesa Union que apoyan el aprendizaje para todos los estudiantes son conducidos por los fondos que el distrito recibe del estado de California. Las escuelas NO reciben fondos aun cuando la ausencia es justificada. Las escuelas de California obtienen fondos en el Promedio de Asistencia Diaria (ADA). ADA es la fuente de financiamiento primaria para todas las escuelas en California. Cualquier ausencia es una pérdida de ingresos, así como oportunidades de instrucción. Cada ausencia de estudiante, justificada o no, le cuesta a la escuela aproximadamente \$50 por día, por estudiante. Esto puede sumarse rápidamente. Las familias pueden promover el éxito de los estudiantes limitando las ausencias a enfermedades o citas médicas que no se pueden programar fuera del día escolar.

EJEMPLOS DE AUSENCIAS JUSTIFICADAS:

- Enfermedades
 - La enfermedad se define como (fiebre de 99.5 ° o más, su hijo debe estar libre de fiebre durante veinticuatro horas antes de regresar a la escuela), secreción nasal persistente con secreción de moco amarillo/verde, erupciones cutáneas (a menos que haya una nota de su médico que indique que su hijo no es contagioso), vómitos (si su hijo es enviado a casa vomitando, necesita estar libre de vómito durante veinticuatro horas antes de regresar a la escuela), diarrea (si su hijo es enviado a casa desde la escuela con diarrea, debe estar libre de diarrea durante veinticuatro horas antes de regresar a la escuela), el beneficio de la salud mental o conductual y las citas médicas/dentales (se requiere una nota del médico para la verificación),
 - Si un niño está ausente debido a una enfermedad por más de tres días, por favor proporcione una nota médica.
- Servicios funerarios (1 día para servicios locales, 3 días para servicios fuera del estado)
- Ceremonia religiosa o cultural, conferencias educativas, comparecencias ante el tribunal (todo lo cual debe ser verificado por el secretario de asistencia)
- Reunificación militar mientras un padre regresa del despliegue o está siendo llamado al servicio
- Ceremonia de naturalización del estudiante

Cualquier ausencia que no cumpla con los criterios anteriores se considera injustificada.

Si una ausencia no es reportada por un padre, se considera no verificada y, por lo tanto, injustificada.

AUSENCIAS JUSTIFICADAS POR INFORME DE LOS PADRES:

Un padre puede reportar a su hijo como enfermo por un total de 7 días durante un año escolar. Después del 7mo día, la escuela tiene el derecho de solicitar una nota del médico para verificar la ausencia o pedir al padre que traiga al niño a la escuela y que sea revisado por el técnico de salud para determinar si él / ella está en condiciones de asistir a la escuela. Si usted lleva a su estudiante al médico por una enfermedad, por favor recuerde pedir al consultorio del médico una nota de excusa. Las ausencias acompañadas de una nota médica no cuentan para las 7 ausencias permitidas por los padres. Además, después del 7mo, un padre no podrá excusar una ausencia sin la documentación adecuada (es decir, nota del médico).

AUSENCIAS EXCESIVAS/INJUSTIFICADAS

Las ausencias injustificadas pueden llevar a que un estudiante sea citado por absentismo escolar, una violación de las leyes estatales de asistencia. En o después de la tercera ausencia injustificada, los padres serán enviados a casa una carta informándoles del proceso de SARB (Junta de Revisión de Asistencia Escolar) que comienza. Tras la sexta ausencia injustificada, los padres serán enviados a casa una segunda carta SARB y deben asistir a una reunión con el director de la escuela para discutir la asistencia del estudiante. Tras la novena ausencia injustificada, se enviará al padre una tercera carta de SARB y se remitirá al distrito para una reunión de SARB. La misión de SARB es ayudar a los estudiantes a permanecer en la

escuela, asistir a la escuela regularmente y graduarse. SARB es un esfuerzo basado en la comunidad para reunir recursos para ayudar a las familias con problemas de asistencia y absentismo escolar. El nivel SARB es la última oportunidad del distrito para mantener a los estudiantes y familias fuera del sistema judicial. El SARB del Condado de Ventura busca reducir el problema del absentismo escolar en nuestra comunidad.

PUNTUALIDAD:

Llegar a tiempo a la escuela es esencial para el éxito de los estudiantes y ayuda a comenzar el día de la mejor manera. Los estudiantes de **4to-8vo grado deben aspirar a estar en la escuela a más tardar a las 8:05am**. La primera campana suena a las 8:08am. La campana tardía suena y la instrucción comienza a las 8:10am. Los estudiantes de **TK-3º grado deben aspirar a estar en la escuela a más tardar a las 8:20am**. La primera campana suena a las 8:20am. La campana tardía suena y la instrucción comienza a las 8:25am.

TARDANZA JUSTIFICADAS/INJUSTIFICADAS

Padres, si su hijo llega tarde, primero deben ir a la oficina para obtener una nota de tardanza antes de que se le permita entrar a clase. Por favor, no lleve a su hijo directamente al salón de clases si llega tarde. Las tardanzas justificadas son aquellas por causas en el Código de Educación de California e incluyen muerte en la familia, razones religiosas específicas, presentación requerida en corte. Si un niño tiene más de tres tardanzas relacionadas por enfermedad, se le puede pedir que proporcione una nota del padre/médico. Si un niño tiene una cita médica permanente que lo hará llegar tarde por favor proporcione una nota médica. Una tardanza por cualquier razón que no sea mencionada anteriormente es injustificada. La Sección 48260 del Código de Educación define a un ausente como un alumno que ha perdido más de 30 minutos en tres días sin una excusa válida en un año escolar. Si un estudiante tiene 3 tardanzas que son 30 minutos o más, eso es igual a una ausencia injustificada y se incluye en la contabilidad SARB de ausencias injustificadas.

VERIFICAR UNA AUSENCIA:

Cuando su hijo está ausente, se requiere que un padre/tutor verifique la ausencia del niño de 24 horas. Para verificar una ausencia, el padre/tutor debe llamar al 805-485-1411 ext. 222, enviar una nota, enviar un correo electrónico a jolanaramirez@mesaschool.org o envíe una notificación por la aplicación ParentSquare en orden de validar la razón de la ausencia del niño. Debe incluir el nombre de su hijo, nombre del maestro, la razón por la ausencia, la fecha de la ausencia y su nombre para verificar que es padre/tutor.

PROCEDIMIENTOS DE SALIDA TEMPRANA DE ESTUDIANTES:

Para ayudarnos a contabilizar con precisión a las personas en el campus, maximizar los valiosos minutos de instrucción y garantizar la seguridad, los estudiantes **NO** saldrán temprano los últimos 30 minutos del día:

- En días de salida regular, los estudiantes **no saldrán temprano después de las 14:20**.
- En días de horario reducido, los estudiantes **no saldrán temprano después de las 12:05**.

Le pedimos que programe las citas mucho después de la hora de salida cuando sea posible o que recoja a su hijo antes de ese período de 30 minutos al final del día.

Si es necesario que un padre o una persona que figura en la tarjeta de emergencia de un niño firme la salida de su hijo durante el horario escolar, deberá firmar el registro en la oficina y mostrar una identificación válida con foto (si el personal no reconoce a la persona como padre o persona que figura en la tarjeta de emergencia) antes de que se llame a su hijo de la clase a la oficina. Para la seguridad y protección de todos los estudiantes, los padres deben proporcionar autorización por escrito a la escuela para que otra persona lo recoja, o la escuela debe contactar a un padre cuando alguien que no sea uno de los padres recoja a un estudiante de la escuela antes del final de la jornada escolar. Incluso cuando una persona que figura en la tarjeta de emergencia recoja a un estudiante, debemos obtener la verificación del padre.

Si alguien que no figure como contacto de emergencia viene a recoger a un estudiante antes del final de la jornada escolar, se requiere la autorización **por escrito** de los padres. Esto se puede hacer por correo electrónico o enviando una nota manuscrita a la oficina. Recibir un correo electrónico o una nota con antelación agiliza el proceso de recogida, ya que no tendremos que contactar con los padres mientras la persona espera en la oficina.

LLEGADAS Y SALIDAS SUPERVISADAS Y SEGURAS

La seguridad de su hijo en la escuela comienza con la supervisión de un adulto. La supervisión comienza para los niños a las 7:45 y termina 15 minutos después de que su día escolar esté completo. **Los estudiantes pueden llegar a la escuela no antes de las 7:45.** Es responsabilidad de la familia organizar el transporte que lleva a los niños a la escuela cuando hay una supervisión apropiada.

DEJAR POR LA MAÑANA:

Los estudiantes pueden ser dejados en los dos semicírculos delante de la escuela. Por favor, tenga en cuenta que esta zona de carga, y no se permite el estacionamiento o vehículo desatendido en los semicírculos.

Si usted desea venir al plantel con su hijo/a antes del comienzo del día escolar, por favor estacione en un espacio de estacionamiento designado en el primer estacionamiento (cerca del ala de la escuela secundaria) y camine en el plantel con su niño/a. Debido a las preocupaciones de seguridad, los niños no deben ser dejados en el estacionamiento y caminar a través del estacionamiento por sí mismos.

RECOGER POR LA TARDE:

Debido a las preocupaciones de seguridad, los adultos que recogen a un estudiante deben estacionar en una plaza de estacionamiento designada en el primer estacionamiento (cerca del ala de la escuela secundaria) y caminar al frente de la escuela para recoger a su hijo. Por favor, no haga que su hijo camine a través del estacionamiento por sí mismo.

