La Vista Middle School

Student and Parent Handbook 2026-2027

27845 Whitman Street • Hayward, California
(510) 723 – 3110
Main Office – Ext. 41103
Attendance Office – Ext. 41111

SBDM approved 4/29/26

MESSAGE TO PARENTS AND STUDENTS

The 2026-27 La Vista Middle School Student and Parent Handbook has been prepared to provide you, as one key stakeholder in our community, with information regarding our rules, policies, activities and daily procedures. In doing so, we hope to promote a better understanding of how home can support our student(s) success regarding college and beyond. Please use this handbook in conjunction with the Hayward Unified School District Handbook (copies in the office and online). In taking time to read this handbook, together with your student, you are making an investment in all our futures.

VISION STATEMENT

As you enter La Vista Middle School, you will immediately understand that teachers, staff and students are proud to be here! There is a mutual concern for one another that is not only based on academics, but on overall well-being. Our school culture supports students' social and emotional needs by teaching them the skills to be aware of conflict, and productive ways to resolve them. We model behaviors that are consistent within this type of environment by being conscious of our language and actions.

The learning environment is rigorous, supportive, stimulating, and engaging for students and staff. We encourage students to learn from their mistakes and we model, through collaboration, appropriate ways for them to develop their own solutions. La Vista is a school that is thriving academically, motivating for staff and students, and is culturally responsive to meet the variety of demands that diversity presents. Students at La Vista have choice and agency for what happens within our school.

Open communication exists among the diverse groups that make up La Vista. There are multiple opportunities for families to be involved at La Vista whether through the different organizations that meet in support of La Vista, and through activities that incorporate our community.

Students come prepared to be engaged in classrooms where teachers are innovative in their instructional approach. We give space for students to think and have fun, as well as extend their learning by making real-world connections to classroom content. Teachers are committed to a collegial and toxic-free learning and teaching environment.

Finally, all students prepare to become productive adults that contribute to society in a successful way. They become lifelong learners as they prepare for their future.

MISSION STATEMENT

The mission of La Vista Middle School is to create and maintain an environment that ensures the technological knowledge and communication skills necessary for the 21st century. Students' knowledge and academic achievement will be demonstrated and assessed in a variety of ways. We will produce critical thinkers that question, and whose curiosity allows them to make real-world connections and become lifelong learners. Teachers will collaborate to create learning communities that are engaging, reflective, culturally and socially responsive, and are aligned to state and national standards. Students will both graduate and go on to a career they are passionate about or to an institution of higher learning. We commit to a comprehensive system of support to assure this outcome.

Guiding Principle

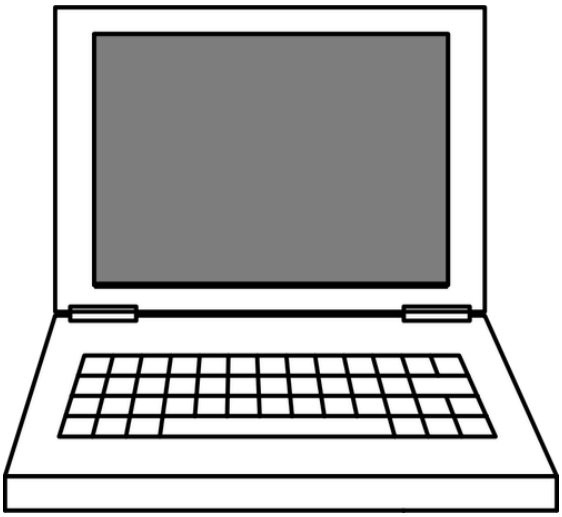
Be Safe, Be Respectful, Be Responsible, Be Kind

