

MUSCATEL MIDDLE SCHOOL



STUDENT & PARENT/GUARDIAN HANDBOOK 2025-2026

August 2025

I acknowledge that I have received a copy of the Muscatel Middle School 2025-26 Student/Parent/Guardian Handbook. I have read the contents with my parent/guardian and understand all that is expected of me and my parent/guardian. I also understand the rules and regulations that are set forth by Muscatel Middle School and the California Education Code, sections 48900 and 48915, and will adhere to these regulations to the best of my ability.

**ALL STUDENTS MUST RETURN THIS SIGNED FORM TO THEIR HOMEROOM TEACHER
BY FRIDAY, AUGUST 29, 2025.**

Printed Student Name

Grade

Student Signature

Date

Parent/Guardian Signature

Date

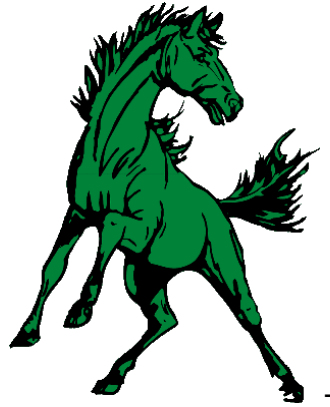
Student Homeroom #

HR. Teacher Name

Muscatel Middle School

MUSTANGS

2025-2026



Hugo Moreno
Principal

Roberto Pineda
Assistant Principal

4201 North Ivar Avenue
Rosemead, CA 91770
Telephone – (626) 287-1139 Fax – (626) 746-3081

School Office Hours
7:30 a.m. – 4:00 p.m.

Muscatel Website

<https://www.rosemead.k12.ca.us/muscatel>

District Website

www.rosemead.k12.ca.us

Student/Parent PowerSchool Website:

<https://psrosemead.powerschool.com>

My Class Schedule

Homeroom _____ Room # _____

Period 1 _____ Room # _____

Period 2 _____ Room # _____

Period 3 _____ Room # _____

Period 4 _____ Room # _____

Period 5 _____ Room # _____

Period 6 _____ Room # _____

Muscatel Middle School

INSTRUCTIONAL BELL SCHEDULE

First Bell 7:57 am (breakfast served beginning at 7:30)

Homeroom: 8:00 am to 8:20 am

Period 1: 8:23 am to 9:13 am

Period 2: 9:16 am to 10:06 am

Period 3: 10:09 am to 10:59 am

Period 4: 11:02 am to 11:52 am

LUNCH: 11:54 am to 12:39 pm

Period 5: 12:42 pm to 1:32 pm

Period 6: 1:35 pm to 2:25 pm

Crisis Intervention

What should you do if you or someone you know is depressed?

You should tell a trusted adult immediately. Your teachers, counselor, psychologist and administrators want to help. You won't get in trouble, and you could be saving someone's life.

What to do if someone you know is engaging in destructive behavior?

Destructive behavior can take many forms. It can include taking drugs or alcohol, cutting oneself, talking about suicide, sexual activity and/or sneaking out. You can help your friend by telling an adult. Your friend is hurting and needs help. We want to help them stop hurting themselves.

Survival Directory Hotlines

In case of extreme emergency, call 911

National Suicide Prevention Lifeline

1-800-273-8255 or 1-800-273-TALK

SCHOOL HOLIDAYS 2025-2026 (No School)

September 1	Labor Day
November 10	Local Holiday
November 11	Veterans Day
November 24-28	Local Holidays
November 27	Thanksgiving Day Holiday
December 22- Jan 5	Winter Recess
January 19	Martin L. King Jr.'s Birthday
February 9	Lincoln's Birthday
February 16	President's Day
April 6-10	Spring Recess
May 25	Memorial Day

PUPIL FREE DAYS (Staff In-service days*)—NO SCHOOL

Tuesday, January 6, 2026
Tuesday, February 17, 2026

Minimum Days

First Day of School: August 20, 2025
First Semester Grading: January 16, 2026
Second Semester Grading: June 5, 2026
Last Day of School: June 9, 2026

