

MESA UNION SCHOOL 2016-2017
STUDENT-PARENT HANDBOOK

“We teach students to create, connect and collaborate - for life!”



Board of Trustees

Mrs. Tonya Brunett

Mrs. Mary Crull

Mr. Rick Murray

Mr. Bryan Stotko

Mr. Steven Sullivan

Principal

Dr. Stephen Bluestein

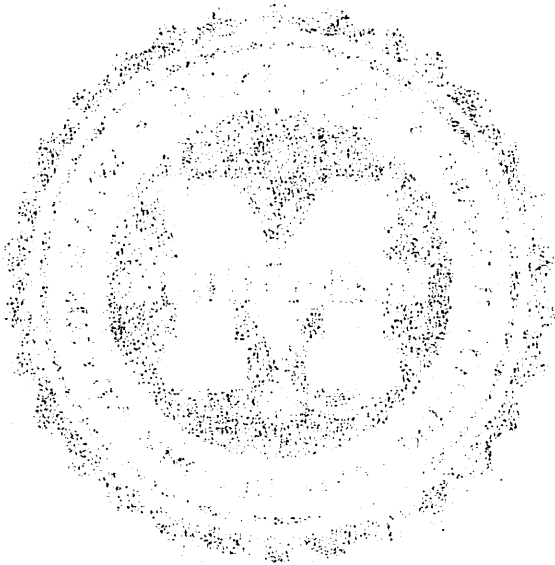
Superintendent

Mr. Jeffery Turner

3901 North Mesa School Road
Somis, California 93066
(805) 485-1411
www.mesaschool.org

SECRET
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ACQUISITION & TRANSPORT

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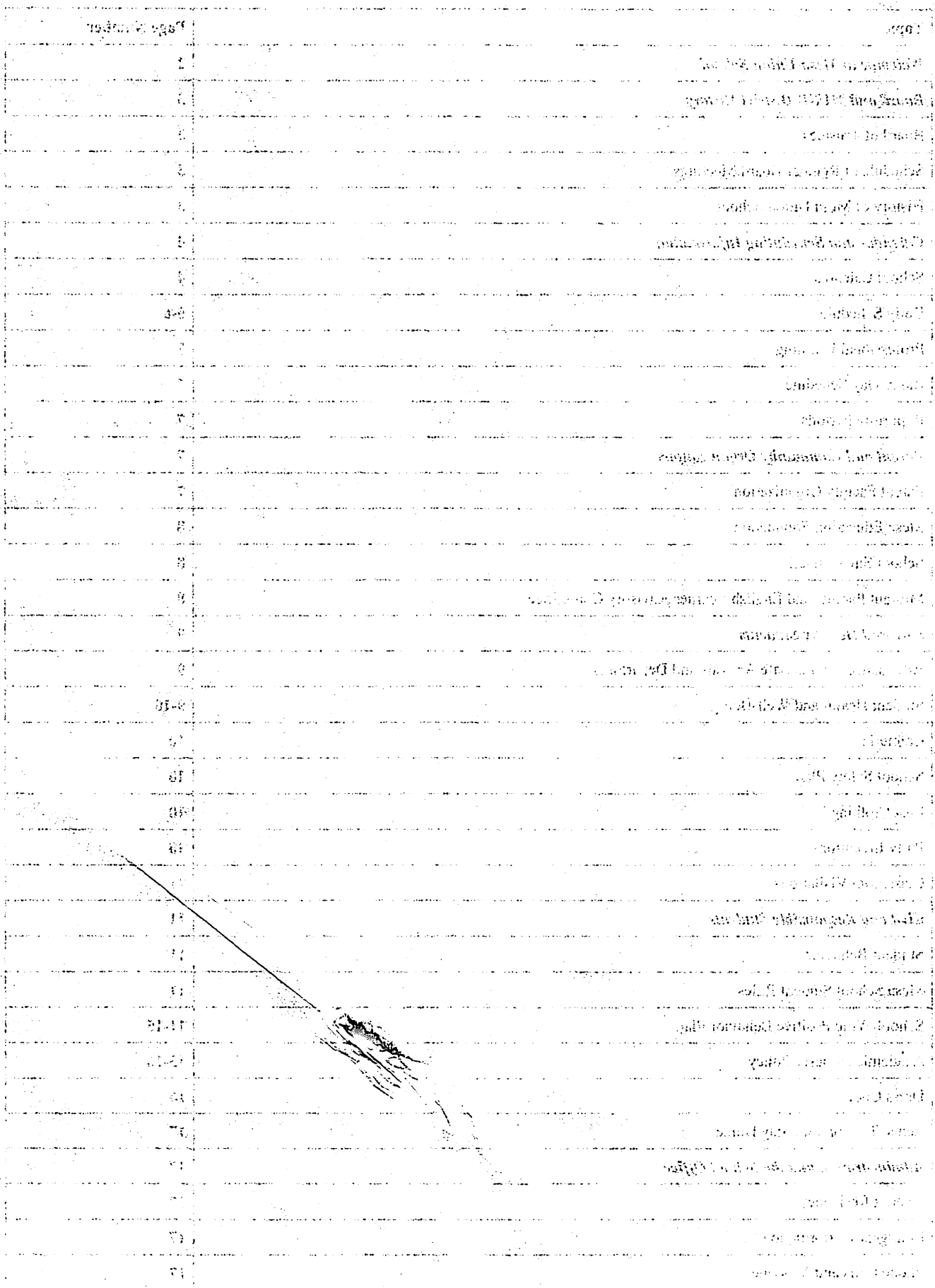
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Mesa Union School 2016-2017 Student-Parent Handbook

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Welcome

Every school year represents a fresh start for our students to do their very best, to learn new things and to soar academically. Teachers strive to help students pursue their dreams and reach their fullest academic potential, especially with help from you. Parents and guardians, the first teachers of our students, can make sure every child, from the youngest to the oldest, gets to school on time, attends school every day and completes all assignments including homework.

As Mesa Union School's leaders, it is our privilege to work with all the students, staff and families. Mesa Union is wonderful school with a long and rich tradition of serving the community. We present you with this handbook to acquaint you and your children with Mesa Union staff, our educational programs, and community.

On the cover of this handbook, you will notice the school and district mission statement: "*We teach students to create, connect, and collaborate—for life!*" As we embrace the Common Core State Standards, this a key phrase for us to keep in mind. School learning is shifting toward more doing, more applying what children have learned at home to what they learn in school, and more interacting with teachers and peers. Twenty-first century learning is active and social, with exposure to science, math and technology, interaction between students, and a great deal of higher-order thinking. Finally, "for life" means we hope to spark learning that lasts a lifetime.

While most of the information in this handbook will remain current throughout the year, minor changes may occur. Happily, the school staff works hard to maintain an open line of two-way communication with families, in both English and Spanish. Families and students can keep up with information through the revitalized school web site, and through *Mesa Matters*, the school newsletter that goes home with students on the first day of each week school. If at any time a question arises, please visit or call the school office at (805) 485-1411.

Once again, welcome to Mesa Union. We look forward to working with you and your family as partners in a lifetime of learning.

Sincerely,

Dr. Stephen Bluestein
Principal

Mr. Jeffery Turner
Superintendent

Board of Trustees and MUSD District History

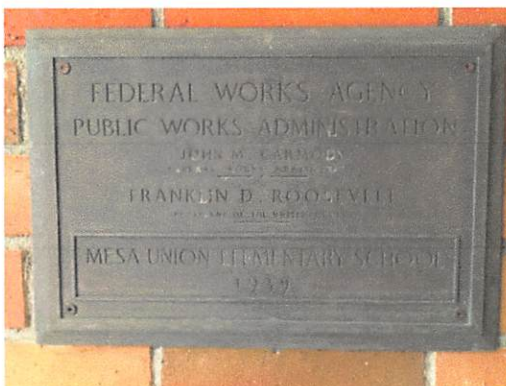
MESA UNION SCHOOL DISTRICT BOARD OF TRUSTEES

Mrs. Tonya Brunett
Mrs. Mary Crull
Mr. Rick Murray
Mr. Bryan Stotko
Mr. Steven Sullivan

SCHEDULE OF REGULAR BOARD MEETINGS

Date: Third Tuesday of each month
Time: 6:00 P.M. (Closed Session)
6:30 P.M. (Open Session)
Place: Mesa Union School – Multi-Purpose Room
Agenda: Available on line at <http://mesaschool.org/recent-board-agenda/>
or in the Mesa Union School office on the Friday before the meeting

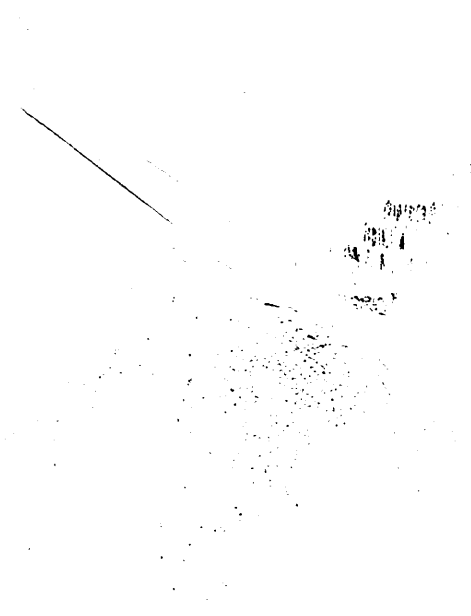
A BRIEF HISTORY OF MESA UNION SCHOOL



Mesa Union School District has served the children and families in this area since 1937, when Del Norte School District and Center School District merged to form one district. Eight acres were purchased for \$500 per acre from Mrs. Phillips, and in 1939, Mesa Union School was built. The original school consisted of three buildings and the custodian's home. Three teachers taught 68 students. As the number of students increased, the school facilities grew. In 1951, two new classrooms, a cafeteria, and office were added. In 1951, the first kindergarten class was started; two additional rooms were constructed in 1956. Six additional classrooms were added in

1964, followed by six more in 1968. With the advent of class size reduction, four new classrooms were added in 1997 and 1998.