Los estudiantes también pueden ser recogidos en los dos semicírculos frente a la escuela. Tenga en cuenta que esta es una zona de carga y no se permite estacionar ni vehículos desatendidos en los semicírculos.

PROCEDIMIENTOS DE DESPIDO DE LOS ESTUDIANTES:

Los estudiantes serán entregados sólo a las personas que están apuntadas en la tarjeta de emergencia. Si el padre no nos ha dado una notificación previa para que se le entregue a otro adulto, no se permitirá entregarle el niño a ese adulto. Los adultos deben tener una identificación con foto para mostrar a la hora de recoger al estudiante.

Cuando un estudiante está siendo recogido por una persona nueva o desconocida designada en la Tarjeta de Emergencia o por permiso del padre o tutor, una identificación válida con foto debe ser proporcionada. El nombre en la identificación debe coincidir con el nombre de la tarjeta de emergencia o el nombre proporcionado por el padre/tutor. La foto debe coincidir con la persona que está recogiendo al niño. Si la persona no tiene un documento de identidad válida o la información no coincide, el personal notificará a la administración inmediatamente.

SALUD Y BIENESTAR DE LOS ESTUDIANTES

Mientras que el objetivo del personal es promover una buena asistencia, las enfermedades contagiosas se propagan fácilmente en la escuela. Si un niño tiene fiebre o cualquier otra enfermedad de naturaleza contagiosa, por favor manténgalo en casa hasta que esté bien. Un niño puede regresar a la escuela una vez que haya estado libre de fiebre durante un mínimo de 24 horas y todos los demás síntomas hayan mejorado.

A veces los niños se enferman en la escuela. Cuando esto sucede, el personal de la oficina toma la temperatura del niño. Si la fiebre es aparente, el personal llamará a los padres para que vengan y se lleven al niño a casa. Si los padres no pueden ser localizados, el personal llamará a un nombre alternativo que aparece en la tarjeta de emergencia del niño.

PROTOCOLOS DE SEGURIDAD Y SALUD COVID-19:

Si un estudiante da positivo, debe quedarse en casa si presenta síntomas de COVID-19, hasta que haya pasado 24 horas sin fiebre sin usar medicamentos antifebriles y los demás síntomas de COVID-19 sean leves y estén mejorando.

Mesa seguirá las directrices del Departamento de Salud Pública del Condado de Ventura para la toma de decisiones.

La escuela no provee seguro para cubrir accidentes que ocurren en la escuela. Sin embargo, los padres pueden obtener un seguro opcional por un honorario. Los padres interesados pueden pedirle al personal de la oficina un folleto que describa el

programa de seguro de accidentes estudiantiles o buscar esta información en línea en <http://www.studentinsuranceusa.com>.

Examen de Audición y Visión se da periódicamente en ciertos niveles de grado a través del personal de Educación de la Oficina del Condado de Ventura. El personal de la escuela notificará a las familias cuando va ocurrir.

Revisión de Vacunas:

El examen físico puede ser realizado por su médico o, si es elegible, por una Clínica del Departamento de Salud.

El Distrito Escolar de Mesa Union requiere que las vacunas sean verificadas por la secretaria de la escuela antes de que un niño pueda entrar a la escuela. Para verificar las fechas de las vacunas, los padres deben traer una tarjeta de salud del doctor del niño, el Departamento de Salud, o una tarjeta de salud internacional que lista las fechas de inmunización. Periódicamente, el Departamento de Salud del estado de California requiere inmunizaciones adicionales para los estudiantes. El personal se pondrá en contacto con los padres antes de estos requisitos.

Medicamento:

La Ley Estatal y nuestra póliza de distrito especifican que los niños nunca pueden traer ningún tipo de medicamento a la escuela. Cuando el permiso del padre y del médico se concede por escrito, un adulto debe llevar el medicamento a la oficina, donde será administrado solamente bajo la supervisión del personal de la oficina. Esto incluye cualquier tipo de píldoras (aspirina, vitaminas, pastillas para la tos, etc.) y todos los medicamentos recetados o sin receta. El permiso por escrito del padre y el médico se mantendrá archivado en la escuela. Incluya el nombre del medicamento y la razón de su uso. La medicación debe ser y será aceptada solamente en un envase con etiqueta de farmacia.

CAFETERIA

Los estudiantes de Mesa Union pueden disfrutar de comidas nutritivas en la cafetería de la escuela, que es administrada por Debbie Sussex. Descubra lo que hay en el menú en <https://mesaschool.org/bellschoolcalendar/>. La escuela de Mesa Union se dedica a servir a nuestros estudiantes opciones de menú saludable todos los días que cumplen con los estándares establecidos por el Departamento de Agricultura de los Estados Unidos (USDA) en conjunto con el Programa Nacional de Desayuno y Almuerzo Escolar (NSLP).

Como participante en el Programa Nacional de Almuerzos Escolares, el USDA ha extendido comidas gratis a todos los estudiantes hasta Junio 30 del 2026. Complete la Encuesta de ingresos 2025-26 al comienzo del año escolar a través de la Actualización anual/Reinscripción en línea. Esta información proporciona muchos beneficios a los hogares que califican, así como los fondos necesarios para la escuela Mesa Unión y los estudiantes. Gracias.

PLAN DE SEGURIDAD ESCOLAR

El comité de Seguridad Escolar de Mesa Union ha escrito un Plan de Seguridad Escolar. Este plan describe qué pasos se deben tomar para asegurar la seguridad del estudiante en todo momento, incluyendo cómo el personal y los estudiantes deben responder a situaciones de emergencia. El plan está disponible en línea en <http://mesaschool.org/school-safety-plan>.

Mesa Union necesitará el apoyo de cada familia, la cooperación y la paciencia en caso de emergencia. Compartimos la responsabilidad de su hijo. Si el personal necesitará alguna vez evacuar el plantel, seguiremos uno de los dos planes siguientes:

Plan A:

En caso de que los estudiantes no puedan ir a casa, usaremos el Plan A. El personal y la administración se quedarán con los niños en la Escuela de Mesa Union. Si se utiliza este plan, no podremos liberar a ningún niño a un amigo o vecino sin una nota específica que autorice al personal escolar a renunciar el control del niño

Plan B:

Si hay tiempo y las carreteras son accesibles, los estudiantes serán sacados del plantel por el autobús escolar. Los simulacros ayudarán a los estudiantes a evacuar de forma rápida y segura. Cuando los estudiantes sean llevados a casa, será necesario devolverlos a sus paradas regulares de autobús. Recomendamos a todos los padres que hagan arreglos con los vecinos para compartir la responsabilidad de estar presente durante el período de emergencia. Será necesario que cada niño tenga un destino de emergencia específico y que el niño sepa a dónde debe ir.

OBJETOS PERDIDOS

Por favor, marque todos los suéteres, chamarras, mochilas, cajas de almuerzo, etc para que puedan ser fácilmente identificados.

Las pertenencias perdidas se encuentran en “Lost and Found”, que se encuentra cerca de la entrada de enfrente. Se alienta a los padres a pasar por los objetos encontrados si sus hijos no pueden localizarlos. Los artículos no reclamados serán donados a organizaciones benéficas locales periódicamente durante el año escolar.

INVITACIONES DE FIESTAS

Las invitaciones deben ser pasadas fuera de la escuela a menos que inviten a toda la clase.

VISITAS A LOS SALONES

Todos los visitantes, incluyendo padres, deben registrarse en la oficina escolar al llegar al plantel. Esta regla es para la protección de los estudiantes. El personal ha establecido un conjunto de directrices que permiten visitas sin interrumpir el entorno de aprendizaje. Por favor, póngase en contacto con el maestro con adelanto para establecer un día y hora para la visita. El día de la visita, por favor de seguir las siguientes normas:

1. Regístrese y recoja una tarjeta de visitante en la oficina.
2. Entre y salga del salón en silencio.
3. No converse con el maestro o los estudiantes durante el tiempo de clase.
4. Limite su visita a 20-30 minutos, o al tiempo acordado con el maestro.
5. Recuerde silenciar cualquier teléfono celular.
6. Sea confidencial para proteger los derechos de los estudiantes y maestros.

PADRES VOLUNTARIOS

Los padres voluntarios son bienvenidos y juegan un papel integral en la educación de nuestros estudiantes. Por favor note que hay dos tipos de voluntarios; **Tipo I** y **Tipo II** Para ver la solicitud de padres voluntarios y la matriz, por favor visite la página web escolar:

Para ser autorizado como un padre voluntario, debe completar lo siguiente:

1. Entregue esta solicitud de voluntario con su firma y fecha

Ciertas actividades de voluntario también tendrán los siguientes requisitos:

2. Huellas digitales - RiverPark Livescan (*pagado por el distrito*)
3. Prueba de TB - Coastal Occupational Medical Group (*pagado por el distrito*)

Los padres voluntarios son bienvenidos y juegan una parte integral en la educación de nuestros estudiantes. Para ser autorizado como padre voluntario, debe completar lo siguiente:

1. Huella Digital - Oficina de Educación del Condado de Ventura
2. Prueba de Tuberculosis - Grupo Médico de Coastal Occupational

MATRIZ DE VOLUNTARIOS

Definición de un Voluntario: Un voluntario es un adulto de 18 años o mayor que asiste en un sitio o programa escolar de forma regular o semi-regular antes, durante o después del horario escolar. Hay dos tipos de voluntarios.