SEMESTER AND QUARTER DATES

Quarter 1: August 20, 2025 – October 24th, 2025 (Progress Report)
Quarter 2: October 25th, 2025 – January 16th, 2026
SEMESTER 1: August 20, 2025—January 16th, 2025
Quarter 3: January 17th, 2026—March 27th, 2026 (Progress Report)
Quarter 4: March 28th, 2026 – June 9th, 2026
SEMESTER 2: January 17th, 2026—June 9, 2026

Muscatel Middle School

Family-School Compact

2025-2026

Muscatel Middle School will respectfully challenge all students; promote academic and social development, while ensuring equal access and fostering leadership, and cultural and personal pride. The students, parents/guardians, staff and community of Muscatel hereby pledge to work together to achieve their mission.

Student Pledge: I will

- Acknowledge that my education is important and be responsible for my own success
- Attend school every day, ready to learn
- Respect myself, my teachers, all other school staff members, and my peers and will not engage in conduct unbecoming a mustang such as body shaming, using inappropriate language, etc.
- Ensure that I get adequate sleep, adequate exercise, a healthy diet, and practice daily proper personal hygiene
- Follow school rules, including our school uniform/dress code and cell phone and technology policies
- Take pride in our school campus and keep it clean
- Show respect with my language and actions, including respect towards my school campus and school property
- Communicate with my parents/guardians and teachers by letting them know if I need help
- Write down assignments in my agenda, do my homework every day, and turn it in when it is due
- Monitor my grades and attendance in PowerSchool on a weekly basis
- Have a positive attitude about my education and myself
- Use RSD Chromebook to access the internet in safe, responsible ways at the direction of my teachers, and store Chromebook in Chromebook case at all times

Student Signature _____ Date _____

Parent/ Guardian Pledge: I will

- Participate in my child's education and help my child succeed
- Get involved in my child's education through attendance at parent/guardian meetings and school events, and consider volunteering my time through participation in parent organizations
- Ensure that my child gets adequate sleep, adequate exercise, a healthy diet, and proper personal hygiene
- Check my student's agenda and completion of homework on a weekly basis
- Make sure my child arrives at school on time
- Provide a designated time, a consistent, organized, distraction-free location for my child to do homework
- Encourage my child to self-advocate by communicating with teachers via email or in person as questions arise
- Provide up-to-date phone number and email address in PowerSchool, to receive all email updates from school, such as the *Mustang Monthly* and daily bulletin in PowerSchool
- Monitor my child's grades and attendance through PowerSchool on a weekly basis and reach out to teachers if I have a question or concern
- Monitor my child's storage of their RSD Chromebook in the Chromebook case at all times, as well as my child's responsible usage of their Chromebook in accessing online classroom assignments, as directed by their teachers

Parent/Guardian Signature _____ Date _____

School Staff Pledge: We will

- Promote a safe, positive climate for learning and an atmosphere of caring and respect for all students and members of the school community
- Provide all students with high-quality curriculum, instruction, and assessment through various measurement tools
- Update PowerSchool grades regularly to keep grades current
- Provide parents/guardians with their children's academic progress reports every nine weeks, and encourage all parents/guardians to use these reports as tools to respond to their children's learning needs
- Foster an environment that enhances strong home-school partnerships in support of student achievement
- Provide responses to parent/guardian email and phone communications within a reasonable period of time
- Provide opportunities for parents/guardians and family members to be involved at Muscatel Middle School and in their child's education
- Offer parents/guardians the opportunity to attend workshops, conferences, and meetings with teachers, counselors and administrators in order for parents/guardians to provide quality support for their children's academic needs

Muscatel Middle School Homeroom Teacher _____ Date _____

PROMOTION REQUIREMENTS

To maintain the high academic expectations we have for our students, all 8th grade students must meet the following requirements to participate in Promotion:

- Students must pass all of their 4th quarter, 8th grade classes:
- Students who have not cleared all of their F's by the time grades close in 4th quarter will not be allowed to participate in the promotion ceremony.
- No violation of the End-of-Year Promotion Activities Contract

ELIGIBILITY FOR REWARD ACTIVITIES

To promote school spirit and a positive learning environment, Muscatel hosts PBIS Reward Activities at the end of each Quarter. To be eligible to participate in these activities, students must have Citizenship marks of Satisfactory, Good, or Outstanding in all classes for the Quarter, including Homeroom. Additionally, students must not have received any disciplinary referrals for the Quarter. Students who have been suspended from school at any time during the year will have their disciplinary records reviewed by administration to determine eligibility for each event.