Today, Mesa Union School provides a first-class education for approximately 650 students in grades TK-8. The board has overseen modernization projects to provide classroom environments that reflect twenty-first century teaching and learning. In November 2002, our community passed Proposition H – a local school bond. Augmented with state Proposition 47 monies, Prop H funded modernization and construction of a state-of-the-art computer lab, library, science lab and multi-purpose room. In 2008, local residents passed Measure A, which provided a PE room, playfields, parking lot upgrades and a traffic light at the school entrance.



Mesa Union School District



2016-2017 Academic Calendar

"We teach students, to create, connect, and collaborate-for life!"

July(0)				
Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	23	29

August(6)				
Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September (21)				
Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October (20)				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November (16)				
Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December (12)				
Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Important Dates

- 7/4-Independence Day Holiday
- 8/17-Teacher Prep Day (No Students)
- 1/25- Professional Development 12:30 Dismissal (K-8)
- 8/18-8/19-Staff Development Day (No Students)
- 8/22-8/23-Teacher Prep Day (No Students)
- 8/24-*First Day of School*
- 9/5-Labor Day Holiday
- 9/28-Professional Development 12:30 Dismissal (K-8)
- 10/26- Professional Development 12:30 Dismissal (K-8)
- 10/28-Fall Carnival 12:30 Dismissal (K-8)
- 10/3-10/7-Parent/Teacher Conferences 12:30 Dismissal (K-8)
- 11/11-Veterans Days Holiday
- 11/21-11/25-November Break
- 11/24-11/25 Thanksgiving Holiday
- 11/30- Professional Development 12:30 Dismissal (K-8)
- 12/16- Professional Development 12:30 Dismissal (K-8)
- 12/19-12/30-Winter Break
- 12/23, 12/26, 12/30-Winter Holiday
- 1/2 - New Year's Day Holiday
- 1/16-Martin Luther King Jr. Holiday
- 2/13- Lincoln's Day Holiday
- 2/20- President's Day Holiday
- 2/20- Staff Development Day (No Students)
- 2/22- Professional Development 12:30 Dismissal (K-8)
- 3/20- Staff Development Day (No Students)
- 3/29- Professional Development 12:30 Dismissal (K-8)
- 4/10-4/21- Spring Break
- 4/26- Professional Development 12:30 Dismissal (K-8)
- 5/29-Memorial Day Holiday
- 5/31- Professional Development 12:30 Dismissal (K-8)
- 6/15-8th Grade Promotion
- 6/16-*Last Day of School

Quarter/Semester/Trimester:

- 10/26/16 End of 1st Quarter (45 Days)
- 11/18/16 End of 1st Trimester (60 Days)
- 1/23/17 End of 2nd Quarter (45 Days)
- End of 1st Semester (90 Days)
- 3/9/17 End of 2nd Trimester (60 Days)
- 3/30/17 End of 3rd Quarter (45 Days)
- 6/16/17 End of 4th Quarter (45 Days)
- End of 3rd Trimester (60 Days)
- End of End of 2nd Semester (90 Days)

Legend:

- Teacher Work day (No Students)
- Staff Development Days (No Students)
- First Day of School
- Holiday (No School)
- 12:30 Dismissal (k-8)
- Instructional Days (180 days)

January (20)				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February(18)				
Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

March(22)				
Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April (10)				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May (22)				
Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June (12)				
Mon	Tue	Wed	Thu	Fri
			1	2
4	5	6	7	8
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Board Approved: April 19, 2016

Mesa Union School District
We teach students, to create, connect, and collaborate-for life!

2016-2017 BELL SCHEDULE

Regular Schedule

Kindergarten/TK		1 st Grade & Kinder/TK Effective 11.28.16		2 nd & 3 rd Grade	
8:25	School Begins	8:25	School Begins	8:25	School Begins
8:25-9:30	Instruction(65 Minutes)	8:25-9:30	Instruction(65 Minutes)	8:25-9:45	Instruction(80 Minutes)
9:30-9:45	Recess(15 Minutes)	9:30-9:45	Recess(15 Minutes)	9:45-10:00	Recess(15 Minutes)
9:45-11:20	Instruction(95 Minutes)	9:45-11:20	Instruction(95 Minutes)	10:00-11:30	Instruction(90 Minutes)
11:20-11:55	Lunch(35 Minutes)	11:20-11:55	Lunch(35 Minutes)	11:30-12:05	Lunch(35 Minutes)
11:55-12:30	Instruction (35 Minutes)	11:55-2:05	Instruction(130 Minutes)	12:05-2:00	Instruction(120 Minutes)
Total 195: Minutes of Instruction		Total 290: Minutes of Instruction		Total 290: Minutes of Instruction	

4 th & 5 th Grade		6 th -8 th Grade	
8:25	School Begins	8:25	School Begins
8:25-10:00	Instruction(95 Minutes)	8:25-10:08	Instruction(103 Minutes)
10:00-10:15	Recess(15 Minutes)	10:08-10:23	Recess(15 Minutes)
10:15-11:45	Instruction(90 Minutes)	10:25-12:03	Instruction(98 Minutes)
11:45-12:20	Lunch(35 Minutes)	12:03-12:38	Lunch(35 Minutes)
12:20-2:50	Instruction (150 Minutes)	12:40-2:50	Instruction(130 Minutes)
Total 335: Minutes of Instruction		Total 331: Minutes of Instruction	

Rainy Day Lunch	
11:10-11:45	K-2 nd Grade (35 Minutes)
11:45-12:20	3 rd -5 th Grade (35 Minutes)
12:20-12:55	6 th -8 th Grade (35 Minutes)

Professional Development/Minimum Day Schedule (12:30 Dismissal)

Kindergarten/TK		1 st Grade		2 nd & 3 rd Grade	
8:25	School Begins	8:25	School Begins	8:25	School Begins
8:25-9:30	Instruction(65 Minutes)	8:25-9:30	Instruction(65 Minutes)	8:25-9:45	Instruction(80 Minutes)
9:30-9:45	Recess(15 Minutes)	9:30-9:45	Recess(15 Minutes)	9:45-10:00	Recess(15 Minutes)
9:45-10:40	Instruction(55 Minutes)	9:45-10:40	Instruction(55 Minutes)	10:00-11:00	Instruction(60 Minutes)
10:40-11:15	Lunch(35 Minutes)	10:40-11:15	Lunch(35 Minutes)	11:00-11:35	Lunch(35 Minutes)
11:15-12:30	Instruction (75 Minutes)	11:15-12:30	Instruction (75 Minutes)	11:35-12:30	Instruction (55 Minutes)
Total 195: Minutes of Instruction		Total 195: Minutes of Instruction		Total 195: Minutes of Instruction	

4 th & 5 th Grade		6 th -8 th Grade	
8:25	School Begins	8:25	School Begins
8:25-10:00	Instruction(95 Minutes)	8:25-10:08	Instruction(103 Minutes)
10:00-10:15	Recess(15 Minutes)	10:08-10:23	Recess(15 Minutes)
10:15-11:20	Instruction(65 Minutes)	10:25-11:55	Instruction(90 Minutes)
11:20-11:55	Lunch(35 Minutes)	11:55-12:25	Lunch(35 Minutes)
11:55-12:30	Instruction (35 Minutes)	12:25-12:30	Instruction(5 Minutes)
Total 195: Minutes of Instruction		Total 198: Minutes of Instruction	

Rainy Day Lunch	
10:30-11:05	K-2 nd Grade (35 Minutes)
11:05-11:40	3 rd -5 th Grade (35 Minutes)
11:40-12:15	6 th -8 th Grade (35 Minutes)

Professional Learning

Like our students, Mesa Union teachers and staff dedicate time and energy to continuously learn and grow. This year, the focus of professional learning will be Common Core State Standards, Project Based Learning, use of technology to improve teaching and developing more 21st century learning targets for students. Staff will meet for all day professional development on February 20, 2016, and March 20, 2017. Students do not attend school on those days. In addition, teachers will meet on nine other dates (approximately once per month) in the afternoon. Students are dismissed at 12:30 p.m. on those dates, which are highlighted in pink on the district calendar on page 4 of this handbook. These teacher learning days contribute a great deal to the teaching and learning program at Mesa Union School.

