

MUSCATEL MIDDLE SCHOOL



STUDENT/PARENT/GUARDIAN HANDBOOK AND PLANNER 2022-23

August 2022

I acknowledge that I have received a copy of the Muscatel Middle School 2022-23 Student/Parent/Guardian Handbook and Planner. 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 26, 2022.**

Printed Student Name

Grade

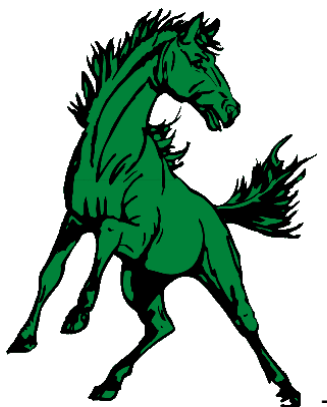
Student Signature

Date

Parent/Guardian Signature

Date

Muscatel Middle School
MUSTANGS
2022-2023



Jocie Wilson
Principal

Shirley Conde
Assistant Principal

4201 North Ivar Avenue
Rosemead, CA 91770
Telephone – (626) 287-1139 Fax – (626) 307-6185

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 # _____

HAVE YOUR PLANNER WITH YOU AT ALL TIMES!
Record all weekly assignments. Never tear out pages of your planner.
This Planner is a TOOL for success.

Muscatel Middle School INSTRUCTIONAL BELL SCHEDULE

First Bell 7:57 am

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

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

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

LUNCH: 11:54 am to 12:39 pm

Crisis Intervention

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

You should tell a trusted adult immediately. Your teachers, 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 2022-2023 (No School)

| | |
|-------------------------|-------------------------------|
| September 5 | Labor Day |
| November 11 | Veterans Day |
| November 21, 22, 23, 25 | Local Holidays |
| November 24 | Thanksgiving Day Holiday |
| December 19- Jan. 2 | Winter Recess |
| January 16 | Martin L. King Jr.'s Birthday |
| February 13 | Lincoln's Birthday |
| February 20 | President's Day |
| April 10-14 | Spring Recess |
| May 29 | Memorial Day |

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

September 12, 2022 October 31, 2022 January 3, 2023
February 6, 2023 March 6, 2023

Minimum Days

First Day of School: August 17, 2022
June 6-8, 2022
Last Day of School: June 8, 2023

SEMESTER AND QUARTER DATES

Quarter 1: August 17, 2022 – October 21, 2022
Quarter 2: October 24, 2022 – January 20, 2023
SEMESTER 1: August 17, 2022—January 20, 2023
Quarter 3: January 23, 2023—March 31, 2023
Quarter 4: April 3, 2023 – June 8, 2023
SEMESTER 2: January 23, 2023—June 8, 2023

Muscatel Middle School
Family- Student Compact
2022-2023



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
- 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

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, 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

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 Staff Representative _____ Date _____

Revised May 2022

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:

- Pass all semester classes
- If a student receives a failing semester grade, to participate in Promotion, the student must participate in two hours per week of the Mustang Success Academy (MSA) for an entire quarter and achieve passing grades in all classes on the subsequent quarter progress report.

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.

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 97% 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, Ms. Lopez, within three days, or as soon as possible, at (626) 287-1139.

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 further disciplinary actions. 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 further disciplinary actions.

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, Ms. Lopez, at (626) 287-1139 or send their child to Ms. Lopez 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 on the emergency card 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 first obtaining 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

- Everyone takes pride in our school and does everything we can to keep it clean and attractive. We expect you to be a thoughtful, contributing Muscatel citizen and pick up trash when you see it. Chewing gum is NOT allowed because it can damage school property.
- Pick it up please! We count on everyone to throw all trash in trash cans.
- Keep your hands to yourself. Never engage in fighting! Never encourage a fight! Never pretend to fight! Never threaten anyone at any time for any reason!

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

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 must follow the “finger tip” rule when hands are at sides. 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 on campus unless associated with a medical condition. No hats, caps or other headwear may be worn unless associated with a medical condition. A plain wide-brimmed hat with a protecting rim that surrounds the entire circumference of the hat and provides 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, 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 common decency and respect at all times.

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 hot lunches to purchase or students may bring their own lunch. 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.

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 10 minutes. 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 ear buds. 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 and flower 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. **EAR BUDS 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
- 2nd Offense—Phone confiscated and sent to main office, parent/guardian called by teacher. Phone may be picked up by student at the end of the school day.
- 3rd Offense—Phone confiscated and sent to main office, parent/guardian called by teacher. Parent may pick phone up at the end of the school day.
- 4th Offense—Phone confiscated and sent to main office, parent/guardian called by administrator, after school detention is assigned, parent may pick up phone in front office at the end of the week.
- 5th and Subsequent Offenses—phone confiscated and sent to main office, parent called by administrator, progressive discipline is assigned, parent/guardian may pick up phone in front office at the end of the week.