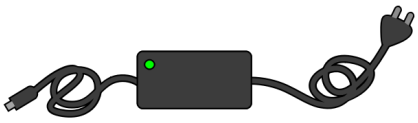
SCHOOL SCHEDULE

Lunch 1/Almuerzo 1 **Monday, Tuesday, Thursday, Friday** **Lunes, Martes, Jueves, Viernes**			**Lunch 1/Almuerzo 1** **Wednesday** **Miercoles**		
Period/Periodo	**IN/Entrada**	**OUT/Salida**	**Period/Periodo**	**IN/Entrada**	**OUT/Salida**
Breakfast **Desayuno**	7:55 am	8:15 am	**Breakfast** **Desayuno**	7:55 am	8:15 am
1	8:20 am	9:15 am	1	8:20 am	9:02 am
2	9:20 am	10:15 am	2	9:07 am	9:49 am
3	10:20 am	11:15 am	3	9:54 am	10:36 am
Lunch 1 **Almuerzo 1**	11:15 am	11:50 am	**Lunch 1** **Almuerzo 1**	10:36 am	11:06 am
4	11:55 am	12:50 pm	4	11:11 am	11:53 am
5	12:55 pm	1:50 pm	5	11:58 am	12:40 pm
6	1:55 pm	2:50 pm	6	12:45 pm	1:30 pm

Lunch 2/Almuerzo 2 **Monday, Tuesday, Thursday, Friday** **Lunes, Martes, Jueves, Viernes**			**Lunch 2/Almuerzo 2** **Wednesday** **Miercoles**		
Period/Periodo	**IN/Entrada**	**OUT/Salida**	**Period/Periodo**	**IN/Entrada**	**OUT/Salida**
Breakfast **Desayuno**	7:55 am	8:15 am	**Breakfast** **Desayuno**	7:55 am	8:15 am
1	8:20 am	9:15 am	1	8:20 am	9:02 am
2	9:20 am	10:15 am	2	9:07 am	9:49 am
3	10:20 am	11:15 am	3	9:54 am	10:36 am
4	11:20 am	12:15 pm	4	10:41 am	11:23 am
Lunch 2 **Almuerzo 2**	12:15 pm	12:50 pm	**Lunch 2** **Almuerzo 2**	11:23 am	11:53 am
5	12:55 pm	1:50 pm	5	11:58 am	12:40 pm
6	1:55 pm	2:50 pm	6	12:45 pm	1:30 pm

It is essential that your child brings their chromebook to school **every day**, fully charged and/or with their charging cord.





HOMEWORK

Homework is an extension of the regular school day. Students should schedule time each evening for homework. Parents should check their child's student planner and Parent Portal to determine the frequency of homework assignments and monitor progress. If your student has not received a specific assignment for the evening, reviewing and studying are good habits. Sometimes assignments are issued several weeks in advance of the due date. Students are reminded that such assignments should be attended to daily and not be left for the last minute. Absent students are responsible for completing missed assignments. You may call the school to request homework from the teachers, especially after 3 days of being absent. Once the teachers are notified, it may take one school day before the assignment is forwarded to the office. Please call 510-723-3110 extension 41111 to see if homework has been forwarded to the office before you come to pick it up.

PROGRESS REPORTS & WEEKLY PROGRESS REPORTS

Progress reports are mailed home four times a year approximately five to six weeks into the quarter. *Weekly Progress Reports* may be requested for students who are having academic difficulties anytime.

REPORT CARDS

Students receive four report cards a year. The report cards are given for a nine-week grading period. The report cards are mailed home within two weeks of the end of each quarter. The end of the quarters are as follows: 1st quarter-October 19, 2nd quarter-January 13, 3rd quarter- March 25, 4th quarter-June 7. **Call or come by the office if you do not get your child's report card.**

HONOR ROLL

Students who receive a grade point average of 3.0 or better in any quarter are recognized. The Principal's List is for students who attain a 3.75 grade point average or higher.

PLAGIARISM

Plagiarism is defined as taking the work, words, ideas and/or efforts of another and presenting it as one's own; or, providing one's own work to be presented by another. Cheating is not tolerated. Consequences may include, but are not limited to, detentions, suspension and/or exclusion from upcoming activities. A parent conference may be scheduled. Any students involved will not receive credit for the assignment or the exam.