RAINY DAY SCHEDULE

Children go to the cafeteria if they arrive between 8:00 and 8:15 a.m. Students go directly to their classrooms after 8:15 a.m.

Recesses: Restroom breaks and in-class activities.
Lunch Schedule: All students eat in the Cafeteria - 30-minute lunch period.

REPORTING PERIODS

Report cards for students in grades TK-5 will be issued each trimester (ending dates: November 16 and June 16). Junior High students will be on a quarterly reporting period (ending dates: October 23, March 30 and June 16). Report cards go home during the week after the quarter or trimester.

Parent conferences are scheduled during the week of October 3-7. These conferences give families a chance to know each other and ensure that your child and those at home and the school are doing as well as possible to provide for a successful school year.

2 Sided
Remainder

Parent and Community Organizations

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

Parent Faculty Organization Slate of Officers 2016-2017

<u>Office</u>	<u>Name</u>
President	Dana Lan & Peter Lan
Vice-President	Marybel Gonzalez
Co-Treasurers	Jen Sahagun & Glen Sahagun
Recording Secretary	Tania Luna
Corresponding Secretary	Jeanette Trainor

Faculty Representatives Dr. Stephen Bluestein, Anne Coe, Carolyn Grogan, & Joann Dwork

Parent Faculty Organization (PFO) meets from 2:05-3:00 p.m. on the first Wednesday of each month. Everyone is encouraged to attend and lend their support to this invaluable organization. For more information about PFO activities, meetings and events, check out the PFO website at <http://teacherweb.com/CA/MesaUnion/PFO/apt22.aspx>

Mesa Education Foundation

The Mesa Education Foundation (MEF) is a nonprofit public benefit corporation dedicated to providing services, materials, facilities and equipment to maintain, improve and enhance science and arts educational opportunities at Mesa Union School. The Foundation also solicits and receives contributions and raises funds for this purpose. The Foundation is able to achieve its goal because of the generosity of Mesa Union families and friends who contribute their time, energy and money through the annual Barbecue and Silent Auction in September, the MEF Golf Tournament in May, Holiday Wreath Sale, mid-year and year-end donations, grant writing, and other fundraising events. More information can be found at www.mesaschool.org.

Programs supported by Foundation funds include instruction in the areas of art, vocal and instrumental music, and drama. Students are also treated to assemblies, such as Readers' Theater, and other live music and cultural presentations. Funds also are provided to purchase science equipment and enrichment supplies, and for classroom technology.

Slate of Officers 2016-2017

<u>Office</u>	<u>Name</u>
President	Elizabeth Pozzi
Vice President	Tiffany Jones
Recording Secretary	Jasen Alameda
Corresponding Secretary	Gail Rosenmund
Treasurer	Bobby Jones
Faculty Representatives	Mr. Jeffery Turner, Robin Webster, & Jill Brody

School Site Council

The Mesa Union School Site Council is an elected group of parents, teachers and classified staff members who assist the principal in writing and overseeing student support activities in the *Single Plan for Student Achievement*. Available on line at <http://mesaschool.org/single-plan-for-student-achievement-20122013/>, this plan helps administration manage state and federal funds that the school receives. School Site Council ensures that the instructional program supported by these funds supports continuous improvement in student achievement. Meetings are public and are held several times a year. Representatives are elected in the fall.

Continuing Members 2016-2017

<u>Name</u>	<u>Role</u>
Dr. Stephen Bluestein	Principal
Peter Lan	Parent
Kelly Sawyer	Parent
Stephanie Pierson	Parent
<i>Open</i>	Parent
Michele Waggoner	Teacher
Betsy Willey	Teacher
<i>Open</i>	Teacher
Irene Ramirez	Classified staff

Migrant Parents and English Learner Advisory Committees

These important groups advise the principal in matters concerning the migrant and English learner instructional programs. They provide guidance in areas of budget, need and in community relations. Parents are elected each fall by their representative groups and advise the School Site Council.

Safe and Healthy Students

ATTENDANCE COUNTS!

For students of all ages, every day counts! Students who attend school regularly are more likely to succeed academically, to enjoy school more, and to feel more part of the school community. California law requires that students attend school regularly and punctually. In addition, Mesa Union's programs that support learning for all students are driven by funds the district receives when students are in class. Each student absence, excused or not, costs the school approximately \$42. This can add up quickly. Families can promote student success by limiting absences to illness or medical appointments that cannot be scheduled outside of the school day.

SAFE AND SUPERVISED - ARRIVALS AND DEPARTURES:

The safety of your child at school begins with adult supervision. Supervision starts for children at 8:00 and ends 15 minutes after their school day is complete. Students may arrive at school no earlier than 8:00 and be picked up no later than 15 minutes after their day ends. It is the responsibility of the family to arrange transportation that gets children to and from school when appropriate supervision is present.

EXCUSED/UNEXCUSED ABSENCES:

Excused absences are those for causes listed in the California Education Code and include illness, medical appointments, and bereavement. An absence for any reason other than those listed above is unexcused; unexcused absences can lead to a student being cited for truancy, a violation of state attendance laws.

RETURNING TO SCHOOL:

When a student returns to school following an absence, parents must send a note giving the reason for the absence, the date(s) of absence, child's name, teacher's name, and signature of guardian. If a student is going to be out for more than one day, a parent must call the school so that the teacher can be informed.

STUDENT SIGN-OUT:

If a student needs to leave school before dismissal time, parents should send a written notice with the student to the teacher in advance. The note should contain the reason and be signed by a parent. Parents must go to the office to sign out the student, who will then be called to the office.

STUDENT HEALTH AND WELL-BEING

While staff's goal is to promote good attendance, contagious illnesses are easily spread at school. If a child has a fever or any other illness of a contagious nature, please keep him or her at home until s/he is well.

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

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

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

Immunization Review:

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

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

Medication:

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

CAFETERIA

Mesa Union students may enjoy delicious and nutritious meals and snacks in the school cafeteria, which is managed by Debbie Sussex. Find out what's on the menu at <http://mesaschool.org/students/lunch-menu/>. Meal and snack prices for the 2016-2017 school year are as follows:

Student Breakfast	\$1.25
Adult Breakfast	\$1.75
Student Lunch	\$2.65
Adult Lunch	\$3.15
Milk only	\$.30
Morning Nutrition items	\$.25-\$1.50

Please note that parents or students may purchase lunch in advance. Simply multiply the number of days you wish to purchase lunch by the appropriate cost of the lunch. Checks should be made out to "Mesa Union School." Staff is working on an on-line payment option; watch for information in *Mesa Matters* or on line at <http://mesaschool.org/news-from-the-cafeteria/>.

SCHOOL SAFETY PLAN

The Mesa Union School Safety Committee has written a School Safety Plan. This plan describes what steps are to be taken to ensure student safety at all times, including how staff and students are to respond to emergency situations. The plan is available on line at <http://mesaschool.org/school-safety-plan/>.

Mesa Union will need each family's support, cooperation and patience in case of emergency. We share the responsibility for your child. If staff ever needed to evacuate the campus, we would follow one of the following two plans:

Plan A:

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

Plan B:

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

LOST CLOTHING

Please label all sweaters, jackets, backpacks, lunch pails, etc. so they can be easily identified. Stray belongings find their way into the lost and found rack, which is located outside Room 3. Parents are encouraged to go through found items if their children are unable to locate them. Unclaimed items will be donated to local charities at least every two weeks.

PARTY INVITATIONS

Only party invitations that include the entire classroom may be given out at school.

CLASSROOM VISITATIONS

Parents are encouraged to visit their child's classroom. Staff has established a set of guidelines that allow for visits without disrupting the learning environment. Please call the office in advance to establish a day and time for the visit. On the day of the visit, please observe the following regulations:

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

Civil and Responsible Students

STUDENT BEHAVIOR

Mesa Union School, in support of the aims of public education, believes that the behavior of students should reflect standards of good citizenship demanded of members of a democratic society. Self-discipline (responsibility for one's actions) is one of the important goals of education. Students are expected to respect adults and reflect consideration for the rights and privileges of others.

High personal standards of courtesy, decency, morality, clean language, honesty, and wholesome relationships with others are encouraged. Respect for real and personal property, pride in one's work, and achievement within one's ability is expected of all students. Bullying violates all accepted rules of student behavior and will not be tolerated at Mesa Union School.

MESA SCHOOL STUDENT RULES

Myself and Other People:

- I: Listen to other people.
- Keep my hands off other people and their things.
- Am fair in taking turns.
- Do not hurt other people's feelings by teasing and name-calling.
- Will help others learn.
- Walk everywhere except when playing on the playground.
- Use balls only on the playground.
- Stop playing when the bell rings.
- Walk to the cafeteria and take my turn in line.
- Do not go into "off limits" areas.
- Obey all rules coming to and going from school.
- Obey all school rules.

Myself and My School:

- I: Will take care of our school things because they belong to us all.
- Come in quietly ready for work and leave the room quietly.
- Do not disturb other classes.
- Do not use bad language.
- Will care for other's safety and feelings.
- Listen to all adults who work at school.