ATTENDANCE

Student success has a direct correlation with consistent and punctual attendance in class and school related events. Students with good attendance records achieve higher grades, enjoy school more, are more successful in their pursuit of higher education, and are more employable after leaving school. Muscatel Middle School strives to achieve at least a 98% attendance rate each month and for the year.

California law states that every student shall attend school punctually and regularly and conform to the regulations of the school. It is Muscatel's policy that students attend class regularly; that work missed because of school-related activities or illness must be promptly made-up; that truancy is unacceptable; and that other absences approved by the parent be minimized or avoided whenever possible. If your child is going to be absent or has been absent, please contact Muscatel Attendance Clerk, Mrs. Amber Garcia, within three days, or as soon as possible, at (626) 287-1139 or via email at amgarcia@rosemead.k12.ca.us and cc Office Manager Christina Price at cprice@rosemead.k12.ca.us

OUR SCHOOL DAY BEGINS AT 8:00

Students must be in their assigned classroom when the bell rings to begin each period. If a student arrives late to Homeroom, he/she must stop in the front office for a tardy slip before proceeding to class.

Excessive tardiness may result in a lowered Citizenship Mark and disciplinary action. If you are tardy 30 minutes or more, you will be marked truant.

TARDY TO CLASS

Tardiness to class interrupts the learning process that takes place in a classroom, therefore, tardiness is considered disruptive behavior. Students must accept the responsibility to be on time to their classes. Excessive tardiness may result in a lowered Citizenship Mark and disciplinary action.

LEAVING SCHOOL EARLY

Families are urged to make doctor, dental and other appointments after school hours. If it is not possible to arrange appointments for after school hours, parents must call Muscatel Attendance Clerk, Mrs. Amber Garcia at (626) 287-1139, email Mrs. Garcia at amgarcia@rosemead.k12.ca.us, or send their child to Mrs. Garcia at the beginning of the day with a note from parent/guardian, alerting our office know that they need to leave school early. If students must leave because of illness or any other reason, they need to be signed out by a parent or guardian through the front office. **Only adults listed as an emergency contact in PowerSchool, with a photo ID will be able to check out a student. Adult IDs will be checked.**

CLOSED CAMPUS

Muscatel operates a closed campus. No student may leave the school grounds during the school day without permission.

STUDENT SAFETY – LOITERING ON CAMPUS

Unless a student is involved in a supervised after school club, activity, tutoring, or ASES, they are to leave campus immediately after school. School is dismissed at 2:25 pm daily and supervision is not provided after school. Students must be picked up or walk home within 15 minutes of the dismissal bell. Loitering is prohibited in front of school and on the campus.

MUSCATEL IS OUR HOME

KEEP MUSCATEL MIDDLE SCHOOL SAFE AND BEAUTIFUL

- We take pride in our school, ensuring it is clean. Be a thoughtful Mustang Community member by picking up trash and using garbage cans. Chewing gum is not allowed as it can damage our school.
- Keep your hands to yourself. Never engage in fighting! Never encourage a fight! Never pretend to fight or play fight! Never threaten anyone at any time for any reason!
- As a part of our ongoing commitment to providing a safe and secure environment for all students and staff, Muscatel Middle School will use canine detective services to maintain our campus free of illegal substances and prohibited contraband. These visits are conducted in collaboration with local law enforcement agencies and are part of a broader safety and prevention strategy.