SUPPLIES

Students are expected to come to school prepared to learn. To be successful, students must come to school every day with their required supplies. A list of supplies is provided by teachers to ensure your child has the tools they need to be successful.

Required supplies include assignment sheets and/or student planner, chromebook, a binder with dividers, binder paper, notebooks, pens, pencils, erasers, and PE clothing.

The administrators and teachers expect students to report to school and to class with all required materials. Each teacher may require specific supplies to support their classroom. Any student or parent who is having difficulty acquiring the required materials due to financial hardship should check in the office for assistance.

TEXTBOOKS and TECHNOLOGY

Textbooks, library books and technology must be kept clean and handled properly. Textbooks and technology issued to students and those checked out of the library are the direct responsibility of the student to whom they are issued. The student and their parents must pay for any lost, stolen or damaged textbook, library books or technology. Failure to clear debts may result in exclusion from all extracurricular activities and events, including the end-of-the-year activities. (Board Policy 6161.2)

EVENT/BEHAVIOR CRITERIA

The event criteria serves as a guideline for students to determine if they qualify for events that take place at La Vista Middle School. (Board Policy 6145 (a)) It is in effect one month prior to any event. It may include:

- Good academic standing (a minimum 2.0/students with any "F" grades must also maintain minimum progress towards promotion in order to meet eligibility requirements)
- All attendance issues cleared
- No overdue library books
- No overdue athletic uniforms
- All detentions served and cleared
- No administrative suspensions
- Not on a Shortened Day Schedule or Independent Study due to behavior
- Students must be present during the school day the day of the event

SEXUAL HEALTH EDUCATION

At times during the year students will learn about the human body, different sexually transmitted diseases and other family life matters. This will occur during their 7th and 8th grade science classes (part of the standards) or during special presentations. State Ed Code (#51240) and Hayward Unified Board Policy (#6142.1) require that parents and guardians be notified in writing before students are offered any instruction in which human reproductive organs and their functions, processes, or diseases are described, illustrated or discussed. Parents may request in writing that their child not attend any part of Family Life and Sex Education instruction by indicating this on the handbook receipt insert form. All material used for this instruction is available for review by parents or guardians prior to the onset of instruction.

PHYSICAL EDUCATION

The Education Code requires that all students take Physical Education (P.E.). La Vista Middle School offers a diverse and co-ed Physical Education program. For reasons of health and safety, students are required to wear athletic type clothing and athletic shoes in physical education classes. Jackets will be allowed depending on the weather. Students may not wear their P.E. clothes outside of P.E. Students will wear a standard uniform during physical education classes. This standard uniform will consist of a gray shirt, black shorts or black sweatpants and athletic shoes. If you choose not to buy the uniform from the P.E. department, the student must have a plain gray shirt designated specifically for P.E. The student's name must be clearly written in permanent marker on each item for identification purposes. The Physical Education uniform will be available for purchase through the Physical Education Department.

When there is a legitimate reason for a student to be excused from physical education, parents must send a note with the student. Students who are excused from P.E. by a parent note will still be required to dress out and their participation will be limited based upon their parent note. Any time an excuse exceeds 3 days, a form must be completed and signed by a physician.

Students who have medical conditions such as asthma or allergies (please be specific) that will limit participation require a medical note. If a medical excuse is for longer than one week, students will be given an alternative educational placement by their P.E. teacher with written assignments to complete. Students who choose not to dress for P.E. will still be required to participate.

Students will be assigned P.E. lockers. Lockers and their locker combinations should not be shared with other students. Students should keep valuables locked in their assigned lockers. No student will be allowed in the locker room unless it is their assigned P.E. period.

ACCEPTABLE USE POLICY

Each classroom at La Vista Middle School has access to the internet. The purpose of providing access to the internet is to support classroom instruction and research. These resources are to be used only in conjunction with teacher directed classroom studies. Internet activities will be planned in compliance with adopted curriculum and the educational objectives of the Hayward Unified School District. All online sessions will be carefully planned and monitored by the classroom teacher.