SCHOOL-WIDE POSITIVE BEHAVIOR PLAN

I. Classroom Rules

- A. Show up on time
- B. Be prepared
- C. Do assignments
- D. Maintain behavior that enables all to learn

II. Yard Rules

- A. At all times on the Mesa Union School yard, students will:
 - 1. Follow all adult directions
 - 2. Stay in assigned areas
 - 3. Go to the office only with written permission of person on duty.
 - 4. Follow basic school rules:
 - a. Hands and feet to yourself
 - b. No roughhousing
 - c. No name-calling or insults
 - 5. Stop all activity at the bell and walk to line
 - 6. Hold all balls at the bell - Stop tetherball immediately
 - 7. Line up as a group to walk to:
 - Classrooms
 - Cafeteria
 - Playgrounds
 - Dismissal
 - 8. **Absolutely no running in and out of hallways**
 - 9. Snacks must be eaten in designated area only
 - 10. Students are not allowed behind the library building.
- B. When in a disagreement with another student:
 - 1. **Talk** to the person about the problem and ask them to stop.
 - 2. **Warn** them - "I don't like it when" and warn that you will report them to the teacher.
 - 3. **Report** the problem to the teacher if the problem continues.
- C. Primary Playground (K - 5)
 - 1. No running or playing tag on equipment.
 - 2. Slide
 - One person on slide at a time
 - One student at the top of the slide
 - The line waits at the white "arch"
 - Downward motion only-no climbing up slide
 - Sitting with feet first to go down
 - No jumping off the side of slide
 - 3. No jumping and running on bridge
 - 4. No climbing on top of rings and hand-over-hand bars
 - 5. Hands only in rings - no feet
- D. Swings
 - 1. Swings
 - Swinging in backward and forward direction only
 - Sitting - no standing
 - No jumping from swing
 - No pushing others
 - Chains of swings must remain down (no rolling up to shorten)
 - 2. Ladder
 - Walk on rungs with hands only
 - No jumping off the top of bars
 - 3. Uneven turning bars
 - No hanging upside down allowed.** Hang by hands only.
- E. Blacktop - Grass Only
 - 1. No running on blacktop (unless involved in an organized game such as basketball or dodge-ball)
 - 2. Running in grass area only
 - 3. Tag should be played on grass area only

4. Playing catch should be done on the grass area only
5. No tennis balls can be used on the handball courts or walls

F. Consequences for inappropriate behavior will be:

1. Benched for remainder of period or next free period
2. Benched for remainder of period, the remainder of the week, and/or after school
3. Parent contact and detention after school
4. Playground Behavior Contract

III. Cafeteria Rules

A. While in the cafeteria, all students will:

1. Follow all direction of adults in cafeteria
2. Eat in assigned area
3. Remain in seat except to buy milk
4. Not throw food, paper or other objects
5. Leave own area clean - no food is to be taken from the cafeteria following the lunch period
6. **Children must walk to the playground when exiting the Cafeteria**

B. Students must walk to cafeteria in orderly lines accompanied by teacher and be seated in assigned areas.

C. Consequences for inappropriate behavior will be:

1. Help clean cafeteria for remainder of period
2. Help clean cafeteria for remainder of period and/or lunch detention
3. Parent contact and loss of recess privileges
4. Students observed running from the Cafeteria will lose playground privilege

IV. Severe Clause

A. The following are considered severe or serious infractions of school rules and policies at Mesa School:

1. Willful disobedience or disrespect
2. Stealing or extortion
3. Destroying or defacing school property
4. Smoking/Alcohol or Drugs
5. Fighting
6. Possession of drugs
7. Weapons
8. Harassment
9. Profanity and/or obscene gestures

B. Consequences for these offenses will be parent contact and administrator follow-up related to offense, campus beautification, detention, suspension, expulsion (as required by law) and police contact.

V. Tardies - Truancy/Absences

A. A Mesa student who is on time for class is in his/her seat by the time class begins.

B. Re-admit notes following absences are due on day of return, signed by parent or guardian.

C. Consequences for tardies for each grading period are:

1. Recess/lunch detention (must have work)
2. Honor Card marked for junior high students
3. After school detention for chronic tardiness.

D. Excessive tardies and absences are not permitted.

VI. Eating on Campus

A. Gum and sunflower seeds are not permitted at Mesa Union School at any time.

B. Students are permitted to eat during nutrition period.

C. Snacks should be eaten at designated times in designated areas.

D. Candy should not be eaten school hours unless part of a class program.

E. Consequences for breaking above rules are:

1. Students asked to throw gum or food away
2. Students asked to throw gum or food away and detention

3. Parent contact and detention for chronic offenders
4. Student being assigned campus/cafeteria beautification
5. Honor Card marked for Junior High students.

VII. Equipment and Textbooks

- A. P.E. equipment is to be signed out from homeroom teacher/student monitors.
- B. Lost P.E. equipment must be replaced by pupil signing for said equipment.
- C. Students will be assigned textbooks for each subject. Lost class and library books must be replaced by the student assigned the book.

VIII. Junior High Honor Card System

- A. All students will be issued an Honor Card at the start of the school year.
 1. The purpose of the card is to reward students weekly for outstanding behavior based on honor points - 10 points each week.
- B. The Honor Card contains four (4) rows of stars and will be used for four weeks before being renewed.
- C. Students who misbehave will lose points. Examples of inappropriate behaviors are as follows:
 1. Disrespect toward any staff member
 2. Late to class
 3. Forgetting necessary class materials/absence notes/progress reports, etc.
 4. Disruptive behaviors
 5. Defacing property
 6. Eating in class and/or gum chewing
 7. Any other inappropriate behavior or behavior that interferes with learning.
- D. In any week:
 1. Loss of 3 points: Miss weekly reward and serve 20 minutes detention during extended lunchtime on Thursday.
 2. Loss of 6-7-8-9 points: 15 minute detention per point after school on the Friday of that week (one hour maximum) or game detention if appropriate.
 3. Loss of 10th point: school suspension and parent conference.
- E. Any member of the staff may mark Honor Cards
- F. Once lost, honor points may not be re-earned in same week.

Junior High Parents Please Note Additions to Disciplinary Policies:

- G. Students receiving failing grades on their report cards will be placed on a “Restriction List” for the next quarter until the teacher confirms that academic work has improved to passing.
- H. Placement on the “Restriction List” will result in:
 1. Attendance at special activities may be denied:
 - Assemblies
 - 8th grade quarterly activities
 - Dances
 - Athletic activities
- I. Students will be placed on the “Restriction List” for severe (suspensions) and/or frequent or chronic disciplinary infractions.
 1. Once placed on the “Restriction List” for disciplinary reasons, a student will remain there until the end of the quarter.
- J. An 8th grade student placed on the “Restriction List” for two (2) quarters during the 8th grade year will be placed on “Promotion Probation.”
 1. “Promotion Probation” means a student will be denied participation in promotion activities including:
 - Magic Mountain Trip
 - Barbecue
 - Promotion Ceremony
 2. Removal from “Promotion Probation” will require the consensus of a majority of the junior high teachers and the principal that significant improvement in effort and/or behavior is evident and being maintained.

3. A parent will be notified in writing when a student is placed on "Promotion Probation."

ACADEMIC HONESTY POLICY

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

1. Discipline rules and procedures for all violations of academic honesty will be conveyed to staff, parents, and students in writing at the beginning of each school year.
2. Parents and students will be required to review and sign the Academic Honesty Policy and Procedures at the beginning of each school year.
3. Teachers and staff will be responsible for providing safeguards that discourage acts of student dishonesty on tests and assignments.
4. School staff (administrators/teachers) will enforce discipline rules and procedures as described in the school's discipline rules and procedures for all violations of academic honesty.
5. Students found to be in violation of rules of academic honesty will be subject to disciplinary action outlined in the school's discipline rules and procedures.
6. Teachers are encouraged to be the first point of parent contact at all levels regardless of frequency of offense.

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

1. **Cheating on Tests**

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

2. **Fabrication/Falsification**

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

3. **Forgery**

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

4. **Unauthorized Collaboration**

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

5. **Violation of Cooperative Learning**

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

6. **Plagiarism**

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

7. **Theft or Alteration of Materials or Equipment**

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

Guidelines for Consequences of Academic Honesty Violations:

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

Consequences for academic honesty violations will be enforced in accordance with behavioral expectancies at the

elementary and middle school levels. Nothing in these procedural guidelines shall be construed to prohibit school administrators from imposing a more severe consequence based on the seriousness of the offense(s) at issue, including, but not limited to: leadership positions, co-curricular activities, and extra-curricular activities.

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

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

Reference: EC 35291, 35291.5; 48900, 49066

DRESS CODE

Students should dress appropriately for a school atmosphere where work is to be done. Students at Mesa Union School are expected to wear safe and modest clothing. Footwear that is safe and appropriate for physical education should be worn every day. Jewelry may not be worn during physical education. Flip-flops and similar sandals may not be worn as students must be able to move quickly and safely in case of an emergency. Short shorts, short skirts, short dresses, tops, or shirts revealing mid-drift, cleavage, clavicles (boys), tops with spaghetti straps; pants which do not remain securely on hip bones; roller-skate shoes; gang-related apparel; and clothing advertising alcohol, tobacco, drugs or containing provocative references are not allowed. Undergarments and clothing that look like undergarments must be covered at all times. Hats and caps are not permitted except as sun protection. (See next paragraph.) If inappropriate clothing cannot be covered or changed at school, parents will be called to bring a change of clothing.