7 HABITS OF HIGHLY EFFECTIVE TEENS

1. Be Proactive – Proactive people understand that they are responsible for their own happiness or unhappiness. They do not blame others for their own actions or feelings.
2. Begin With the End in Mind – Where do you see yourself in 5 years . . . in 10 years? Create a personal mission statement, which will act as a road map and direct and guide your decision-making process.
3. Put First Things First – Prioritize and manage your time so you can focus on and complete the most important things in your life.
4. Think Win-Win – Learn to foster the belief that it is possible to create an atmosphere of win-win in every relationship.
5. Seek First to Understand, Then to be Understood – Ensure you learn the most important communication skill: active listening.
6. Synergize – Synergy is achieved when two or more people work together to create something better together. It does not have to be “your way” or “my way,” but rather a better way.
7. Sharpen the Saw – Keep yourself healthy, mentally and physically.
- 8.* Find Your Voice and Inspire Others to Find Theirs – Discover your voice by harnessing your mental, physical, and emotional energy.

DAILY LIFE AT MUSCATEL

The Big Three:

At Muscatel, we call the three most common and daily behavioral expectations **The Big Three**. They are:

1. Uniforms and Dress Code–RSD Uniforms must be worn each day
2. Cell Phones and wireless earbuds–Cell Phones should remain powered off and out of sight while on campus. Wireless earbuds are prohibited on campus and will be confiscated
3. Lunch Boundaries–Stay within green boundaries during lunch

Uniform Policy

The Rosemead School District school uniforms for Muscatel Middle School are navy blue or white plain collared shirts, and navy blue or khaki pants, skirts and shorts. Shirts without collars are not allowed. Shorts and skirts should be of modest length, 1 - 2 inches above the knee. School-appropriate footwear includes sneakers, boots, and tennis shoes. Sandals, mules, heels, Crocs, or other footwear that could cause a tripping hazard must not be worn. Muscatel spirit wear may be worn every Friday and is for sale in the front office.

In addition to the District’s uniform policy, Muscatel must also follow the California Education Code dress code. According to California Education Code, students may not wear anything dirty, dangerous, or distracting. Therefore, students are **not** allowed to wear the following items:

1. Facial-piercing jewelry (eyebrow, nose, lips) This is a safety issue.
2. Plugs or spiked earrings of any kind.
3. Sunglasses or hoods may not be worn during class time unless associated with a medical condition. No hats, caps or other headwear may be worn unless associated with a medical condition. A wide-brimmed hat with a

protecting rim surrounding the entire circumference of the hat, providing protection from the sun for the forehead, face, ear, and back of the neck is allowed for outdoor use.

4. Belts, wristbands, or jewelry with spikes.
5. During Spirit Days, Picture Days, Free Dress Pass and other special designated dress days, students must choose clothing that is appropriate for school and does not depict profanity, vulgarity, violence, or illegal activity. Students are expected to dress neatly, and wear clothing that follows standards of decency and respect.
6. Pajamas are not permitted on campus at any time.
7. Shoes must be closed-toe and closed back. Sandals, flip flops, slippers, or mules are not permitted.
8. This list is inclusive of the items listed above, but not limited to them.

Library

The school library is open daily for homework, academic research, quiet studying, reading and tutoring. The Muscatel Library is open five days per week from 9:30 am—3:30 pm, including during lunch.

Lunch Period

The Muscatel cafeteria provides lunch daily, at no cost to students. Students may also bring their own lunch, if preferred. All food is to be eaten in the cafeteria or the quad/blacktop area. Students must throw all trash away in the trash cans, and must remain within the designated, green boundary areas during lunchtime. No drinks or food are allowed in the classrooms or hallways, with the exception of water.

Awards and Recognition

Students who excel academically and/or behaviorally, receive special recognition each semester. It is our goal to guide students to their full potential and to reward outstanding achievements. These recognitions may include: First Honor Roll (3.8-4.0 GPA), Second Honor Roll (3.49-3.79 GPA), Mustang of the Month, and Straight “A” Student recognition.

Textbooks

Students are responsible for the care of textbooks. If a student loses, defaces or in any way damages a school textbook, the student or parent/guardian will be required to pay for the textbook.

Chromebooks

Each Muscatel student will receive a Chromebook with which to access online textbooks, student emails, PowerSchool, Google Classrooms, etc. Students must keep their Chromebooks in their Chromebook cases at all times. Chromebooks should be treated with care. If a Muscatel Chromebook is damaged, the student or parent/guardian will be required to pay for the replacement.