Transmission or access to materials, which are in violation of federal or state laws, are prohibited. This includes but is not limited to: copyrighted materials, violent or obscene material, or material that promotes the use of controlled substances, alcohol or tobacco. Use for commercial or personal advertising and political lobbying is also prohibited.

Access to the internet is a privilege, not a right. This privilege may be revoked by the request of the classroom teacher or the site administrator. Inappropriate use will result in cancellation of access to the use of the internet. Reinstatement will be at the discretion of the Principal or classroom teacher.

Online Safety & Penal Code/Ed Code Violations

It is the intent of the faculty and administration of La Vista Middle School to educate our families and students about Penal Code regulations related to social media and texting/messaging. Major California Penal Code violations related to Social Media and texting/messaging are listed here:
311.4 and 311.11: Possession of a sexually explicit (nude or partially nude) photo of a minor
311.3: Sending or receiving a nude or partially nude photo of a minor.
646.9, 653m, 442: Online harassment, stalking, or threats, even if they are not carried out. (harassment can include posting videos of fights, memes, or photos of someone without their permission)
653.2: Distributing personal information about another person including their social media profile information
647(j), 647(k): "Revenge Porn", posting or sharing explicit photos without permission or to cause harm or distress
518: Extortion or blackmail, threatening to post a sexually explicit photo to get someone to provide favors or money

Related Ed Code violations:
48900E: Committed or attempted to commit robbery or extortion
48900R: Bullying, including by means of an electronic act
48900.2: Sexual harassment
48900.4: Harassment, threats, or intimidation

When students engage in inappropriate social media and online behavior with other students who go to the same or even a different school, it can negatively impact the school day. Even if the online offenses occur on weekends or after school hours, if it carries over into the school day or negatively impacts the school or classroom instruction students may be subject to discipline.

ATTENDANCE POLICIES AND PROCEDURES

California Education Code 48200 states: All persons between 6 and 18 years of age are required by California Law to attend school. Parents have a legal responsibility to ensure their child's attendance. Look at the bell schedule for arrival and dismissal times.

CLOSED CAMPUS

La Vista Middle School is a closed campus. Once students arrive on campus, they are expected to remain on the school grounds until the end of the school day. Students who leave campus without permission will be considered truant. Students remaining on campus after 3:10 p.m. on regular days and 1:45 p.m. on minimum days must be in a supervised activity. The halls will be cleared by 3:10 p.m. on a regular day and 1:45 p.m. on a minimum day.

VISITORS

Parents and guardians are welcome to visit our school and observe in classrooms with a visitor's pass. As a courtesy to the teacher(s) we ask that you inform the office of your request to visit your child's classroom(s) with a 24-hour minimum advance notice. Visitors must report to the office to obtain a visitor's pass before going anywhere on school grounds. Student visitors are not permitted at school. Unauthorized visitors are subject to State Law under the Penal Code.

MINIMUM DAYS

Wednesdays are minimum days at La Vista Middle School and students are dismissed at 1:30 p.m. Staff will be using these days for planning curriculum and broadening instructional strategies. The students are not losing instructional time, because the school day has been lengthened on the other four days of the week to accommodate for the required minutes.

HALL PASSES

No student is permitted in the halls during class time or lunchtime without a pass from his/her teacher. Students leaving any class must have an approved digital hall pass from a staff member. Hall passes are issued on a limited basis. The front hallway is closed to students during the school day. Students are encouraged to use the morning and lunch breaks for personal needs. Office business should be taken care of prior to the morning bell, during lunch or after school.

TARDY PROCEDURES

Tardiness causes a major disruption to a student's educational program. Students who are not in class by the late bell each period are considered tardy. Repeated tardies will result in a detention assigned by a teacher or administration.