E.C. 3518305 permits students to wear sun protection clothing for outdoor use during school. Students wearing

such apparel, however, are not entitled to wear it indoors, when moving from room to room, or on the school bus. Hats need to be worn in a manner that shields the face and neck from the sun; headgear that does not offer sun protection is not permitted. (Please call the office for specific questions regarding dress.) **The Mesa Union School administration will use its discretion in making determinations regarding the dress code and seek the responsible cooperation of students and families in these matters.**

ITEMS THAT SHOULD STAY AT HOME

Please help school staff maintain a safe learning environment by impressing on children to leave at home anything that could harm others or disrupt teaching and learning. These include but are not limited to knives, sharp instruments, play guns, electronic games, matches, caps, firecrackers, or other explosives, electronic musical devices, laser pens, skateboards, scooters, skates, in-line shoe skates, and permanent marking pens, e.g., Sharpies. If cell phones are brought to school, they are to be turned off during the school day, from 8-3, and may not be used for texting or calls. Some toys can be brought for “sharing” in the lower primary grades, but only if prior permission is obtained from the teacher.

Administration and the School Office

DISTRICT RESIDENCY

Mesa Union School District serves students whose families reside in the local attendance area. A limited number of students who do not live in the Mesa Union School District attendance area may attend Mesa through two processes, District of Choice and Inter-district Transfer, which are described below.

Option I: Inter-district Transfer Permits: Mesa Union accepts students on inter-district transfer permits. Under this option, families are required to apply for their children to attend. In addition, families must get a release from the school district of residence. After students complete their first year at Mesa Union School District, they may be renewed automatically for the next five years without needing to gain approval from the district of residence. Priority is given to students whose siblings currently attend Mesa Elementary.

Option II: District of Choice: In addition, Mesa Union has been designated a ‘District of Choice.’ This designation allows the school to accept a limited number of students from out of the attendance area. Families must apply to have their children accepted into the district. Under this option, it is **not** necessary to get a release from the district of residence if parents apply on or before **12/31/16**. A lottery is conducted in January for the limited number of spaces for the 2016-2017 school year. Parents are notified of the result no later than 90 days after receipt of the application. Priority is given to students whose siblings currently attend Mesa Elementary.

Please call the school office at (805) 485-1411 with any questions.

EMERGENCY INFORMATION CARD

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

PHONE CALLS AND MESSAGES FOR STUDENTS

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

Neither teachers nor students can be called to the phone when classes are in session. Telephone messages to students should be avoided unless they are of an emergency nature. Students are not permitted to make phone calls except in emergencies.

SCHOOL ACCOUNTABILITY REPORT CARD

Each year, California public schools publish the SARC to provide information to the community. The document allows the public to evaluate and compare schools within several categories, including student achievement, environment, resources and demographics. Mesa Union's SARC is available in the school office or on line at <http://mesaschool.org/2014-2015-school-accountability-report-card-english-and-spanish/>.

TRANSFERS AND WITHDRAWALS

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

VISITORS AT MESA

All visitors, including parents, must sign in at the school office upon entering campus. This policy is for the protection of students. In addition, if you wish anyone other than a person listed on the emergency card to pick up or sign out a student, a parent or guardian must notify the office in advance, either in person or by phone.

TRANSPORTATION

Students using the school bus for home-to-school transportation are required to participate in the Mesa Union School District Home to School Transportation Program. Fees are \$296.00 round trip per year per student, with variable rates for families and/or those who qualify for free/reduced lunch. Students must display a bus pass to board the bus. Fees are due twice each school year – September 9 and January 13.

SCHOOL BUS RULES ORIENTED TO STUDENT PASSENGERS

CALIFORNIA STATE LAW:

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

CONSEQUENCES:

1. 1st Offense - Warning;
2. 4th Offense - One-day loss of bus privilege;
3. 5th Offense - Two day Loss of bus privilege, length will be determined by the Principal and/or Director of

Transportation

(Duration may be the remainder of the semester).

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

Curriculum and Instruction

GIFTED AND TALENTED PROGRAM

The Gifted and Talented Education Program provides challenging curriculum and instruction to gifted and talented students capable of achieving significantly beyond their peers.

The purpose of the Mesa Union School GATE program is:

- To identify gifted and talented students from a variety of racial, socio-economic, linguistic, and cultural backgrounds
- To provide an educational program based on high and challenging standards
- To ensure identified students receive differentiated opportunities for learning
- To create supportive partnerships with parents and community members.

HOMEWORK POLICY

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

- K-1 Grade: 10-15 minutes an evening as needed (Monday-Thursday).
- 2-5 Grade: 30-45 minutes four nights a week.
- 6-8 Grade: 20 minutes a night per subject.

MIGRANT EDUCATION

The Migrant Education Program provides supplementary health and education services that help educate migrant children and foster their well-being.

PROMOTION REQUIREMENTS

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

1. Students must have a 2.0 overall grade point average in each course for the eighth grade year, but no more than a total of 4 F's in the eighth grade year.
2. Students must have fewer than eight (8) unexcused absences during the eighth grade year.

VALEDICTORIAN/SALUTATORIAN

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

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

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

5. Excellence in conduct and work habits will be worth a maximum of 0.5 points each based on the following standard:

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

6. A committee made up of teachers and an administrator will meet to determine and verify the selection process.
7. Students who attend off campus Physical Education programs, such as tennis, swimming, etc., will be responsible for their coach to submit a PE grade on the same due date as the rest of the academic grades. Failure to submit a grade on time will result in a Pass/Fail grade being entered with a 0.00 point value being assigned.
8. Upon Promotion, students who have earned Honor Roll (GPA>3.5) for each of the four (4) quarters of their 8th grade year will be especially honored. Other academic and departmental awards that are presented throughout the school year and/or at Promotion will be up to the discretion of the Junior High Committee.

SPECIAL PROGRAMS

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

Title One	Student Study Team
Migrant Education/Even Start	Student Council
Summer School	Parent-Faculty Organization
Special Education	Geography Bee
Speech Services	Spelling Bee
Occupational therapy	Inter-School Athletics (Junior High)
Psychological Services	Student of the Month/Incentive Programs
Hot Breakfast/Lunch Program	Independent Study Program
Library	After-school program (Full STEAM Ahead)
ELL Program	Eighth Grade Promotion
GATE (Gifted and Talented Education)	Family Involvement Activities
Technology Lab	Music Programs/Band Programs
Mesa Education Foundation	Science Camp (6th Grade-1 week)
Camarillo Academic Olympics	Robotics
Science Fair	Homework Club
Tutoring	Accelerated Reader
Student Council	Summer School

TEXTBOOKS

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

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

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have standards-aligned textbooks or instructional materials, or both, to use in the class and to take home.

2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments.

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

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

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

Annual Notification to Parents/Guardians **2016-2017 School Year**

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

Please review this information carefully as it applies directly to you and your child's participation in our educational programs. If you have any questions, or if you would like to review specific documents mentioned in the notice, please contact Jeffery Turner, Mesa Union School District Superintendent, for more detailed information, including copies of any materials you wish to review.

Please remove and complete the "Acknowledgment of Receipt and Review" tear-off form on the last page of this handbook and return it to the Mesa Union School office.

Acceptable Use of Technology

Mesa Union School District (MUSD) staff is committed to using technology to enhance student learning. Students enrolled in programs or activities must follow the District's guidelines and procedures regarding acceptable use of technology. MUSD students and their parents/guardians shall sign the Acceptable Use of Technology Agreement prior to using District technological resources. Working with VCOE technology support staff, MUSD staff will make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet. Students also shall 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

MUSD maintains and annually updates its management plan for asbestos-containing material in school buildings. For a copy of the asbestos management plan, please contact Jeffery Turner, Mesa Union School District 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.

MUSD maintains and annually updates its management plan for asbestos- containing material in school buildings. For a copy of the asbestos management plan, please contact Jeffery Turner, Mesa Union School District 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 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 school district may also deem a pupil as having complied with the residency requirements for school attendance in the school district if one or both the parents or legal guardians of the pupil are physically employed within the boundaries of the school district for a minimum of ten (10) hours during the school week.

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.

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.

District of Choice – EC 48300 et seq.

Mesa Union School District is a district of choice, that is, a district that accepts transfer students from outside the district under the terms of a resolution. A school board that decides to become a district of choice must determine the number of transfers it is willing to accept and make sure that students are selected through a "random and unbiased" process, which generally means a lottery process. Students must request transfer into a district of choice before January 1 of the prior school year. A modified application process is available for relocated military personnel.

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.

Avoiding Absences, Written Excuses

The Mesa Union School District urges parents to make sure children attend school regularly and to schedule medical and other appointments after school and 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 that 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.

Tardiness

Children should be encouraged to be prompt as part of their training. They are expected to be at school on time. If a child is late, s/he should bring an excuse from home to the school office. Frequent tardiness without a valid excuse may be considered truancy under state law.

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 and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year, 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.