Student Store

The Muscatel Builders Club operates the student store. The student store is open after school and during lunch period. Students may purchase school supplies and snacks.

Materials and Supplies

Students are expected to have pens, #2 pencils, erasers, notebook paper, a 2-inch 3-ring binder, 5-8 colored dividers, ruler, colored pencils, and portable pencil sharpener.

***Sharpies and permanent markers are NOT allowed on campus.**

Restroom Policy

Use the restrooms properly. Vandalism, harassment, loitering or any other disturbance or disruption to school activities while in, on the way to, or coming from the restroom will result in disciplinary action. When requesting to use the restroom during class time, teachers may ask you to wait while instruction is taking place. Be responsible and use the restrooms before school, during passing periods, and during lunch.

Student Study/Success Team (SST)

SST meetings are for students who are not making satisfactory progress or who are having difficulty in any area of school. Participating parties include: parents, teachers, student, administrator, counselor and, in some

instances, a school psychologist. All parties contribute and decisions are made at a group level. Usually a meeting consists of:

- Identification of the student's strengths.
- Discussing the concerns about the student at school.
- A review of the child's school and developmental history.
- A review of the interventions already tried.
- + Parents are encouraged to check their child's grades weekly on the parent PowerSchool portal at:
<https://psrosemead.powerschool.com>

SST meetings can be requested by a staff member, parent/guardian, or the student.

Things that are not a part of Muscatel life:

1. Any item interfering with the learning at Muscatel or is a hazard to the safety of others is not allowed. Such items include but are not limited to: toys, cameras, electronic devices, and wireless earbuds. These items may be confiscated by staff members and returned to a parent.
2. Large sums of money should not be brought to school. The school is not responsible for stolen money and may not be able to recover money that is lost.
3. Balloon, flower, and food delivery: These items draw attention away from learning and are not allowed on campus. If they are delivered, they will be kept in the office until after school.
4. Skateboards and bicycles may be ridden to school, but are NOT to be ridden on campus or on the sidewalks in front of the school. Skateboard/bicycle locks must be used and helmets must be worn.

WHAT DOES SUSPENSION/ EXPULSION MEAN?

Suspension means a student is prohibited from being on a school campus for a specific period of time, and may be pending an administrative expulsion hearing. A student may be suspended or expelled for acts which are related to a school activity or school attendance while on the school grounds, while going to or coming from school, during the lunch period whether on or off campus, and during or while going to or coming from a school sponsored activity. Only the principal or her designee has the authority to exercise this option.

Possible grounds for suspension under **California Education Code 48900** are as follows:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon another person, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object (knife means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a bladed (any size) that locks into place, or a razor with an unguarded blade).
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance, alcoholic beverage, or intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance, and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant of any kind.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school or private property.
- (g) Stole 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.
- (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.
- (l) Knowingly received stolen school or private property.
- (m) Possession of an imitation firearm.
- (n) Committed or attempted to commit a sexual assault or sexual battery

- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes 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.
- (r) Engaged in an act of bullying, meaning severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act (electronic act means the creation or transmission originated on or off the school site, by means of an electronic device, including but not limited to, a phone or other wireless communication devices, computer or a communication including, but not limited to the following: a message, text, sound, video, or image, a post on a social network internet website, creating a credible impersonation of another pupil, or an act of cyber sexual bullying) and including one or more acts committed by a pupil or group of pupils, 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 the pupil's physical or mental health
 - (C) Causing a reasonable pupil to experience substantial interference with the pupil's academic performance
 - (D) Causing a reasonable pupil to experience substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by a school

Education Code 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 (this can include “pantsing”).

Education Code 48900.3—Hate Violence: In addition to the reasons specified 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 determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.

Education Code 48900.4—Harassment, Threats, Or Intimidation: A pupil enrolled in any of grades 4 to 12 may be suspended from school or recommended for expulsion if the superintendent or the principal 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 class-work, creating an intimidating or hostile educational environment.

Education Code 48915:

The principal or superintendent shall recommend the expulsion of a pupil for any of the following acts:

- (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 sexual assault.
- (5) Possession of an explosive.