CLEARING ABSENCES

Call the school at 723-3110 extension 41111 to report absences to the attendance clerk. The attendance office opens at 7:30 a.m. If a parent or guardian has not called, the student must bring a note to the main office upon their return to school. The dated note must indicate the length of the absence and the reason for the absence. The parent **MUST SIGN** the note and include a phone number for follow-up by the school. **Absences must be cleared within 72 hours**

of the absence. If there is no call or note, the absence will be **unexcused** and considered to be a **cut until it is cleared.**

Excessive absences will be reported to Child Welfare and Attendance (CWA) for further review and action. You will receive a phone call from our automated dialing system reporting your child being absent or tardy to any class when you do not call or send a note.

MEDICAL APPOINTMENTS

If a student needs to leave for a medical appointment during the school day, the student is to bring a note from home stating the time, date and reason to be excused. This note must be shown to the teacher at the beginning of the period from which the student is to be excused. The student then goes to the office for an Off Campus Pass. Last minute requests to leave for these appointments can be disruptive and complicated, especially if students are in P.E. at that time. Please plan ahead.

ABSENCES – LONG TERM

Students who will be absent for five or more days must contact the attendance office **two weeks before** the absence. Parents may request a *Short Term Independent Study Contract*. The Principal must approve this contract. It is necessary to give the office at least a two-week notice of the situation. If a two-week notice is not given the Study Contract will not be approved and student may not be given any assignments. The assignments are due upon the student's return to school. Students that are absent 10 or more consecutive days may be dropped and referred to the Child Welfare Attendance office.

PARENT/SCHOOL COMMUNICATION

Parents are encouraged to contact the school whenever the need arises. **Please keep the school informed of new addresses, phone numbers or emergency contacts by keeping the emergency card updated**. We need to be able to reach a responsible adult in the event of an urgent situation involving your child.

DISCIPLINE AND BEHAVIOR STANDARDS

HATE SPEECH AND RACIAL EPITHET BAN POLICY

We believe that every student has the right to learn in a safe and respectful environment. Hate speech, including the use of racial slurs such as the N-word, is strictly prohibited on campus, in virtual learning spaces, and at school-sponsored events. This policy applies to all verbal, written, and symbolic expressions of hate, whether intentional or not.

What Does This Mean for You?

- **Respect Others:** Using language that harms, insults, or discriminates against others is never acceptable.
- **Be Accountable:** If you hear hate speech, you are encouraged to speak up or report it to a trusted staff member.
- **Learn & Grow:** Students who engage in hate speech will participate in restorative learning, including discussions about the impact of their words and how to make amends.
- **Understand the Consequences:** Hate speech violations will result in progressive consequences, which may include restorative conversations, reflection assignments, loss of privileges, or disciplinary action in severe cases.

How Can We Create a Respectful School Community?

- Use inclusive language and be mindful of how words impact others.
- Speak up when you hear harmful speech and encourage others to do the same.
- Engage in school-wide activities, lessons, and discussions that promote respect and unity.
- By committing to this policy, you help create a school culture where everyone feels safe, valued, and respected. Let's work together to make our school a place of learning, inclusion, and integrity.

AVOIDING FIGHTS

One of our most important goals, with respect to behavior, is to teach students how to avoid fights by resolving conflicts in other ways. We encourage students to solve problems with their classmates in the following ways:

Tell an adult: Campus security, Administration, teacher, counselor or other adult employee of the school, and/or your parent. If you are afraid of retaliation, tell the adult in private. If you don't feel that your problem has been solved or dealt with by the adult you told, then tell the Assistant Principal or the Principal.

BICYCLES/SKATEBOARDS/ROLLER SKATES SCOOTERS & ROLLER BLADES

Lock bikes in the designated areas during school hours. Bikes should be walked at all times while on the school grounds and the surrounding sidewalk and other areas of foot traffic. The bicycle cage is located at the north side of campus, across from room 20. Skateboards, roller skates, scooters and rollerblades are not to be used on school grounds. Office staff cannot keep these items in the office for students.