Arrest of Truant/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 truant may be referred to a School Attendance and Review Board (SARB). (Also see page 7.)

Child Abuse and Neglect Reporting – Penal Code 11164 *et seq.*

Mesa Union School District is committed to protecting all students in its care. MUSD 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.

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 Mesa Union School District of an incident by contacting Jeffery Turner, Ed.D., Superintendent, at the school district office 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 whose 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 Policy

Community Relations BP 1313

The district is committed to maintaining orderly educational and administrative processes, to keeping schools and administrative offices free from disruptions, and preventing unauthorized persons from entering school/district grounds. Members of Mesa Union School District's staff will treat parents, each other, and other members of the public with respect and expect the same in return.

(cf. 4119.21/4219.21/4319.21 Professional Standards)

(cf. 9006 Code of Ethics for School Board Members)

The Governing Board believes all employees should have the opportunity to carry out their duties and interactions with the public in a professional manner, and that employees should not be subjected to abusive behavior. This policy promotes mutual respect, civility and orderly conduct among district employees, parents and the public, and is not intended to deprive any person of his or her right to freedom of expression, but only to maintain a safe, harassment-free workplace for students and staff. In the interest of presenting district employees as positive role models to the children of the district, as well as the community, the district encourages positive communication and discourages volatile, hostile or aggressive actions. The district seeks public cooperation with this policy.

1. *Abusive behavior* is defined as the use of obscenities, yelling, or defamatory language, the use of any threatening words or phrases, or the use of any threatening behavior to intimidate or otherwise berate employees.

2. District employees shall remind, in a quiet and civil manner, any individual who exhibits abusive behavior such as disrupting or threatening to disrupt school/office operations; who threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language which could provoke a violent or negative reaction, or who has otherwise established a continued pattern of unauthorized entry on school property, that they may not exhibit such behavior.

3. If the individual does not conform or correct his or her behavior, the district employee shall notify the abusing party that the meeting, conference, or telephone conversation is terminated. If the meeting or conference is on district premises, the offending person may be directed to leave promptly. If an individual refuses to leave upon request, or returns before the applicable period of time, the Superintendent or designee may notify law enforcement officials.

If he or she reenters any district facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school, the employee may inform the person that he or she may be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 403 - 420 and 626.7.

4. When violence is directed against an employee or a theft of property occurs, employees shall promptly report the occurrence to their principal or supervisor, and notify law enforcement officers of any attack, assault or threat made against them on school/district premises or at school or district sponsored activities.

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 that elects to offer athletic programs 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 health care provider.

Confidential Medical Services – EC 46010.1

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 MUSD 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. In addition, MUSD Policy 5141 states that unemancipated minor students shall not be released from school for the purposes of obtaining confidential medical services without the consent of the student's parent or guardian.

Dangerous Objects

Laser Pointer – Penal Code 417.27

It is a crime for any student to possess a laser pointer 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.

Directory Information – EC 49073

“Directory Information” includes one or more of the following items: student’s name, address, telephone number, email 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. School districts determine in advance which individuals, officials, or organizations may receive directory information.

No information may be released to a 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. AB 1068 (Bloom) prohibits the release of directory information of a pupil identified as a homeless child or youth, as defined, unless a parent or eligible pupil has given consent that such information may be released.

Disaster Preparedness Educational Materials – EC 32282.5

Mesa Union School has a disaster preparedness plan and conducts regular fire, earthquake and disaster drills. For a copy, contact Dr. Stephen Bluestein, Mesa Union School 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>.

Disruption in a Public School or Public School Meeting – 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).

Dress Code – EC 35183

Schools may adopt and enforce a reasonable dress code policy that requires pupils to wear a school-wide 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. (Also see pp. 13-14 of this handbook.)

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)

MUSD 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 district property and 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.

Excused Absences – EC 46014 and 48205

Pupils, with the written consent of their parents or guardians, may be excused from school in order 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 of time.

- (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.
 - (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.
- (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, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

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.

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 are 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 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).

Fees—EC 49010-49013

Pupils enrolled in public schools shall not be required 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 educational 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.

A school district or school shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or a pupil's parents or guardians, and a school district or school shall not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil or the pupil's parents or guardians did not or will not provide money or donations of goods or services to the school district or school.

This article shall not be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or school districts, schools, and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities. This article is declarative of existing law and shall not be interpreted to prohibit the imposition of a fee, deposit, or other charge otherwise allowed by law.

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. Parents must complete the required application form, available at the school office.

Foster Youth Educational Placement – EC 48850 et seq.

All pupils in foster care are entitled to a meaningful opportunity to meet the challenging state 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, even if the child's home placement changes, for the duration of the school year. 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.

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.

Homeless Youth Education – 42 United States Code 11432

Requires school district homeless liaisons to ensure parents of homeless pupils are informed of educational and related opportunities that are available to their children and are provided with meaningful opportunities to participate in education of their children.

The federal McKinney-Vento Homeless Assistance Act ensures educational rights and protections for children and youth experiencing homelessness. This includes children and youth who are living with a friend, relative or someone else because the family has lost their housing; children and youth staying in a motel or hotel due to lack of adequate alternative accommodations; children and youth living in an emergency or transitional shelter or a domestic violence shelter; and children and youth who are living in cars, parks, public spaces abandoned buildings, etc. It is the policy of Congress that students in homeless situations shall have access to the education and other services they need to ensure they have an opportunity to meet the same challenging State student academic achievement standards to which all students are held.

Services provided to students identified as homeless include:

- Every district designates a staff person to act as the educational liaison for students in homeless situations.
- 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. The parent/guardian determines which school is in the child's best interest.
- 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 request.
 - Students will be provided free/reduced lunch. Students will be provided Title 1 services.
- School districts will establish a dispute resolution process to resolve disagreements between parents and the district. Families living in homeless situations may contact the Liaison to help them put the disagreement into writing.

Grounds for Suspension and Expulsion – EC 48900

AB 1729, which amends Education Code sections 48900 and 48900.5, provides superintendents and principals with more discretion to implement alternative disciplinary measures other than suspension and expulsion. Amended Education Code section 48900 changes the current law to allow superintendents and principals to implement age appropriate alternatives to suspension and expulsion that are tailored to resolve a student's specific misbehavior issue.

AB 1729 also modifies existing law requiring suspension to be imposed only when alternative means of correction are not successful. The new legislation, amending Education Code section 48900.5, now authorizes school districts to document other types of correction used and to place such documentation in the student's record. Existing law, under Education Code section 48900, listed only counseling and anger management programs as specific alternatives to suspension or expulsion. The new legislation removes this provision from Education Code section 48900 and, instead, includes these alternatives in amended Education Code section 48900.5. Amended section 48900.5 lists additional alternative methods of correction and discipline that should be considered prior to suspension, such as conferences with the student, student's parent, and school personnel, using study teams (or other intervention-related teams) to assess and implement plans to address the student's behavior, or participation in a restorative justice program

Existing law provides that suspensions are allowed for first-time violations of certain enumerated offenses. AB 1729

does not change this law. Existing law also allows suspensions for first-time violations where the student poses a danger to persons or property or threatens to disrupt the instructional process. The new legislation, however, now only allows suspensions for first-time violations where the student poses a danger to other persons, and not where the student threatens to disrupt the instructional process

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) 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.
- (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 pre-initiation 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 and transmission 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, 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.
 - (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.
- (3) "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.

EC 48900.2 - Sexual Harassment

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.

EC 48900.3 - Hate Violence

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.

EC 48900.4 - Harassment, Threats or Intimidation

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.

EC 48900.5 - Limitations on Imposing Suspension

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.

EC 48900.7 - Terroristic Threats

(a) 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.

Immunizations – EC 49403 and 48216, Health & Safety Codes 120335, 120365 and 120370

Unless a pupil's parent or legal guardian provides the school with an acceptable signed waiver, a pupil must be immunized against certain communicable diseases. Students are prohibited from attending school until the immunization requirements are met. Mesa Union 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.

Beginning January 1, 2014, the signed waiver to exempt a pupil from meeting immunization requirements shall include a form prescribed by the State Department of Public Health signed by 1) the health care practitioner who provided information to the parent or legal guardian regarding the benefits and risks of the immunization and the health risks of the communicable diseases; and 2) the parent or legal guardian, indicating that he or she received the information provided by the health care practitioner.

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.

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.

Services Provided

The Mesa Union School District may provide or make available medical or hospital service through nonprofit membership corporations, defraying the cost of medical or hospital service, or through group, blanket or individual policies of accident insurance or through policies of liability insurance for injuries to pupils arising out of accidents related to school activity or attendance. No pupil is required to accept such service without the consent of his/her parent or legal guardian.

Medication Regimen – EC 49480 and 49423

The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse or school principal 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.

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-injectible epinephrine or inhaled asthma medication if the school district receives a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken.

Administration of Epilepsy Medication – E49414.7

If a pupil with epilepsy has been prescribed an emergency antiseizure medication by his or her health care provider, the pupil's parent or guardian may request the pupil's school to have one or more of its employees receive training in the administration of an emergency antiseizure medication in the event that the pupil suffers a seizure when a nurse is not available.

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.