Tipo I: Voluntarios de Contacto de Estudiantes.

Actividades	Huella Autorización	Tuberculosis (TB) Autorización	Solicitud de Voluntario
Apoyo en el salón supervisado por el personal certificado (<i>trabaja con los estudiantes de 1: 1 o en grupos pequeños</i>)	Sí	Sí	Sí
Extra-curricular (<i>incluyendo entrenadores deportivos</i>)	Sí	Sí	Sí
Conductor de estudiantes	Sí	Sí	Sí
Acompañante para un viaje de Excursión por la noche	Sí	Sí	Sí

Tipo II: Voluntarios Sin Contacto con Estudiantes

Actividades	Huella Autorización	Tuberculosis (TB) Autorización	Solicitud de Voluntario
En la oficina de administración de la escuela	No	No	Sí
Preparación para los maestros fuera del aula	No	No	Sí
En la escuela para reparaciones de edificios o terrenos	No	No	Sí
Miembros del comité	No	No	Sí

Procedimientos de la Secundaria**HORARIO DE BLOQUE DE LA SECUNDARIA**

Los grados 6, 7 y 8 están en un horario de bloque modificado. Los lunes y viernes consisten en un horario tradicional en el que los estudiantes asisten a las 6 clases básicas y optativas. Los martes y jueves constan de un horario en bloque en el que los estudiantes asisten a tres de sus seis clases durante un período prolongado. El horario de bloque permite menos clases por día, pero períodos de clase más largos para maximizar el tiempo de instrucción. El horario incluye materias académicas básicas, educación física y optativas. En el horario en bloque se incluye un período de Sistema de Apoyo de Múltiples Niveles (MTSS) que permite diferenciar la instrucción de Artes del Lenguaje y Matemáticas para satisfacer mejor las necesidades de aprendizaje de todos los estudiantes. Los miércoles / días mínimos se enfocan en las cuatro clases académicas básicas (artes del lenguaje, matemáticas, ciencias y estudios sociales). Revise el horario de las campanas en la página 7 para conocer los horarios específicos.

SISTEMA DE DISCIPLINA DE LA ESCUELA MEDIA

La Escuela de Mesa Union School está comprometida con un sistema de conducta de estudiantes enfocado en proporcionar Intervención(s) de Comportamiento Positivo y Apoyos. Mientras esto enfatiza destacando los comportamientos positivos de los estudiantes, todos reconocemos la necesidad de un enfoque equilibrado que no sólo celebre el éxito del estudiante, pero también haga que los estudiantes sean responsables de sus malas decisiones con consecuencias apropiadas.

Los maestros utilizarán su propio sistema de comportamiento en el salón tanto para celebrar el comportamiento que demuestre nuestras Pautas de Éxito y proveer oportunidades con consecuencias apropiadas por no seguir las reglas de la clase/escuela. Las Recomendaciones Disciplinarias se utilizarán para asignar una consecuencia adecuada. Una de estas consecuencias es la detención o embellecimiento del plantel durante la nutrición y/o el almuerzo. Los padres de los estudiantes que obtengan una Recomendación Disciplinaria recibirán una llamada telefónica o un correo electrónico notificándoles de la infracción y la consecuencia, y recibirán una copia de la Recomendación Disciplinaria.. La Recomendación Disciplinaria será registrada y controlada en el archivo del estudiante.

Las actividades tales como asambleas, eventos escolares, y actividades atléticas son un privilegio y pueden ser revocadas por no mantener expectativas académicas y/o el comportamiento en la discreción de los maestros/administración.

REQUISITOS DE LA CEREMONIA DE PROMOCIÓN

Cada junio, la comunidad celebra la clase de octavo grado con una ceremonia de promoción. Para que los estudiantes de octavo grado sean elegibles para participar en la ceremonia de promoción deben mantener los grados de aprobación de la siguiente manera:

1. Los estudiantes deben mantener calificaciones aprobatorias durante el octavo grado.
2. Los estudiantes deben tener menos de ocho (8) ausencias injustificadas durante el octavo grado.

* Tenga en cuenta que a un estudiante también se le puede negar la participación en la ceremonia de promoción debido a infracciones disciplinarias.

REQUISITOS DE ACTIVIDADES DEL OCTAVO GRADO

Todos los estudiantes del 8º grado están sujetos a un acuerdo académico/de comportamiento para participar en actividades y la ceremonia de promoción. Los estudiantes que no cumplan con los requisitos del contrato serán colocados en la "Lista de Restricción".

Los estudiantes serán puestos en la Lista de Restricción por las siguientes razones:

- Infracciones disciplinarias graves (suspensiones) y/o frecuentes o crónicas.
- Calificaciones reprobatorias - F en cualquier clase.
- Ausencias excesivas

Una vez colocado en la lista de restricción por razones disciplinarias, un estudiante permanecerá allí hasta el final del trimestre. Un estudiante de octavo grado colocado en la Lista de Restricción durante el octavo año de grado puede ser puesto en Probatoria de Promoción. Probatoria de Promoción significa que a un estudiante se le puede negar la participación en actividades de promoción incluyendo, pero no limitado a:

- Banquete de Invierno de 8vo Grado
- Excursiones
- Celebraciones de Clase
- Viaje a Magic Mountain
- Celebración de Fin de Año
- Ceremonia de Promoción

La eliminación de Probatoria de Promoción requerirá el consenso de la mayoría de los maestros de secundaria y el director de que se ha hecho una mejoría significativa en el esfuerzo y/o comportamiento es evidente y se mantiene.

VALEDICTORIANO/ SALUTATORIANO

El personal de Mesa utiliza la siguiente política para seleccionar los reconocimientos de Valedictorian/Salutarian:

1. El título para los mejores graduados de la escuela de la Escuela de Mesa Union será Valedictorian y Salutarian, respectivamente.
2. Los lazos para ambos premios serán permitidos.
3. El periodo de calificación será el expediente acumulativo de los años séptimo y octavo grados.
4. En el cálculo del promedio del punto de grado, todos los grados académicos del tema incluyendo la educación física que valdrá cuatro puntos cada uno basado en los estándares siguientes:

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. Se debe mantener una conducta y hábitos de trabajo excelentes para ser elegible a los honores de Valedictorian/Salutarian. Los estudiantes con conducta insatisfactoria podrían no ser elegibles para la distinción de Valedictorian/Salutarian.

	S+ = 0.3	U+ = 0.1
E = 0.5	S = 0.25	U = 0.0
	S- = 0.2	

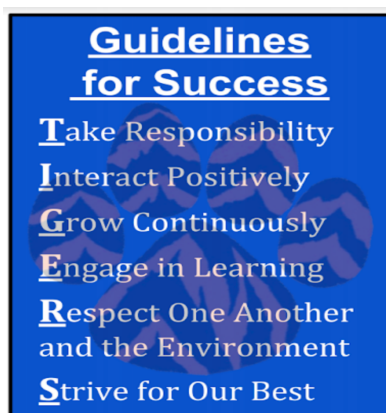
6. Un comité formado por maestros y un administrador se reunirá para determinar y verificar el proceso de selección.
7. Los estudiantes que asistan fuera de los programas de educación física del campus, tales como tenis, natación, etc., serán responsables de que su entrenador someta un grado de PE antes de la fecha de vencimiento como el resto de las calificaciones académicas. Si no se presenta un grado a tiempo, se ingresará un grado de paso/no paso con un valor de punto de 0.00 asignado.
8. Tras la promoción los estudiantes que hayan obtenido Honor Roll (GPA>3.5) por cada uno de los ocho (8) cuartos de su 8vo año del grado serán honrados especialmente. Otros reconocimientos académicos y

departamentales que se presenten a lo largo del año escolar y/o en ascenso estarán a la discreción del Comité de secundaria.

Estudiantes Civiles y Responsables

COMPORTAMIENTO DEL ESTUDIANTE

La Escuela de Mesa Union cree que el comportamiento de los estudiantes debe reflejar estándares de buena ciudadanía. La auto-disciplina y la motivación son uno de los objetivos importantes de la educación. Se espera que los estudiantes respeten a los adultos y reflejan la consideración por los derechos y privilegios de otros. Nuestros valores fundamentales influyen en cómo interactuamos como una comunidad compasiva. Abajo se encuentran nuestras Pautas para Éxito y las Reglas Escolares Principales:



INTERVENCIÓN Y APOYOS POSITIVOS DE COMPORTAMIENTO (PBIS)

El propósito general de PBIS es mejorar la efectividad, eficiencia y equidad de las escuelas. PBIS mejora los resultados sociales, emocionales y académicos para todos los estudiantes.

La Escuela Mesa Union se ha comprometido a satisfacer las necesidades emocionales conductuales y sociales de nuestros estudiantes.

Estos dos marcos son CHAMPs y Restorative Justice (Justicia Restaurativa). Esto proporcionará un enfoque proactivo y de apoyo para mejorar la seguridad escolar y promover el comportamiento positivo.

Descripción de CHAMPs:

CHAMPs está diseñado para mejorar la seguridad y la civilidad en todos los entornos escolares, y sentar una base para involucrar a los estudiantes y mejorar el aprendizaje.

El objetivo es ayudar a todos los estudiantes a comportarse de manera responsable y respetuosa.