BIRTHDAYS

Birthday celebration traditions can sometimes be inappropriate and/or disruptive to the educational environment. **Please do not send, deliver or bring any food items, large balloons or bouquets to school**. There is no place for these items in the classrooms or the halls. Throwing eggs, flour and other materials on a birthday celebrant by friends and peers, and other similar acts are totally unacceptable and student violators will receive extensive consequences. Likewise, punching a birthday celebrant by friends and peers and in groups is totally unacceptable. These acts are unpleasant, mean-spirited and border on "battery".

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones and other electronic devices are NOT to be **visible or heard** during school hours. **Cell phones and other electronic devices brought to school are brought at their OWN RISK**. Neither school staff, administrators nor the Hayward Police Department are obligated to investigate any missing items. **Cell phone, earbuds, headphones, bluetooth speakers use is prohibited during school hours of 8:15 a.m. and 2:50 p.m.** Furthermore, cell phones must be in the off position during instructional time. The first time any electronic device is seen or heard during school hours, the student will receive a verbal warning. The second time an electronic device is seen or heard during school hours, it will be confiscated and returned to the student by the staff member. The third offense will result in the phone being turned into the office to pick up. For the fourth offense, the electronic device will be confiscated and a parent will need to pick it up from the office. If there is a fifth offense, the student will be asked to turn their electronic device in daily to the office before school for a period of two weeks. Continued offenses will extend the time, until the student can prove using the electronic device responsibly. Refusal to hand over any electronic device may result in further consequences. If it is found that a cell phone has been used to incite a

disturbance, the Hayward Police Department will be notified and the Hayward Unified School District uniform disciplinary policy will apply. ***The video recording of any student without their consent is a violation of federal law and may result in the confiscation of the device.**

Do not call your children on their cell phones during school hours or while they are still on campus. Call the office instead to get a message to your student.

DANCES AND OTHER SPECIAL ACTIVITIES

La Vista Middle School has dances several times during the school year. **Only La Vista Middle School students may attend dances.** A parent signature on the ticket indicates permission by the parent for attendance at the dance. The ticket will be collected at the door. Tickets will be distributed during the week of the dance. It is the responsibility of the students to make sure they are eligible to attend. All school rules apply during a dance. If a student is sent out of a dance for inappropriate behavior, parents will be called to pick up their child, and the student will not be allowed to attend the following dance. Students must be picked up immediately after the dance is over. Those students who are not picked up on time will not be allowed to attend the next school dance. Dances are generally from 3:30-5:30 p.m. on Fridays and are still to be determined.

DRESS POLICY

Basic Principle: Certain body parts must be covered for ALL students at ALL times. Clothes must be worn in a way such that genitals, buttocks and breasts are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

Students MUST Wear:

- A shirt or dress (with fabric in the front, back and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, or shorts), AND
- Shoes (for example, sneakers, sandals with a back strap)

Students MAY Wear:

- Hats that allow the face to be visible to staff and not interfere with the line of sight of any student or staff (pursuant to individual teachers)
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed but the face must be visible to school staff) (pursuant to individual teachers)
- Fitted pants, including opaque leggings, yoga pants and skinny jeans
- Pajama pants
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps; halter tops
- Athletic attire, with the exception of a sports bra

Student CANNOT Wear (pursuant to CA ED Code):

- Any clothing that reveals visible undergarments, including sports bra
- Clothes, backpacks, or accessories that display:
    - violent language or images
    - images or logos of drugs or alcohol (or any illegal item or activity), including names of dispensaries
    - hate speech, profanity or pornography
    - images or language that creates a hostile or intimidating environment based on a protected class or consistently marginalized group

- Swimsuits
- Accessories that could be considered dangerous or could be used as a weapon
- Any item that obscures the face (except as a religious observance)

Students in violation of the dress code will be provided three options to be dressed to code during the school day:

- Students will be asked to put on their alternative clothing, if already available at school, to be dressed to code for the remainder of the day
- Students will be provided with temporary school clothing to be dressed to code for the remainder of the day
- If necessary, parents will be called during the school to bring alternative clothing for the student to wear for the remainder of the day.