Cell Phones and Ear Buds: Expectations and procedures regarding the use of cell phones are as follows: Inappropriate use of cell phones and devices is prohibited on our campus. Students are not permitted to use their phones outside of the classroom during lunch, passing periods, or on campus before school starts. Cell phones are disruptive during class time, and should be powered off and put away unless given permission by the teacher to be used in class. If a classroom teacher permits the use of phones in class, they should be set to silent. Students should not text, use social media, play games, take pictures or talk on the phone.

WIRELESS EARBUDS ARE NOT PERMITTED ON CAMPUS AND WILL BE CONFISCATED.
Muscatel Middle School will not investigate stolen/lost cell phones—security is the sole responsibility of the student.

- 1st Offense—Warning to put phone away, phone may be confiscated. If the phone is confiscated, it will be returned to the student after school.
- 2nd Offense—Phone confiscated and sent to the main office, parent/guardian called by administration and parent/guardian must come to school to pick up the phone.
- 3rd Offense—Phone confiscated and sent to main office, parent/guardian called by administration. Parent/guardian conference with administration to take place. Intervention plan to be put in place which may include students turning in phone calls to the main office in the morning and picking it up after school.

Muscatel Middle School's Mission Statement

Muscatel Middle School is dedicated to student success by providing a rigorous education, leadership opportunities, and collaboration between students and the school community.

Muscatel Middle School is a PBIS School

PBIS stands for Positive Behavior Interventions and Supports (PBIS). It is an evidence-based, proactive approach to establishing the behavioral supports and social culture that are needed for all students in a school to achieve social, emotional and academic success. Effective classroom management and preventative school discipline are essential for supporting teaching and learning and a climate of success for all students.

PBIS focuses on prevention. Students learn about appropriate behavior, just like they learn math or science. Students are taught social skills, including how to act in different settings, such as the classroom, hallways, lunch area, or with friends. They are taught which behaviors are acceptable or required. Teaching behavioral expectations and rewarding students for following them takes a proactive, positive approach rather than responding when misbehavior occurs. Using the PBIS system does not mean that students do not receive consequences when behavior expectations are not met, however, consequences are not the focal point of PBIS. Rather, PBIS establishes a climate in which appropriate behavior is the norm.

PBIS Store

Muscatel Middle School believes in reinforcing positive Mustang behavior. To this end, students practicing safe, responsible, or respectful behavior will be rewarded with PBIS tickets. These tickets, in turn, may be redeemed for prizes or experiences at the Mustang PBIS Store, Monday–Friday, for the first 10 minutes of each lunch period.

Be Responsible
Be Respectful
Be Safe
BE THE GOOD!

Anti-Discrimination Policy

Non-Discrimination Statement: The Rosemead School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, ethnicity, gender, gender expression, gender identity, immigration status, marital status, national origin, parental status, pregnancy status, race, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Compliance Officer: Maria Garza, Coordinator of Human Resources, 3907 Rosemead Blvd., Rosemead, CA 91770, (626) 312-2900, mgarza@rosemead.k12.ca.us; Title IX Coordinator: Jennifer Fang, Assistant Superintendent of Educational Services, 3907 Rosemead Blvd, Rosemead, CA 91770; and Section 504 Coordinator: Hoori Chalian, Coordinator of Special Education & Student Support Services, 3907 Rosemead Blvd., Rosemead, CA 91770, (626) 312-2900, hchalian@rosemead.k12.ca.us.

Rosemead School District Board Policies (BP) & Administrative Regulations (AR)

BP 0410: Nondiscrimination In District Programs And Activities

BP & AR 1312.3: Uniform Complaint Procedures

AR 5145.71: Title IX Sexual Harassment Complaint Procedures

BP & AR 4119.11 & 5145.7: Sexual Harassment

BP & AR 1312.1: Complaints Concerning District Employees

BP & AR 1312.1: Complaints Concerning Instructional Materials

Staff Information

OFFICE STAFF

Ms. Christina Price - Office Manager/Secretary
Mrs. Amber Garcia - Attendance Clerk/Registrar
Dr. Rocio Carrillo - Psychologist
Ms. Seetha Leleema - Speech Therapist
Ms. Elena Barajas - Health Technician
Mrs. Jenifer Lorenzo - District Nurse
Ms. Patty Luz Perez - Community Liaison