Las creencias de CHAMPs incluye:

1. Todos los estudiantes deben ser tratados con dignidad y respeto.
2. Los estudiantes deben ser enseñados las habilidades y los comportamientos necesarios para el éxito.
3. Motivación y responsabilidad deben ser fomentadas a través de interacciones positivas y construyendo relaciones con los estudiantes.
4. El mal comportamiento de los estudiantes representa una oportunidad de enseñanza.

Descripción de Justicia Restaurativa (Restorative Justice):

Las prácticas restaurativas son un enfoque de la disciplina escolar que fortalece y repara las relaciones entre individuos, así como las conexiones sociales dentro de las comunidades. Proporciona una manera para que las familias, escuelas y las comunidades garanticen la rendición de cuentas y reparen el daño causado por el comportamiento de alguien. Requiere que los estudiantes piensen en sí mismos y en cómo tratan con los demás y que trabajen en el desarrollo de relaciones saludables y en el aprendizaje de cómo manejar los conflictos de una manera saludable. Permite a los estudiantes desarrollar la autodisciplina y la conciencia de sí mismos y promover el comportamiento positivo en un ambiente de apoyo y cuidado. Las prácticas restaurativas promueven la inclusión, la creación de relaciones y la resolución de problemas, a través de métodos restaurativos tales como círculos para la enseñanza y la resolución de conflictos.

EXPECTATIVAS Y NORMAS DE COMPORTAMIENTO EN TODA LA ESCUELA

I. Reglas del Patio

1. Permanecer en áreas supervisadas únicamente:
 - a. Asfalto
 - b. Estructura de Juego
 - c. Césped
 - d. Cafetería/zona de botanear
 - e. No hay estudiantes en el patio de kinder durante los recreos o el almuerzo
 - f. Ir a la oficina solamente con permiso de un supervisor adulto
 - g. Dejar las áreas supervisadas sólo con permiso de un supervisor adulto
2. Demostrar buen espíritu deportivo
 - a. Manos y pies en si mismo
 - b. No deportes de contacto (toque de dedos solamente para tag y football)
 - c. No juegos bruscos
 - d. No insultos
3. Cuando en desacuerdo con otro estudiante:
 1. **Habla** con la persona sobre el problema y pídele que pare.
 2. **Adviertele**- “No me gusta cuando” y adviértele que lo vas a reportar con el maestro.
 3. **Informar** del problema al maestro si el problema continúa.
4. Las botanas deben comerse en áreas designadas solamente:
 - a. TK-5: cafetería
 - b. Secundaria: cafetería
5. Detener toda actividad cuando suene la campana, congelar inmediatamente, sujete la pelota en las manos, DESPUÉS del silbato camina a formarte.

II. Patio Principal

1. No correr ni jugar a tocar a alguien en la estructura de juego
2. Resbaladilla
 - a. Una persona en la resbaladilla a la vez
 - b. Un estudiante en la parte superior de la resbaladilla
 - c. La línea se espera en el “arco” blanco
 - d. Movimiento hacia abajo solamente - no subir la resbaladilla
 - e. Sentado con los pies primero para bajar
 - f. No saltar a los lados de la resbaladilla
 - g. No saltar ni correr en el puente
3. No subir en la parte de arriba de los anillos y el pasamanos
 - a. Las manos sólo en los anillos - sin pies y colgarse de cabeza
4. Columpios

- a. Columpiarse en dirección hacia delante y hacia atrás solamente
- b. Sentarse - sin pararse
- c. No saltar del columpio
- d. No empujar a otros
- e. Las cadenas de los columpios deben permanecer hacia abajo (no darle vuelta para hacer más corta)
- f. Contar hasta cien lentamente cuando estás esperando tu turno para columpiarte
- g. Permanecer fuera del rectángulo amarillo que está alrededor de los columpios

III. Asfalto

1. No correr en el asfalto (a menos que esté implicado en un juego organizado tal como baloncesto o dodge-ball)
2. No patear pelotas en el asfalto
3. No pelotas de tenis, pelotas de béisbol, softballs pueden ser usadas en las paredes de canchas

IV. Campo

1. Se permite correr en el área de campo solamente
2. Solamente se puede jugar Tag en el área de campo (solamente con dos dedos)
3. Jugar a agarrar la pelota se debe jugar en el área de césped solamente
4. Patear las pelotas está permitido en el césped
5. Mantente fuera de las zonas con lodo

V. Equipo de Patio

1. Todas las pelotas y el equipo debe ser devuelto a la clase de correcta/ maestro
2. No tomes pelotas/equipo de otros estudiantes o clases
3. Si una pelota se va afuera de la cerca, avísale a un adulto supervisor
 - a. Los estudiantes NO se les permite saltarse la cerca o ir a un lugar sin supervisión a recuperar una pelota
 - b. Los estudiantes no deben esperar la recuperación inmediata de una pelota perdida.
4. Equipo de baloncesto de la secundaria
 - a. Todas la pelotas de baloncesto deben ser devueltas a la jaula de baloncesto al final del recreo

Consecuencias para el comportamiento inapropiado en el PATIO y el CAMPO:

1ra Ofensa: ADVERTENCIA

2da Ofensa: Se pedirá dejar el área o el juego

3er OFENSA: Te sentaras durante el recreo

- Los reincidentes serán remitidos a la administración

VI. Reglas de la Cafetería

1. Comer en las mesas asignadas
2. Permanecer sentado (levanta la mano si necesitas dejar tu asiento por cualquier razón)
3. No aventar alimentos, papel o otros objetos
4. Limpiar después de comer con el fin de ser excusado - no dejar comida/basura en la mesa
5. Sigue el procedimiento de reciclaje - prepara tu charola
6. Usa un nivel apropiado de voz (no grites)

Consecuencias para el comportamiento inapropiado en la CAFETERÍA:

1ra ofensa: ADVERTENCIA

2da Ofensa: Se pedirá dejar el área o la mesa

3er OFFENSA: Te sentaras durante el recreo/ ayudarás a limpiar la cafetería

- Los reincidentes serán remitidos a la administración

VII. Reglas del Baño

1. Los baños deben ser usados SOLAMENTE para necesidades personales
2. Tira toda la basura en los basureros
 - a. NO arrojes/ echas toallas de papel en los inodoros o fregaderos
 - b. Arroja todos los productos femeninos en los basureros para productos femeninos
3. No merodeando en el baño
4. No jugar en el baño
5. No uso de dispositivos electrónicos en el baño
6. No destrucción o desfiguración de la propiedad de la escuela

NIVELES DE VOZ

Mesa Union ha establecido expectativas de nivel de voz en toda la escuela. A continuación se muestran las expectativas y ejemplos:

<u>Expectativas de Nivel de Voz:</u>	<u>Niveles Máximos de Voz Permitidos</u>
0 - No Hablar	<u>Esperando en la Línea Fuera de la Cafetería</u> : 1er Nivel
1 - Susurrar	<u>Dentro de la Cafetería para Nutricion/Almuerzo</u> : 2do Nivel
2 - Conversación Tranquila/ Conversación de Mesa	<u>Áreas Exteriores de Juego</u> : 4to Nivel
3 - Voz de Presentación	<u>Baños</u> : 2do Nivel
4 - Voz Exterior	<u>Plantel de la Secundaria</u> : 2do Nivel
	<u>Biblioteca</u> : 1er Nivel

OFENSAS SUSPENDIBLES Y EXPULSABLES

- A. Las siguientes son infracciones consideradas severas y graves de las reglas y políticas Escolares Mesa Union :
1. Desobediencia intencional o falta de respeto
 2. Robo o extorsión
 3. Destrucción o desfiguración de la propiedad de la escuela
 4. Fumar/Alcohol o Drogas
 5. Peleas
 6. Posesión de drogas
 7. Armas
 8. Acoso
 9. Blasfemias y/o gestos obscenos
- B. Las consecuencias para estas ofensas serán el contacto con los padres y el seguimiento del administrador relacionado con la ofensa, embellecimiento del plantel, detención, suspensión, expulsión (según lo requerido por la ley) y contacto con la policía.

INTIMIDACIÓN

Mesa Unión escuela reconoce los efectos nocivos de la intimidación en el aprendizaje de los estudiantes y la asistencia escolar y los deseos de proporcionar entornos escolares seguros que protegen a los estudiantes de los daños físicos y emocionales. Los empleados del distrito establecerán la seguridad del estudiante como una prioridad alta y no tolerarán la intimidación de ningún estudiante.

Ningún individuo o grupo, por medio de medios físicos, escritos, verbales u otros, hostigaran, acosarán sexualmente, amenazarán, intimidarán, tomarán represalias, acosador, causarán lesiones corporales o cometerán violencia de odio contra cualquier estudiante o personal escolar.

La ciber intimidación incluye la creación o la transmisión de comunicaciones fatigantes, amenazas directas, u otros textos dañinos, sonidos o imágenes en Internet, medios sociales u otras tecnologías usando un teléfono, ordenador o cualquier dispositivo de comunicación inalámbrica. La ciber intimidación también incluye la irrupción en la cuenta electrónica de otra persona y suponiendo la personalidad de la persona a fin de dañar la reputación de esa persona. (Para más información por favor refiérase a MUSD Board Policy BP 5131.2 Students.)

INTERVENCIÓN

Se les anima a los estudiantes a notificar al personal de la escuela cuando están siendo intimidados o sospechan que otro estudiante está siendo victimizado. Además, el Superintendente o el designado deberá desarrollar medios para que los estudiantes reporten amenazas o incidentes de manera confidencial y anónima.