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. MUSD 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 more information, please contact Jeffery Turner, 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 superintendent of schools and the principal's office retains 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.

Pesticide Products – EC 17612 and 48980.3

The use of pesticides and chemicals has become increasingly common in our schools when dealing with such problems as pests and weeds. It is the goal of MUSD to provide the safest and lowest risk approach to controlling pest and weed problems while protecting people, the environment, and property. To obtain a copy of all pesticide products and expected use at MUSD school facilities during the year, please contact Jeffery Turner, Superintendent, at (805) 485-1411. The notice shall identify the active ingredient(s) in each product and contain the Internet access address on information about pesticide use and reduction.

Physical Examination – EC 49451

A parent or guardian may file annually with the school principal a written statement, signed by the parent or legal guardian, withholding consent to a physical examination of the pupil. However, whenever there is good reason to believe that the pupil is suffering from a recognized contagious or infectious disease, the pupil shall be sent home and shall not be permitted to return until school authorities are satisfied that the contagious or infectious disease no longer exists.

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.

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. Mesa Union staff 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 as long as the official needs to review the records in order 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.

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, please contact: Jeffery Turner, Ed.D., 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 and on-line at <http://mesaunion.org> Fire and emergency drills are held periodically.

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 and HIV/AIDS Education – EC 51938

The purpose of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act (Education Codes 51930 through 51939) is to provide every student with the knowledge and skills necessary to protect their sexual and reproductive health from unintended pregnancy and sexually transmitted diseases.

The MUSD will provide instruction in comprehensive sexual health education, HIV/AIDS prevention education, and/or will conduct assessments on pupil health behaviors and risks in the coming school year.

Parents or guardians may:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV/AIDS prevention education
2. Request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education
3. Request a copy of Education Codes 51930 through 51939
4. Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel or outside consultants
5. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, to be informed of:
 - a. The date of the instruction
 - b. The name of the organization or affiliation of each guest speaker

MUSD 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.

Sexual Harassment – EC 231.5 and 48980(g)

It is the policy of the Superintendent and the Board of Education to maintain a 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 prohibits sexual harassment in all schools and facilities within the organization. MUSD 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’s 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 MUSD 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.

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.

Sunscreen and Sun-protective Clothing – EC 35183.5

MUSD 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 – EC 51513

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.

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

In accordance with state and federal law, smoking is prohibited in all Mesa Union School District facilities and vehicles.

All school districts and county offices of education that receive Tobacco Use Prevention (TUPE) funds are required to adopt and enforce a tobacco-free campus policy, to communicate this policy to school staff, parents, pupils and community, and to post signs stating "Tobacco Use Prohibited" at all entrances to the school.

Under Health and Safety Code Section 104495, smoking or use of any tobacco-related products and disposal of any tobacco-related waste within 25 feet of a school playground is prohibited, except on a public sidewalk located within 25 feet of the playground.

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 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.

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 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, 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 Jeffery Turner, Superintendent, 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 time line. 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. For more information, please contact Jeffery Turner, Superintendent, at (805) 485-1411.

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, please contact Jeffery Turner, 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 or district office. 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.

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 31 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.

PLEASE COMPLETE, SIGN, AND RETURN TO MESA UNION SCHOOL

Under Education Code Section §48980, Mesa Union School District is required to furnish parents/guardians with a notice of rights. This handbook contains your copy of Mesa Union School District's Annual Notice to Parents/Guardians.

Please fill out, sign, and promptly return this portion of the notice to Mesa Union School. The signature of a parent or guardian acknowledges receipt of this Annual Notice *and* receipt of the Mesa Union School-wide Assertive Discipline Plan. By signing this form a parent/guardian does not give or withhold consent for participation in any particular school-sponsored program or activity. Parents and guardians will be notified separately of programs and/or activities that require written permission.

PLEASE PRINT

Name of Parent/Guardian: _____

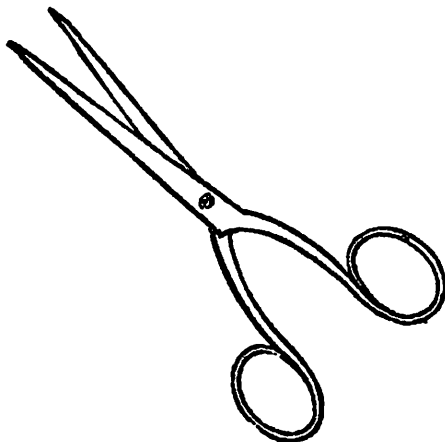
Parent/Guardian of: _____

Home Address: _____

Home Phone: _____

Name of School: _____

Signature of Parent/Guardian: _____



CLIP, SIGN, AND RETURN

Double Bus Schedule Route #1

Pick up Time	Route	2:00 pm Drop Off	Route	3:00pm Drop Off	Route
7:00	Leave Mesa	2:10	Leave Mesa	3:00	Leave Mesa
7:03	454 W. Los Angeles Avenue	2:13	454 W. Los Angeles Avenue	3:05	350 W Los Angeles Ave
7:05	350 W. Los Angeles Avenue	2:15	350 W. Los Angeles Avenue	3:07	512 W. Los Angeles Ave
7:07	512 W. Los Angeles Avenue	2:17	512 W. Los Angeles Avenue	3:12	Callado/Guinda
7:12	Ramona /Mariano/Corner	2:24	690 Valley Vista	3:15	Callado/Riente
7:17	Beardsley/Calle de Besa	2:26	Valley Vista/Garrido	3:19	690 Valley Vista
7:21	Crestview/Avenida de Aprisa	2:28	1088 Deseo Avenue	3:22	1088 Deseo Avenue
7:26	Crestview/Corte Tularosa	2:30	Trueno/Riente	3:29	Trueno/Grada
7:30	2730 Avenida de Autlan	2:33	Ramona/Mariano/Corner	3:30	Fairway/Deseo
7:32	Sterling Hills/Avenida de Autlan	2:36	Beardsley/Calle de Besa	3:35	Ramona/Mariano/Corner
7:34	Sterling Hills Dr/Patina	2:40	Sterling Hills/Plata	3:42	Beardsley/Calle de Besa
7:36	Sterling Hills Dr/Plata	2:45	Sterling Hills/Patina	3:45	Sterling Hills/Plata
7:40	3159 Wright Road	2:47	2730 Avenida de Autlan	3:47	Sterling Hills/Patina
7:45	Arrive at Mesa	2:52	Crestview/Corte Tularosa	3:52	2730 Avenida de Autlan
8:00	Callado/Riente	3:00	3159 Wright Road	3:54	Crestview/Corte Tularosa
8:03	690 Valley Vista	3:10	Arrive at Mesa	4:00	3159 Wright Road
8:06	Valley Vista/Garrido			4:15	Arrive at Mesa
8:09	1088 Deseo Avenue.				
8:10	Trueno/Grada				
8:12	Trueno/Riente				
8:15	Arrive at Mesa				

Double Bus Schedule Route #2 Bus

Pick up Time	Route	2:00 pm Drop Off	Route	3:00pm Drop Off	Route
7:00	Leave Mesa	2:10	Leave Mesa	3:00	Leave Mesa
7:05	Clubhouse Dr/Los Angeles Ave	2:14	4001 La Vista	3:15	4001 La Vista
7:07	Clubhouse Dr/Northridge	2:15	1045 La Loma Avenue	3:17	4055 La Vista
7:10	Clubhouse Dr/Skywalker	2:20	612 La Loma Avenue	3:19	1045 La Loma Avenue.
7:15	2317 W Los Angeles Ave	2:22	433 La Loma Avenue	3:21	612 La Loma Avenue
7:20	5625 E. Vineyard	2:24	4537 Walnut Avenue	3:27	4537 Walnut Avenue
7:24	4847 Strickland Drive.	2:28	4051 Walnut Avenue	3:32	4051 Walnut Avenue
7:31	Joan/Sue	2:30	5459 Price Avenue.	3:37	5459 Price Avenue
7:36	5636 Vineyard Avenue.	2:33	Hondo Ranch	3:40	Hondo Ranch
7:39	1644 W. Los Angeles Avenue.	2:36	4323 Aggen Road.	3:45	951 E. Los Angeles Avenue
7:50	Arrive at Mesa	2:41	951 E. Los Angeles Avenue	3:47	525 Los Angeles Avenue
7:55	1045 La Loma Avenue	2:45	525 Los Angeles Avenue	3:57	Clubhouse Dr/Los Angeles Ave
7:57	433 La Loma Avenue	2:47	Clubhouse Dr/Los Angeles Ave	4:00	Clubhouse Dr/Northridge
8:00	4725 Walnut Avenue	2:51	Clubhouse Dr/Northridge	4:03	Clubhouse Dr/Skywalker
8:02	4537 Walnut Avenue	2:54	Clubhouse Dr/Skywalker	4:05	2317 W. Los Angeles Ave
8:05	4051 Walnut	3:00	2317 W. Los Angeles Ave	4:10	5625 E. Vineyard Avenue.
8:07	5459 Price Avenue	3:02	2641 W. Los Angeles Aven.	4:12	4847 Strickland Drive.
8:10	Hondo Ranch	3:07	5625 E. Vineyard Avenue.	4:14	Joan Way/Sue
8:12	4323 Aggen Road.	3:12	Joan Way/Sue	4:15	5636 Vineyard Ave.
8:15	951 E. Los Angeles Avenue.	3:15	4847 Strickland Drive.	4:20	1644 W. Los Angeles Ave.
8:20	525 Los Angeles Avenue.		5636 Vineyard Ave.	4:30	Arrive at Mesa
8:22	Arrive at Mesa			3:27	4537 Walnut Avenue