MULTIMEDIA SPECIALISTS (LIBRARIAN)

Mr. Isael Barrera

INSTRUCTIONAL AIDES

Ms. Connie Garcia
Mrs. Claudia Anabalon
Mrs. Jenny Ordaz Jara

Room -Library

Room 15
Room 16
Room 17

CUSTODIANS

Mr. Chris Herrera
Mr. Eduardo Torres

Day Custodian
Night Custodian

Muscatel Middle School 2025 – 2026

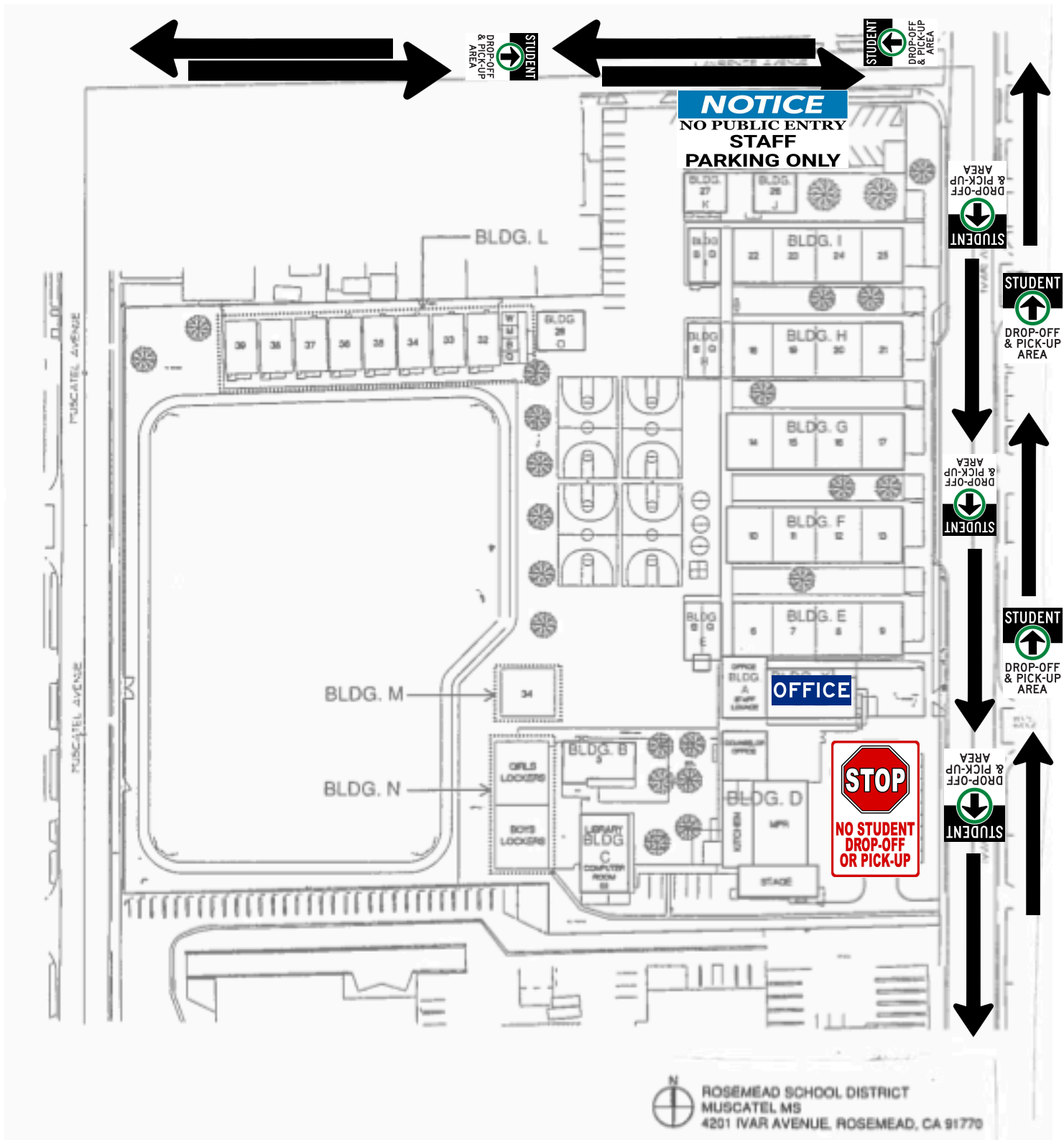
All email addresses are @rosemead.k12.ca.us