El personal de la escuela que presencie un acto de intimidación intervendrá inmediatamente para detener el incidente cuando sea seguro hacerlo.

Cuando sea apropiado basándose en la severidad o la penetración de la intimidación, el Superintendente o el designado deberá

notificar a los padres/tutores de las víctimas y a los perpetradores y puede ponerse en contacto con la policía.

El Superintendente, Director, o designado del director puede referir a una víctima, testigo, perpetrador, u otro estudiante afectado por un acto de intimidación a un consejero de la escuela, psicólogo de la escuela, trabajador social, personal de asistencia del bienestar del niño, enfermera de la escuela, o otro personal de servicio de apoyo escolar para la administración de casos, consejería y/o participación en un programa de justicia restaurativa, según corresponda.

DISCIPLINA

Las acciones correctivas para un estudiante que comete un acto de intimidación de cualquier tipo pueden incluir consejería, intervención conductual y educación, y, si el comportamiento es severo o penetrante como se define en el Código de Educación 48900, puede incluir suspensión o expulsión en acuerdo con las políticas y reglamentos del distrito.

DEMOSTRACIÓN DE AFECTO EN PÚBLICO

El Distrito Escolar de Mesa Unión reconoce su obligación de proporcionar un entorno de aprendizaje seguro y protegido. Esta obligación incluye proporcionar a todos los estudiantes un ambiente libre de vergüenza o incomodidad debido a que otros muestran o participan en demostraciones públicas de afecto. Por lo tanto, se espera que todos los estudiantes se abstengan de mostrar afecto público inaceptable, ya sea en la escuela, en los terrenos de la escuela, en los autobuses, o en cualquier evento patrocinado por el distrito, en el campus o en cualquier otro lugar. Las muestras públicas inaceptables de afecto incluyen, pero no se limitan a, tomados de la mano, cualquier abrazo prolongado, besos, toques inapropiados, etc. y tocar de naturaleza sexual. Las muestras públicas inaceptables de afecto en la escuela son de mal gusto, perturban el ambiente educativo y pueden violar las leyes de acoso sexual. Los estudiantes que violen esta política pueden estar sujetos a acción disciplinaria, consejería y / o intervención de los padres.

POLÍTICA DE HONESTIDAD ACADÉMICA

Se espera que los estudiantes, padres/tutores, personal y administradores sean responsables de crear y mantener un clima escolar positivo que apoye y fomente la honestidad. En apoyo académico de la honestidad y la integridad el personal de todos los estudiantes, el Distrito de la Escuela de Mesa Union School ha establecido las siguientes directrices:

Actos de deshonestidad académica incluye, pero no se limitan a, los siguientes:

1. Hacer Trampa en Pruebas

Cualquier entrega o recepción de asistencia externa (ya sea verbalmente, por escrito, a través de gestos físicos, o por medio de un dispositivo electrónico) relacionada con un examen, prueba o cuestionario sin la dirección expresada o permiso del maestro. Esto incluye dar o recibir pruebas previamente administradas. Comunicación de cualquier tipo se considerará engaño, independientemente del contenido de la comunicación

2. Fabricación/Falsificación

Cualquier falsificación o invención de datos, citación, u otra autoridad en un ejercicio académico.

3. Falsificación

Falsificar o someter el trabajo académico forjando la firma de otra persona.

4. Colaboración No Autorizada

Colaboración en una asignación entre un estudiante y otra persona, si dicha colaboración no está expresamente dirigida o permitida por el maestro. Esto incluye copiar el trabajo de otro estudiante, permitiendo que el trabajo sea copiado o que complete las asignaciones para otros, dando o "pasando" viejas pruebas a otros estudiantes para el año siguiente, o recibiendo pruebas viejas de otros estudiantes.

5. Violación del Aprendizaje Cooperativo

El aprendizaje cooperativo es el proceso de dos o más estudiantes que intercambian ideas y contribuyen a un resultado grupal. Cada estudiante es responsable de una tarea específica. Un estudiante no hace todo el trabajo y otro estudiante copia.

6. Plagio

Cualquier uso de las ideas de otros, las palabras, o el trabajo, y la creación de tal, como propio. El plagio incluye el uso indebido de materiales publicados, programas informáticos, información de Internet y el trabajo de otros estudiantes. Esto también incluye copiar el trabajo de otro estudiante, permitir que el trabajo sea copiado, o completar asignaciones para otros.

7. Robo o Alteración de Materiales o Equipos

cualquier toma no autorizada, ocultación o alteración de materiales o equipos de instrucción de estudiantes o maestros, incluyendo, pero sin limitarse a, la red de datos del distrito, Internet y otros Recursos

Directrices para la Consecuencias de Violaciones de Probidad Académica:

Un sistema progresivo de la disciplina será seguido siempre que sea posible y la lista de consecuencias servirán como directrices.

Consecuencias para la probidad académica violaciones serán aplicadas de acuerdo con comportamientos previsibles en la escuela elemental y media los niveles. Nada en estas directrices de procedimiento se interpretará en el sentido de prohibir que los administradores escolares de imponer una consecuencia más grave sobre la base de la gravedad del delito(s) en cuestión, incluyendo, pero no limitado a: las posiciones de liderazgo, actividades co-curriculares y actividades extracurriculares.

Honestidad Académica de la Primaria		
Las consecuencias pueden incluir, pero no se limitan a:		
	Estudiantes de K - 3	Estudiantes de 4 – 5
1 ^{ra} ofensa	Conferencia de maestro y estudiante; se puede hacer contacto con los padres	Conferencia de maestros/estudiantes; contacto con los padres: se le puede pedir que vuelva hacer el trabajo; recibirá un grado inferior
2 ^{da} ofensa	Notificación a los padres/conferencia con el maestro y el estudiante	Conferencia de padres, maestros y estudiante; se le puede pedir que vuelva hacer el trabajo y recibirá un grado inferior
3 ^{er} ofensa	Conferencia de padres, maestros y director; las consecuencias adicionales pueden incluir la asignación de la detención, la pérdida de recreo para hacer el trabajo, la pérdida de privilegios, impacto del grado de ciudadanía.	Remisión al director; conferencia de padres, maestros, y director; no hay crédito para el trabajo; otras opciones pueden incluir pérdida de privilegios, impacto en el grado de ciudadanía, remisión al consejero.

Honestidad Académica de la Secundaria	
Las consecuencias pueden incluir, pero no se limitan a:	
1 ^{er} ofensa	El maestro hace contacto con los padres; remisión al director; cero en el trabajo/prueba, según lo determinado por el maestro del salón; detención del trabajo; insatisfactorio en la ciudadanía para ese periodo, según determinado por el maestro del salón
2 ^{da} ofensa	El maestro hace contacto con los padres; remisión al director; cero en el trabajo/prueba, según lo determinado por el maestro del salón; insatisfactorio en la ciudadanía para ese periodo, según determinado por el maestro del salón
3 ^{er} ofensa	El maestro hace contacto con los padres; remisión al director; cero en el trabajo/ prueba, según determinado por el maestro del salón; insatisfactorio en la ciudadanía para ese periodo según determinado por el maestro del salón; suspensión seguida por la

conferencia de padre, maestro y administrador al regresar de la suspensión
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Reference: EC 35291, 35291.5; 48900, 49066

CÓDIGO DE VESTIMENTA

Los estudiantes de la escuela de Mesa Union espera que se vistan de una manera que refleja el buen gusto, el respeto propio, y el orgullo **en sí mismos. Se espera que los estudiantes usen ropa modesta y segura.**

Los siguientes son específicos de directrices para seguir de ropa modesta:

1. NO shorts excesivamente cortos, faldas cortas, o vestidos cortos
2. NO playeras o blusas que exponen el escote o el estómago
3. NO pantalones sueltos que expone la ropa interior o partes del cuerpo de manera que es indecente o vulgar
4. NO usar ropa interior (brasier, fondos, boxers) como prendas exteriores
5. NO ropa interior que sea visible
6. NO camisetitas de tubo
7. NO camisetitas estilo haltar

Las siguientes son directrices específicas de ropa para seguir:

1. Calzado seguro y cómodo para que los estudiantes se puedan mover rápido y seguramente en caso de emergencias.
 - a. NO usar zapatos para patinar
 - b. NO usar sandalias sueltas
 - c. NO tacones
2. NO usar prendas relacionadas con pandillas
3. NO usar prendas con referencia al alcohol, tabaco, drogas o que contengan referencias provocativas

E.C. 3518305 permite a los estudiantes usar ropa de protección solar para uso al aire libre durante la escuela y de una manera que proteja la cara y el cuello del sol. Las gorras deben ser usadas hacia adelante. Se pueden usar gorras adentro a discreción del adulto, siempre y cuando no se conviertan en una distracción para el ambiente del salón de clases o barrera para participar en el aprendizaje y la participación.

Las capuchas y otros artículos de ropa que cubren los oídos tienen prohibido ser usados en interiores, ya que puede presentar una barrera a la seguridad, el aprendizaje y el compromiso.