*****All Bus Stop Locations and Times are Subject to Change*****

12:30 Early Dismissal Route

Pick Up Time	Bus Driver Eliseo Puga Bus #3	Drop Off	Bus Driver: Eduardo Sanchez Bus #4	Drop Off	Bus Driver: Cruz Cervantez Bus #1
12:40	Leave Mesa School	12:40	Leave Mesa	12:40	Leave Mesa School
12:43	454 W. Los Angeles Ave.	12:45	Clubhouse Dr/Los Angeles Ave	12:42	4001 La Vista
12:45	350 W. Los Angeles Ave.	12:47	Clubhouse Dr/Northridge	12:44	4055 La Vista
12:47	512 W. Los Angeles Ave.	12:49	Clubhouse/Skywalker	12:46	1045 La Loma Avenue
12:52	Ramona/Mariano	12:54	2317 W. Los Angeles Ave.	12:48	612 La Loma Avenue
12:57	Beardsley/Calle de Debesa	12:56	2641 W. Los Angeles Avenue.	12:50	4537 Walnut Avenue
1:02	Crestview/Corte Tularosa	1:03	5625 E. Vineyard	12:52	4051 Walnut Avenue
1:07	2730 Avenida De Autlan	1:10	4847 Strickland Drive.	12:56	5459 Price Avenue
1:09	Sterling Hills/Avendia	1:15	Joan/Sue Way	12:58	Hondo Rancho
1:12	Sterling Hills/Patina	1:18	5636 Vineyard Avenue.	1:01	4323 Aggen Road.
1:16	Sterling Hills/Plata	1:25	1644 W. Los Angeles Ave.	1:03	951 E. Los Angeles Avenue.
1:20	3159 Wright Road.		Arrive at Mesa	1:05	Callado/Guinda
1:30	Arrive at Mesa			1:07	Callado/Riente
				1:10	690 Valley Vista
				1:15	Valley Vista/Garrido
				1:18	1088 Deseo Avenue
				1:20	Trueno/Grada
				1:22	Trueno/Riente
				1:24	525 Los Angeles Avenue.
				1:30	4537 Walnut Avenue

2016-2017 Early Dismissal Days

September 28th
 October 3rd-October 7th
 October 26th
 October 28th
 November 30th
 December 16th
 January 25th

February 22nd
 March 29th
 April 26th
 May 31st
 June 16th

Kindergarten Transportation effective 8/24/2016-11/25/16

Pick up Time	Route	12:30 pm Drop Off	Route
		12:40pm	1451 W. La Loma
	See Regular Schedule Above For Morning Pick-Up Times	12:42pm	647 W. La Loma Avenue.
		12:44pm	853 E. La Loma Avenue.
		12:46pm	5459 Price Road
		12:48pm	Hondo Rancho
		12:51pm	4323 Aggen Road.
		12:55pm	1125 Callado Street.
		12:57pm	1063 Trueno Avenue.
		1:00pm	Fairway/Ramona (Corner)
		1:02pm	Beardsely/Calle De Besa
		1:05 pm	Sterling Hills/Plata
		1:07pm	Sterlings Hills/Avenida de Autlan
		1:13pm	2641 W. Los Angeles Avenue.
		1:18pm	Joan/Sue
		1:20pm	4847 Strickland Drive.

2016-2017 Transportation Schedule

Bus Driver: Eliseo Puga

Bus #3

Pick Up Time	Route	Drop Off	Route	Drop Off	Route
7:23	Leave Mesa School	2:10	Leave Mesa	3:00	Leave Mesa School
7:26	454 W. Los Angeles Ave.	2:13	350 W. Los Angeles Ave.	3:02	4001 La Vista
7:28	350 W. Los Angeles Ave.	2:15	512 W. Los Angeles Ave.	3:03	4055 La Vista
7:30	512 W. Los Angeles Ave.	2:17	Ramona/Mariano	3:05	1045 La Loma Avenue
7:35	Ramona/Mariano	2:22	Beardsley/Calle de Debesa	3:08	612 La Loma Avenue
7:40	Beardsley/Calle de Debesa	2:27	Sterling Hills/Plata	3:15	4537 Walnut Avenue
7:44	Crestview/Corte Tularosa	2:34	Sterling Hills/Patina	3:20	4051 Walnut Avenue
7:45	2730 Avenida De Autlan	2:39	Sterling/Avenida de Autlan	3:25	Ramona/Mariano
7:50	Sterling Hills/Avenida De Autlan	2:41	2730 Avenida de Autlan	3:32	Beardsley/Calle de Debesa
7:52	Sterling Hills/Patina	2:43	Crestview/Corte Tularosa	3:37	Sterling Hills/Plata
7:54	Sterling Hill/Plata	2:48	3159 Wright Road.	3:39	Sterling Hills/Patina
7:56	3159 Wright Road.	2:56	Arrive at Mesa	3:41	Sterling Hills/Avenue de Autlan
8:00	Arrive at Mesa	3:00	350 W. Los Angeles Ave.	3:44	2730 Avenida de Autlan
				3:46	Crestview/Corte Tularosa
				3:50	3159 Wright Road.
				4:00	Arrive at Mesa

Bus Driver: Eduardo Sanchez

Bus#4

Pick Up Time	Route	Drop Off	Route	Drop Off	Route
7:25	Leave Mesa School	2:10	Leave Mesa	3:10	Leave Mesa School
7:30	Clubhouse Dr/Los Angeles Ave	2:14	4001 La Vista	3:15	Clubhouse Dr/Los Angeles Ave
7:32	Clubhouse Dr/Northridge	2:15	1045 La Loma Avenue	3:17	Clubhouse Dr/Northridge
7:34	Clubhouse/Skywalker	2:20	612 La Loma Avenue	3:19	Clubhouse/Skywalker
7:39	2317 W. Los Angeles Ave.	2:24	4537 Walnut Avenue	3:24	2317 W. Los Angeles Ave.
7:41	2641 W. Los Angeles Avenue.	2:28	4051 Walnut Avenue	3:29	5625 E. Vineyard
7:48	5625 E. Vineyard	2:29	Clubhouse Dr/Los Angeles Ave	3:33	4847 Strickland Drive.
7:55	4847 Strickland Drive.	2:31	Clubhouse Dr/Northridge	3:40	Joan/Sue Way
8:00	Joan/Sue Way	2:35	Clubhouse/Skywalker	3:42	5636 Vineyard Avenue.
8:03	5636 Vineyard Avenue.	2:38	2317 W. Los Angeles Ave.	3:48	1644 W. Los Angeles Ave.
8:07	1644 W. Los Angeles Ave.	2:41	2641 W. Los Angeles Ave.	3:52	Arrive at Mesa
	Arrive at Mesa	2:45	5625 E. Vineyard		
		2:55	Joan/Sue Way		
		3:00	4847 Strickland Drive.		
		3:05	5636 Vineyard Avenue.		
			Arrive at Mesa		

Bus Driver: Cruz Cervantez

Bus#1

Pick Up Time	Route	Drop Off	Route	Drop Off	Route
7:10	Leave Mesa School	2:15	Leave Mesa	3:00	Leave Mesa School
7:15	1045 La Loma Avenue	2:30	5459 Price Avenue	3:05	454 W. Los Angeles Ave.
7:17	433 La Loma Avenue	2:33	Hondo Ranch	3:07	350 W. Los Angeles Ave.
7:18	4725 Walnut Avenue.	2:36	4323 Aggen Road.	3:12	512 W. Los Angeles Ave.
7:20	4537 Walnut Avenue	2:41	951 E. Los Angeles Avenue.	3:15	Callado/Guinda
7:22	4051 Walnut Avenue	2:42	690 Valley Vista	3:19	Callado/Riente
7:27	5459 Price Avenue.	2:48	Valley Vista/Garrido	3:22	690 Valley Vista
7:30	Hondo Ranch	2:53	Trueno/Riente	3:29	1088 Deseo Avenue.
7:35	4323 Aggen Road.	2:55	525 Los Angeles Avenue.	3:30	Trueno/Grada
7:37	951 E. Los Angeles Avenue.	3:00	Arrive at Mesa	3:37	Fairway/Deseo
7:39	Callado/Guinda			3:43	5459 Price Avenue.
7:41	Callado/Riente			3:46	Hondo Ranch
7:45	690 Valley Vista			3:48	951 E. Los Angeles Avenue.
7:47	Valley Vista/Garrido			3:50	525 Los Angeles Avenue.
7:48	1088 Deseo Avenue.				Arrive at Mesa
7:55	Trueno/Grada				
7:56	Fairway/Deseo				
7:58	Trueno/Riente				
7:59	525 Los Angeles Avenue.				
8:03	Arrive at Mesa School				