You may also find information on the Rosemead School District website at www.rosemead.k12.ca.us

Free Homework Hotline: (877) 8ASKHMC or www.askhmc.org

Staff Name	Department	Room	Ext.	e-mail
Amezquita, Sandra	Counselor	Office	577	samezquita
Anabalon, Claudia	Instructional Aide	16	516	canabalon
ASES Room	ASES (after School Program)	35	535/505	ngutierrez
Barajas, Elena	Health Tech/Nurse	Office	553	ebarajas
Barrera, Isael	Multi-Media Spec/Comp.Lab	Library	561	ibarrera
Berenguer, Reynita	Science/ELD	21	521	rberenguer
Cai, Jing	Science	23	523	jcai
Carrillo, Rocio	Psychologist	Office	559	rcarrillo
Carson, Ross	Physical Ed Teacher	Field	571	rcarson
Castro, Sonia	Language Arts/ELD	24	524	scaastro
Chen, Wendy	Math	13	513	wchen
Do, Cindy	Math	7	507	cdo
Doyle, Michael	Social Studies/History	10	510	mdoyle
Eisen, Traci	Lang. Arts/Social Studies	33	533	teisen
Fuentes, Melissa	Music	28	528	mfuentes
Garcia, Amber	Sr. Clerk Typist & Registration	Office	552	amgarcia
Garcia, Connie	Instructional Aide	15	515	cgarcia
Jong, Jundek	Art	25	252	jjong
Kern, Lisanne	Physical Education	Field	570	lkern
Kohn, Angela	Social Studies	37	537	akohn
Leleema, Seetha	Speech	32	532	sleleema
Leong, Philip	Math/AVID	8	508	pleong
Lugue, Jun	Science	20	520	jlugue
Martin, Dana	Language Arts/ELD	39	539	dmartin
Moreon, Dr. Hugo	Principal	Office	550	hmoreno
Ng, Roger	Physical Ed. Adaptive PE	District		rng
Ordaz, Jenny	Instructional Aide	17	517	jordaz
Perez, Luz "Patty"	Community Liaison	Office	558	lperez
Pineda, Roberto	Assistant Principal	Office	560	rpineda
Polich, Bernadette	Social Studies/AVID	14	514	bpolich
Price, Christina	Office Manager	Office	551	cprice
Puente, Jerry	Math/ASB	9	509	jpuente
Richardson, Diana	Math/STEAM	11	581	drichardson
Soto, Patricia	SAI Language Arts	17	517	psoto
STEAM Lab	Elective	38	538	
Tran, Michelle	Language Arts	34	534	mtran
Tulley, Jeffrey	Science	18	518	jtulley

Turetzky, Teresa	SAI	15	515	tturetzky
Vo, Christopher	Math/Social Studies	12	512	cvo
Weight Room			573	
Yoga Room	PE		504	
Young, Grace	Language Arts/ELD	22	522	gyoung
Zimmerman, James	Physical Education	Field	572	jzimmerman
	Lighthouse Team Homeroom/ASB	26	526	



Student Drop-Off and Pick-Up Reminder

For the safety of all students, staff and families, please do not use the front parking lot for student drop-off or pick-up. This area is off-limits before and after school during drop-off and pick up times. Please ensure that student drop-off and pick-up is done **in front of Muscatel School along Ivar Avenue, Lawrence Avenue, or other surrounding streets near Muscatel.**

We kindly ask that you **follow all posted city parking signs** and **do not double park** on any street. Your cooperation helps keep traffic flowing smoothly and ensures a safe environment for everyone.

Thank you for your cooperation in helping us maintain a safe school environment.

Also, do not use the alley behind the Post office, restaurant and stores.