Si la ropa inapropiada no puede ser cubierta o cambiada en la escuela, los padres serán llamados a traer un cambio de ropa (por favor llame a la oficina para preguntas específicas sobre el código de vestimenta. **La administración de la escuela de Mesa Union usará su discreción en hacer determinaciones con respecto al código de vestimenta y buscará la cooperación responsable de estudiantes y familias en estos asuntos.**

ARTÍCULOS QUE DEBEN PERMANECER EN CASA

Por favor ayuda al personal escolar mantener un ambiente de aprendizaje seguro convenciendo a los niños a dejar en casa nada que pueda dañar a otros o interrumpir la enseñanza y el aprendizaje. Estas incluyen pero no están limitadas a:

- cuchillos/instrumentos filosos
- armas de juguete
- herramientas u objetos afilados
- marcadores permanentes, por ej. Sharpies

- juegos electrónicos
- cerillos, encendedores petardos u otros explosivos
- punteros de láser
- patines, patinetas, patines de ruedas en línea
- juguetes (a menos que el maestro de permiso)
- chicle
- semillas/pepitas

AURICULARES

El uso de los auriculares está permitido dentro del salón con el permiso del maestro y con objetivo educacional únicamente. **A los estudiantes no se les permite usar ni usar ningún tipo de audífonos fuera del salón de clases o con fines no educativos.**

POLÍTICA DE TELÉFONO CELULARES

Está prohibido el uso de teléfonos móviles u otros dispositivos de comunicación electrónica (como relojes inteligentes o tabletas).

Si se traen teléfonos celulares u otros dispositivos de comunicación electrónica a la escuela, se deben apagar durante todo el tiempo que el estudiante esté en el plantel y no se pueden usar excepto cuando se considere médicamente necesario o cuando la escuela lo permita, personal o administración. Un maestro tiene la discreción de permitir el uso del teléfono celular en la clase con fines educativos cuando corresponda.

Las violaciones de esta política estarán sujetas a medidas disciplinarias progresivas:

Consecuencias por el uso del teléfono celular:

1ra Ofensa: ADVERTENCIA

2da Ofensa: Se le quitará el teléfono y se podrá recoger en la oficina o en el salón de clases después de la escuela.

3ra Ofensa: Se le quitará el teléfono y el padre/tutor debe recogerlo (no se podrá recoger por el estudiante).

Los empleados del distrito escolar guardarán los teléfonos celulares y los dispositivos electrónicos confiscados de manera segura.

Además, los siguientes protocolos son efectivos:

- Los estudiantes también pueden estar sujetos a otras medidas disciplinarias cuando el uso de un teléfono celular u otro dispositivo de comunicación electrónica viola las reglas de la escuela independiente.
- **El derecho de un estudiante a portar tales dispositivos puede ser revocado** por ofensas subsecuentes, excepto cuando se considere médicamente necesario.
- **Ningún estudiante** utilizará un teléfono celular u otro dispositivo de comunicación electrónica con función de cámara, video o grabación de voz de una manera o **bajo circunstancias que infrinjan los derechos de privacidad de otros estudiantes.**
- **Los estudiantes son responsables de los teléfonos celulares y los dispositivos de señalización electrónica personales que traen a la escuela.** El distrito no será responsable por la pérdida, robo o destrucción de cualquier dispositivo que se lleve a la propiedad escolar, excepto que será responsabilidad de la escuela garantizar la custodia de cualquier dispositivo confiscado.
- **Si los padres/tutores necesitan comunicarse con su hijo,** se les aconseja que envíen un correo electrónico al maestro o al personal de la escuela y/o que llamen a la oficina.
- A pesar de cualquier otra política escolar sobre registros en general, **en ausencia de sospecha razonable de irregularidad con el dispositivo** más allá de simplemente poseerlo o tenerlo encendido o afuera al aire libre, los

empleados del distrito escolar no pueden registrar ningún dispositivo personal de telecomunicaciones sin el consentimiento expreso autorizado del estudiante y el padre o tutor legal del estudiante.

LLAMADAS TELEFÓNICAS Y MENSAJES PARA ESTUDIANTES

Para proteger la enseñanza y el aprendizaje de interrupciones, el buen juicio dicta algunas restricciones razonables en el uso de los teléfonos de la escuela.

Ni los maestros ni los estudiantes pueden ser llamados al teléfono cuando las clases están en sesión. Los mensajes telefónicos a los estudiantes deben ser evitados a menos que sean de una naturaleza de emergencia. No se permite a los estudiantes hacer llamadas telefónicas excepto en emergencias. ***Padres, si necesitan ponerse en contacto con su estudiante por favor envíe un correo electrónico al maestro y/o llame a la oficina.***

Información de la Escuela y el Distrito

PARENT SQUARE

ParentSquare es una herramienta de comunicación diseñada para mantener a los padres informados y facilitar la participación en la escuela. La comunicación viene en forma de mensajes de texto, correos electrónicos y notificaciones de la aplicación. Proporciona un lugar seguro y centralizado para que los administradores de la escuela, los maestros, el personal y padres:

- Enviar y recibir información de la clase y escuela
- Compartir imágenes y archivos
- Ver elementos del calendario
- Registrarse para ser voluntario
- Acceder todos los enlaces y sitios web escolares

Toda la escuela, nivel de grado en la información del salón se enviará a su computadora o por correo electrónico y/o texto o puede descargar la Aplicación de ParentSquare.

CONEXIÓN DE LOS PADRES (PARENT CONNECT)

Parent Connect es un sitio web que permite a los padres y estudiantes ver información importante de la escuela específica para su hijo. Se puede acceder a Parent Connect desde el sitio web de la escuela bajo "Quick Links" o en:

<https://mesaschool.vcoe.org/parentconnect/>. Cada padre tiene un nombre de usuario o contraseña única. Si necesita su información de inicio de sesión de ParentConnect, se le puede enviar por correo electrónico. Desde la pantalla de **inicio de sesión de Parent Connection**, haga clic en "**¿Necesita su información de inicio de sesión?**" Ingrese su correo electrónico que la escuela tiene en el archivo y seleccione enviar. También puede comunicarse con la oficina de la escuela para obtener asistencia para iniciar sesión.

En los grados de TK-5, Parent Connect puede ser utilizado para ver la asistencia y dinero adeudado a la cafetería.

En los grados 6-8, Parent Connect puede realizar un seguimiento de los trabajos calificados, falta de trabajos, grado actual de cada trabajo, asistencia y dinero adeudado a la cafetería.

Si usted no tiene acceso a un dispositivo electrónico en casa. Las estaciones de computadoras para padres están disponibles en la oficina de la escuela para su uso. Si olvida su nombre de usuario/contraseña puede llamar o enviar un correo electrónico a la oficina para obtener información.

RESIDENCIA EN EL DISTRITO

El Distrito Escolar de Mesa Union atiende a estudiantes cuyas familias residen en el área de asistencia local. Un número limitado de estudiantes que no viven en el área de asistencia del Distrito Escolar de Mesa Union puede asistir al Distrito Escolar de Mesa Unión a través de Transferencia Interdistrital, que se describe a continuación:

Permisos de Transferencia Entre Distritos: Mesa Union acepta estudiantes con permisos de transferencia entre distritos. Bajo esta opción, las familias deben solicitar la asistencia de sus hijos. Además, las familias deben obtener una autorización del distrito escolar de residencia. Se puede dar prioridad a los estudiantes cuyos hermanos actualmente asisten a Mesa Union Elementary.

Un permiso de transferencia entre distritos puede revocarse en cualquier momento por las siguientes razones:

- El estudiante habitualmente falta a clase (llega tarde, se ausenta, lo recogen temprano).
- El estudiante no cumple con los estándares de conducta apropiados.
- El estudiante no hace los esfuerzos académicos apropiados.
- Información falsa o engañosa proporcionada en el acuerdo de transferencia entre distritos y/o la documentación adjunta.
- Cualquier otra condición que ocurra que haga desaconsejable la continuación.

Por favor llame a la oficina de la escuela al (805) 485-1411 con cualquier pregunta.

INFORMACIÓN DE CONTACTO EN CASO DE EMERGENCIA

La Escuela de Mesa Union mantiene información de contacto en caso de emergencia en la oficina con números de teléfono y direcciones pertinentes enumerados. Por favor, mantenga esta información actualizada. Asegúrese de que siempre hay alguien que aparece en la tarjeta con un número de teléfono actual en el caso de que se necesite para apoyar a un niño en caso de emergencia o un accidente. Notifique al personal de la oficina o haga actualizaciones en línea en mesaschool.vcoe.org/parentconnect/

TARJETA DE INFORME DE RESPONSABILIDAD ESCOLAR

Cada año, las escuelas públicas de California publican el SARC para proporcionar información a la comunidad. El documento permite al público evaluar y comparar escuelas dentro de varias categorías, incluyendo el aprovechamiento estudiantil, el medio ambiente, los recursos y la demografía. El SARC de Mesa Union está disponible en la oficina de la escuela o en línea en <https://sarconline.org/public/summary/56724706055123/2022%E2%80%93932023>

TRASLADOS Y RETIROS

Por favor notifique a la oficina si usted tiene la intención de retirar a su hijo de la escuela. Esto nos ayudará a borrar los registros y facilitará enormemente su transferencia a la escuela en la que los alumnos tienen que matricularse.