Anti-Discrimination Policy

The Rosemead School District, in all its functions and activities, including employment practices and educational programs, does not discriminate against any person or groups of persons on the basis of their sex and/or ethnic, cultural, or religious background. In compliance with Title IX of the federal regulations, the Rosemead School District Compliance Authority is identified as: Alejandro Ruvalcaba, Superintendent, 3907 Rosemead Blvd. Rosemead, California 91770 (626) 312-2900. Questions and/or complaints regarding the Rosemead School District's compliance with federal regulations may be directed to Jocie Wilson, Principal.

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!

Staff Information

OFFICE STAFF

Ms. Christina Price - Office Manager/Secretary
 Mrs. Julianna Lopez - Attendance Clerk/Registrar
 Ms. Celeste Sanchez- Community Liaison
 Mr. Oliver Law - Community Liaison (Chinese and Vietnamese)
 Dr. Rocio Carrillo - Psychologist
 Ms. Rosemary Richards (Allis) - Speech Therapist
 Mrs. Jenifer Lorenzo - District Nurse

INSTRUCTIONAL AIDES

Mrs. Claudia Anabalon Room 16
 Ms. Karla Benitez Room 15
 Mrs. Jenny Ordaz Jara Room 17

CUSTODIANS

Mr. Ernest Cortez Night Custodian
 Mr. Chris Herrera Day Custodian

MULTIMEDIA SPECIALISTS (LIBRARIAN)

Mr. Isael Barrera Room -Library

Muscotel Middle School 2022 – 2023

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 |
|--------------------|----------------------------------|-------------|-------------|---------------|
| Allis, Rosemary | Speech | Office | 599 | rrichards |
| Amezquita, Sandra | Counselor | Office | 577 | samezquita |
| Anabalon, Claudia | Instructional Aide | 16 | 516 | canabalon |
| ASES Room | ASES (After School Program) | 27 | 565 & 527 | dchavers |
| Barrera, Isael | Multi Media Specialist | Library | 561 | ibarrera |
| Berenguer, Reynita | Science | 21 | 521 | rberenguer |
| STEAM Lab | Elective | 25 | 525 | |
| Cai, Jing | Science | 23 | 523 | jcai |
| Carrillo, Rocio | Psychologist | 559 | Office | rcarrillo |
| Carson, Ross | Physical Education | Field | 571 | rcarson |
| Castro, Sonia | ELD/Language Arts | 38 | 538 | scastro |
| Chen, Wendy | Math | 13 | 513 | wcheng |
| Doyle, Michael | Social Studies | 10 | 510 | mdoyle |
| Eisen, Traci | Language Arts/SS | 33 | 533 | teisen |
| Kern, Lisanne | Physical Education | Field | 570 | lkern |
| Kohn, Angela | Language Arts/SS | 37 | 537 | akohn |
| Law, Oliver | Community Liaison | Office | 458 | olaw |
| Leong, Philip | Math | 8 | 508 | Pleon |
| Lopez, Julianna | Clerk Typist/Attendance | Office | 552 | jmlopez |
| Lugue, Jun | Science | 20 | 520 | jlugue |
| Do, Cindy | Math | 7 | 507 | cly |
| Martin, Dana | Language Arts/ELD | 39 | 539 | dmartin |
| Ng, Roger | Physical Education | Field | 571 | rng |
| Shirley Conde | Assistant Principal | Office | 560 | sconde |
| Ordaz, Jenny | Instructional Aide | 17 | 517 | jordaz |
| Pacheco, Nila | SAI Math | 17 | 517 | npacheco |
| Pettus, Deborah | Language Arts/SS/AVID | 32 | 532 | dpettus |
| Polich, Bernadette | Social Studies/AVID/Theater Arts | 14 | 514 | bpolich |
| Price, Christina | Office Manager | Office | 551 | cprice |
| Puente, Jerardo | Math | 9 | 509 | jpunte |
| Richardson, Diana | Math/STEAM | 11 | 511 | drichardson |
| Samora, Tiffany | Lang. Arts/AVID | 22 | 522 | tsamora |
| Sanchez, Celeste | Community Liaison | Office | 557 | csanchez |
| Soto, Patricia | SAI Language Arts | 17 | 517 | psoto |
| Taylor, Helen | Music | 28 | 528 | htaylor |
| Tulley, Jeffrey | Science | 18 | 518 | jtulley |
| Turetzky, Teresa | SAI Social Studies/SAI Science | 15 | 515 | tturetzky |
| Vo, Christopher | Math | 12 | 512 | cvo |
| Wilson, Jocie | Principal | Office | 520 | jwilson |
| Yoga Room | PE | | 504 | |
| Zimmerman, James | Physical Education | Field | 571 | jzimmerman |

Muscatel School Map

Lawrence Ave.



= Lunch Boundary

Areas allowed during lunch are:

- Field
- Basketball Courts
- Umbrella Tables/Quad
- Cafeteria