TRANSPORTACIÓN

Los estudiantes que usen el autobús escolar para el transporte de casa a la escuela están obligados a participar en el programa de transporte de hogar a escuela del Distrito Escolar de Mesa Union. Los honorarios son \$296,00 ida y vuelta por año por estudiante, con tarifas variables para familias y/o aquellos que califiquen para almuerzo gratis/reducido. Los estudiantes deben mostrar un pase de autobús para abordar el autobús. Los honorarios se deben pagar dos veces cada año escolar – **6 de septiembre del 2025 y 6 de enero del 2026.**

Por favor complete una solicitud para el transporte en autobús escolar en mesaschooldistrict.org/transportation/ o comuníquese con la oficina del Distrito al 805-485-1411 ext. 221.

REGLAS DEL AUTOBÚS ESCOLAR

LEYES DEL ESTADO DE CALIFORNIA:

1. El conductor del autobús, por ley estatal, determina lo que el pasajero puede hacer y su palabra debe ser obedecida mientras los alumnos viajan en el autobús. El autobús es para la conveniencia de todos los usuarios.

2. Los padres deben asegurarse de que sus hijos entiendan las reglas del autobús. El conductor del autobús tiene un deber de conducir que requiere su atención completa. Sus pasajeros aseguran su propia seguridad por estar tranquilos y ordenados mientras viajan en el autobús.
3. Los estudiantes deben estar en el tiempo, ordenados, y observar las normas de seguridad mientras esperan el autobús. Esto incluye el respeto por las propiedades cerca de paradas de autobús y manteniéndose fuera de la calle.
4. Los estudiantes deben entrar y salir del autobús en una sola fila. Los asientos serán asignados a los estudiantes por el conductor si es necesario. No debe haber empujones ni aglomeraciones.
5. Los estudiantes no pueden cambiar de asiento mientras el autobús está en movimiento. Todos los pasajeros deben sentarse frente al frente del autobús. Los estudiantes deben abstenerse de ruidos innecesarios y de hablar fuerte. No se permiten comer, gritar, estar de pie, pelear, cantar y pelearse.
6. La apertura y el cierre de las ventanas serán regulados por el conductor. Los brazos, la cabeza, las manos y la ropa deben mantenerse dentro del autobús en todo momento. Las leyes del estado prohíben tirar cualquier cosa fuera de las ventanas del autobús. Se espera que los estudiantes ayuden a mantener el interior del autobús libre de basura.
7. Los estudiantes deben abordar y dejar el autobús sólo en su parada regular especificada a menos que puedan presentar una nota de su padre al conductor indicando otra parada. Esta nota debe haber sido revisada por la oficina. Ningún estudiante debe tocar o acercarse al autobús después de dejarlo.
8. Los estudiantes no deben cambiar de un autobús a otro.
9. Los paquetes o objetos grandes no pueden ser permitidos a bordo por el conductor. Los animales vivos no deben ser transportados por el autobús escolar.
10. Ningún estudiante debe abordar el autobús a menos que el conductor esté en el autobús y ha indicado que está listo para que los estudiantes carguen.
11. Los estudiantes son notificados por la presente que cualquier violación persistente de estas reglas puede resultar en la suspensión de todo el transporte del autobús por períodos limitados.

CONSECUENCIAS

1. 1ra Ofensa - Advertencia;
2. 2da Ofensa - Pérdida de un día de privilegio en tomar el autobús;
3. 3ra Ofensa - Dos días de pérdida de privilegio del autobús, la duración será determinada por el director y/o el director de transporte (La duración puede ser el resto del semestre).

*** **NOTA:** Los honorarios del transporte para los estudiantes negados el privilegio de viajar en el autobús de la escuela no serán reembolsados.***

AVISO DE GRABACIÓN DE CÁMARA DE VIDEO PARA AUTOBUSES ESCOLARES

El Distrito Escolar de Mesa Union utiliza equipos de grabación de video digital en los autobuses escolares como una herramienta importante en la gestión de la seguridad de los estudiantes y el personal. Las grabaciones de video pueden usarse en procedimientos disciplinarios estudiantiles.

Plan de Estudios e Instrucción

CALIFICACIÓN

Los grados sirven para un propósito de instrucción valioso al ayudar a los estudiantes y padres/tutores a entender las expectativas de desempeño e identificar las áreas de fortaleza de los estudiantes en esas áreas que necesitan mejora.

Los maestros asignan calificaciones. Los maestros informarán a los estudiantes y a los padres/tutores sobre cómo se evaluará el rendimiento académico en el salón. Un maestro deberá basar una calificación de alumno en la calidad del trabajo académico de los estudiantes y su dominio de las normas y/o el contenido del curso. Los estudiantes tendrán la oportunidad de demostrar este dominio a través de una variedad de métodos, incluyendo, un poco no limitado a, pruebas proyectos, portafolios y/o discusiones de clase.

Los estudiantes en los grados TK-5 están en el sistema de trimestre y recibirán una tarjeta de informe basada en estándares que proporcione evidencia y retroalimentación sobre la progresión de los estudiantes hacia el cumplimiento de los estándares de nivel de grado individuales en cada área de materias. Las boletas de calificación basadas en estándares usan las siguientes marcas para evaluar el progreso de un estudiante hacia el cumplimiento del estándar de nivel de grado:

1. No cumplir con el estándar
2. Progresando hacia la norma
3. Cumplir/Superar la norma
- /. No se espera en este momento

Los estudiantes en grados 6-8 están en un sistema de trimestres y recibirán una tarjeta de informe que consiste en calificaciones de letras al final de cada trimestre. Las calificaciones de letras representan el logro general de un estudiante en cada área temática. Las calificaciones de las letras en las asignaturas principales consistirán en 30% de evaluaciones y 70% todos los demás trabajos (ej. proyectos, laboratorios, tareas de rendimiento, tareas, ensayos, etc.) La siguiente escala de calificación se utiliza para determinar la calificación final de la letra de un alumno.:

Calificación con Letra	Porcentaje	Calificación con Letra	Porcentaje	Calificación con Letra	Porcentaje	Calificación con Letra	Porcentaje
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%

POLÍTICA DE LA TAREA

La tarea debe ser específica y constructiva. La tarea está a discreción del maestro. Debe reforzar, enriquecer, o completar las clases diarias de salón y debe ser entendido y competido por el estudiante. Es el trabajo que requiere el tiempo de estudiante en la casa y el tiempo del maestro para evaluar. Los padres deben anticipar las siguientes cantidades de tarea cada noche:

K-1 Grado:	10-15 minutos por día
2-5 Grado:	30-45 minutos por día
6-8 Grado:	20 minutos por día, por tema.

EDUCACIÓN PARA MIGRANTES

El Programa de Educación Migratorio proporciona servicios suplementarios de salud y educación que ayudan a educar a los niños migrantes y a fomentar su bienestar. El programa de Mesa Union se administra a través de la Oficina de Educación del Condado de Ventura.

PROGRAMAS ESPECIALES

La Escuela de Mesa Union cuenta con una serie de programas especiales para ayudar a cada estudiante a alcanzar su máximo potencial. Algunos de estos programas están disponibles para todos los estudiantes, mientras que otros apoyan a aquellos estudiantes que cumplen ciertos criterios.

Título Uno	Equipo de Estudio Estudiantil
Educación para Migrantes	Consejo Estudiantil
Escuela de Verano	Organización de la Facultad de Padres
Educación Especial	Optativas de la Escuela Media
Simulacro de Juicio en la Escuela Intermedia	Batalla de los Libros
Servicios del Habla	Spelling Bee (Deletreo)
Terapia Ocupacional	Atletismo Inter - Escolar
Servicios Psicológicos	Reconocimiento de Estudiante/ Programas Incentivos
Programa de Desayuno y Almuerzo Caliente	Programa de Estudio Independiente
Biblioteca	Programa Después de Escuela (Full STEAM Ahead)
Programa de ELL	Promoción del Octavo Grado
GATE (Educación de Niños Dotados y Talentosos)	Actividades de Participación Familiar
Programa de Música/Programas de Banda	Lector Acelerado
Fundación de Educación de Mesa	Campamento de Ciencias (6to y 7mo Grado)
Camarillo Academic Olympics	Robotica
Feria de Ciencia	Tutoría

LIBROS DE TEXTO

El personal de la Escuela de Mesa Union usa una variedad de libros adoptados por el consejo que se alinean a estándares curriculares de California. El personal escoge materiales y unidades para ayudar a estudiantes a encontrar estándares de

aprendizaje rigurosos. Los estudiantes serán manuales publicados para el uso durante el año. Se proveerán libros a los

estudiantes para el uso durante el año. Es responsabilidad de cada estudiante mantener y proteger estos libros. Los estudiantes son responsables de devolver los libros en condiciones razonables para su uso continuo. Si un libro de texto pierde, es robado o dañado, el estudiante debe reemplazar o pagar por el reemplazo de dicho libro. Mesa Union recomienda que los estudiantes de secundaria usen las cerraduras en las casillas para proteger los libros de texto.

Conforme al Código de Educación de California sección 35186, los padres son notificados por la presente que:

1. Debe haber suficientes libros de texto y materiales de instrucción. Esto significa que cada estudiante, incluyendo estudiantes aprendices de Inglés, deben tener libros alineados con estándares o materiales instructivos, o ambos, para usar en la clase y llevar a casa.
2. Las instalaciones escolares deben estar limpias, seguras y mantenidas en buenas condiciones de reparación.
3. No debe haber vacantes de empleo para el puesto de maestro o asignaciones erróneas de maestros.

Asignación Incorrecta significa la colocación de un empleado certificado en una posición de enseñanza o servicios para la cual el empleado no tiene un certificado o credencial legalmente reconocida o la colocación de un empleado certificado en una posición de enseñanza o servicios que el empleado no está autorizado de otra manera por el estatuto para sostener.

Vacante de Maestro se refiere a una posición a la cual un solo empleado certificado designado no ha sido asignado al principio del año por un año entero o, si la posición es para un curso de un semestre, una posición a la cual un solo empleado certificado designado no se ha asignado al principio de un semestre durante todo un semestre.

4. Se puede obtener un formulario de queja en la oficina de la escuela, o descargarse del sitio web del Departamento de Educación de California: <http://www.cde.ca.gov/re/cp/uc/index.asp>

EXCURSIONES PATROCINADAS POR LA ESCUELA

Las excursiones complementan y enriquecen la experiencia de aprendizaje en el salón, conducen a un mayor rendimiento de los estudiantes y fomentan la participación de los estudiantes. La Junta de Síndicos alientan las excursiones para reforzar y aumentar las oportunidades de aprendizaje y a mejorar los programas del distrito. Las excursiones se llevarán a cabo en relación con el curso de estudio del distrito o con actividades sociales, educativas, culturales, extracurriculares o co-curriculares.

COMPUTADORAS PORTÁTILES Y DISPOSITIVOS EMITIDOS POR LA ESCUELA

La Escuela de Mesa Union School se enorgullece de ofrecer acceso a dispositivos electrónicos a todos los estudiantes. Los estudiantes recibirán una computadora portátil. Las computadoras portátiles son para uso en la escuela, solo deben usarse cuando el maestro lo indique. No se permite el uso de programas o actividades que no sean de instrucción en ningún momento (es decir, NO hay chat de Google, redes sociales, juegos, etc.). Los estudiantes siempre deben usar su propia información de inicio de sesión al iniciar sesión en cualquier dispositivo. A los estudiantes que no utilicen los dispositivos correctamente se les puede negar el acceso a los dispositivos proporcionados por la escuela. Es responsabilidad de cada estudiante mantener estos dispositivos electrónicos. Los estudiantes son responsables si su dispositivo se pierde, se lo roban o se daña, y se les puede pedir que lo reemplacen o que paguen por el reemplazo.

Ley de Protección de la Privacidad Infantil en Línea (COPPA)

A medida que nuestros maestros continúan integrando la tecnología en su instrucción, se espera que nuestros estudiantes usen recursos digitales diariamente. La Escuela Primaria Mesa Union utiliza varias aplicaciones de software de computación y servicios basados en la red los cuales no son operados por la escuela o el distrito, sino por terceros (es decir, fabricantes de software). Los niños menores de 13 años están protegidos por la Ley de protección de la privacidad en línea de los niños (COPPA), una ley federal que garantiza la privacidad y seguridad de los niños.

Esta ley permite a las escuelas obtener el consentimiento de los padres para cada niño, con el cual podemos acordar la recopilación de información personal por parte de estas partes, en los casos en que se necesite para que ciertos programas funcionen correctamente. Esto elimina la necesidad de dar el consentimiento individual de los padres directamente al operador o proveedor del sitio web y nos permite proporcionar a su hijo las herramientas y aplicaciones basadas en la web más eficaces

para el aprendizaje. Algunos ejemplos son G-Suite for Education (Google), Kami, Read and Write, Khan Academy y programas educativos similares.

Para que los estudiantes utilicen algunos programas, la “información personal” frecuentemente significa que el nombre y la dirección de correo electrónico del estudiante, en el caso de un inicio de sesión en Google, deben ser proporcionados al operador del sitio web. El contrato de MUSD G-Suite proporciona a todo el personal y estudiantes una cuenta de correo electrónico administrada por Google. **Por favor tenga en cuenta que MUSD es propietaria de todos los datos/propiedad intelectual de G-Suite, y no hay publicidad.**

Como padre o tutor de un niño menor de 13 años, por favor tome el tiempo para leer y entender el cumplimiento de COPPA usando los enlaces de abajo. Hable con sus hijos regularmente sobre el comportamiento responsable de los dispositivos y de Internet.

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/

El reconocimiento de este manual confirma una comprensión de COPPA y le ofrece su permiso para el uso de la tecnología del distrito por su hijo. También incluye el consentimiento en su nombre al distrito para la presentación de información de COPPA a terceros. Si usted no da permiso para que los maestros de MUSD usen la información personal (tal como el nombre del estudiante y el correo electrónico de la escuela) de su hijo/a necesaria para utilizar los programas y aplicaciones en la escuela con propósitos instructivos, por favor envíe el siguiente mensaje:

<https://forms.gle/tjaYVj62xJbvcVbm9>

APRENDIZAJE A DISTANCIA

En caso de cierre prolongado de la escuela, el distrito cambiará a un modelo de Aprendizaje a Distancia. El Aprendizaje a Distancia es la manera para que los estudiantes y las familias permanezcan conectados durante el cierre de la escuela y un alejamiento para que la escuela continúe ofreciendo oportunidades educativas de alta calidad a los estudiante a través de Google classroom, teleconferencia, sitios web de aprendizaje, etc. Los libros de trabajo y las oportunidades de aprendizaje ofrecen cada día o deciden desarrollar los conocimientos de contenido de nivel de grado de su hijo y las habilidades necesarias para que estén preparados para el próximo año escolar.

Los estudiantes y las familias pueden conectarse con su maestra y acceder a las actividades de aprendizaje a través de la pestaña “Aprendizaje a Distancia” en nuestro sitio web escolar. Entendemos que algunas familias pueden tener situaciones para dificultar la participación, es responsabilidad del padre/tutor comunicarse con el maestro o comunicarse con la oficina del distrito al (805) 485-1411 si usted está teniendo dificultades con el acceso al plan de estudios, la tecnología y/o recursos de Enseñanza a Distancia.

AVID

AVID significa **Avance Vía la Determinación Individual**. La misión de AVID es cerrar la brecha de oportunidades preparando a todos los estudiantes para la universidad y la carrera profesional, y para el éxito en una sociedad global. AVID se implementa en toda la escuela Mesa Union, desde preescolar hasta octavo grado. Nuestro objetivo es brindar a todos los estudiantes los recursos esenciales necesarios para el éxito en cursos rigurosos y promover la conciencia de la importancia de la educación superior, así como las infinitas oportunidades para su futuro. WICOR es un conjunto de estrategias educativas asociadas con el programa AVID. WICOR significa Escritura, Consulta, Colaboración, Organización y Lectura para aprender. AVID busca preparar a los estudiantes para la admisión a la universidad y los empodera para alcanzar la excelencia académica.

Notificación Anual para Padres/Tutores Año Escolar 2025-26

Estimados Padres/Tutores,

Se requiere que los distritos escolares en California notifiquen anualmente a estudiantes, padres, y tutores de sus derechos y responsabilidades. Este es el aviso anual a padres/tutores de estudiantes matriculados en el Distrito Escolar de Mesa Union. Este aviso que es requerido por el Código Educativo 48980, proporciona información importante sobre las leyes federales y los códigos de educación estatales, así como información relacionada con los derechos y responsabilidades de los padres o tutores de los niños. La abreviatura de “EC” que se encuentra después del título de la mayoría de las secciones se refiere al Código de Educación de California (EC).

Por favor revise cuidadosamente esta información ya que aplica directamente a usted y a la participación de su hijo en nuestros programas educativos. Si tiene alguna pregunta, o si desea revisar documentos específicos mencionados en el aviso, por favor comuníquese con la Directora, Srta. Kuklenski o conmigo al (805) 485-1411. Nos dará gusto darle información más detallada y ayudarle a obtener copias de cualquier material que desee revisar.

Mis mejores deseos para un año escolar productivo y exitoso del 2025-26.

Dr. Raul Ramirez
Superintendente
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.

Intradistrict Choice – EC 35160.5(b) - Residents of the school district may apply to other schools that serve the same grade levels within the district. *[Insert information regarding the process, including, but not limited to, timelines, application requirements, priority enrollment, and criteria for selection.]* No pupil who currently resides in the attendance area of a school can be displaced by pupils transferring from outside the attendance area. Students who are a victim of bullying shall be allowed an intradistrict permit to transfer if space is available at the same grade level. If there is no “intra-district” space to attend, the student may seek an “inter-district” permit to another district without any delay in release from the home district, but it does not guarantee entrance to an outside district. The process to enter another school district will be according to the desired district’s transfer policies. 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.

District of Choice – EC 48300 and 48507 - Some school districts may choose to become a district of choice. A school board that elects to operate the school district as a district of choice must determine the number of transfers it is willing to accept and shall accept all pupils who apply to transfer until the school district is at maximum capacity. The school district of choice shall make sure that students are selected through an unbiased and random process that does not take into consideration his or her academic or athletic performance, physical condition, proficiency in English, family income, ethnicity, primary language, literacy, special needs, or any of the individual characteristics listed in Section 200. The parent of a pupil requesting to transfer must submit an application to the school district of choice no later than January 1 of the school year preceding the school year for which the student wishes to transfer. The parent shall be notified in writing by February 15 if the student was provisionally accepted, rejected, or placed on a waiting list for the next school year. A modified application process is available for children of relocated military personnel.

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 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 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 Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-8520 For additional information, you may call 1-800-USA-Learn (1-800-872-5327).

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 the 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 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 board has adopted a policy that allows for this type of involuntary transfer.*

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 incidence 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 playgrounds, or during recess.

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.