From time to time, administration may have a concern that a student is attempting to present an affiliation with unauthorized groups by the clothing or accessories he or she wears. Administration reserves the right to address a student when clothing is found to be inappropriate for school. An administrator or designee will contact the student's parent or guardian to discuss these concerns and decide on consequences should the student continue to do so.
California Administrative Code, Title 5, Section 302 "A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare him/herself for the school room before entering."

DETENTION POLICY

Detentions are issued to students as an appropriate consequence to classroom and/or school-wide violations of rules and expectations, including tardies and are intended to provide students time to reflect and make positive choices. Any staff member may assign detention. Detentions assigned by classroom teachers are to be arranged between the teacher and the student with parent/guardian notification. Detentions may be scheduled and served before school, after school, etc. depending on the reason and the arrangements. Detention may include cleanup and beautification of the classroom(s) and school grounds.

GUM

No gum is allowed during PE classes at any time. It is considered a choking hazard while you are participating in physical activities.

MONEY

Students should not bring large sums of money to school. If, for some specific reason, a student needs to have money at school, it should be left in the school office for that day. However, this should be a very rare occurrence. Ask one of the office personnel for assistance, if needed. The school will not be responsible for large sums of money being carried around the campus for any reason.

NO SALE OF OUTSIDE ITEMS

Students are not permitted to sell or distribute items on campus that are not part of a school-sponsored activity. This includes (but is not limited to) food, candy, beverages, merchandise, or any other goods. All fundraising or sales activities must be approved in advance by school administration and must be organized through an official school program, club, or organization. Students who violate this policy will have items confiscated and may be subject to disciplinary action.

REFERRALS FROM TEACHERS & SUBSTITUTES

Students sent to the office on a referral should report directly to the office. They should not loiter or linger in the halls, peek into classrooms or otherwise further disrupt the learning environment.

HARASSMENT/BULLYING

Any form of harassment, bullying, or cyber-bullying is inappropriate and unacceptable. Profane, sexist, racist and homophobic remarks will not be tolerated. This includes verbal, electronic and written remarks.

Gender Equity Nondiscrimination BP 5145.3

The law states that there will be no discrimination on the basis of gender in any educational programs, activities or employment practices operated by a public agency.

SEXUAL HARASSMENT

The Hayward Board of Education prohibits sexual harassment of anyone in the district. Anyone participating in sexual harassment will be subject to disciplinary action up to and including expulsion. Sexual harassment includes, but is not limited to:

Written: Suggestive or obscene letters, notes or invitations.
Verbal: Derogatory comments, slurs, innuendoes, jokes or epithets.
Physical: Assault, touching, impeding or blocking movement.
Visual: Leering, gestures, display of sexual suggestive objects, pictures or cartoons.

Reports of harassment should be made to the Principal or Assistant Principal for investigation. The complaint will be investigated in a way that respects the rights of privacy as much as possible. Threatening behavior against the person who made the complaint is prohibited and punishable by law.

SUSPENSION & EXPULSION

Suspension is a consequence for students who seriously violate school rules, pursuant to Ed. Code 48900. These violations include, but are not limited to: showing disrespect to staff, disregard for rules, fighting, threatening or provoking a fight, destruction of school or personal property and possession or use of drugs, alcohol and/or tobacco. Students on suspension are the responsibility of their parents or guardian for the designated number of school days. During the suspension period, students may not take part in any school program, nor be on any school campus, or be within close proximity of school grounds. All homework and daily assignments must be made up either during or after the suspension period. Students who continually violate the rules of school or the law may be recommended for expulsion.

VIOLATIONS and CONSEQUENCES

Violations of any of the foregoing rules will be handled through the cooperative efforts of the students, the students' parents/guardians and the appropriate staff members. We expect that students will become familiar with the codes of conduct and demonstrate the appropriate

behavior at all times. Behaviors will be reviewed by administrators and consequences assigned accordingly. The behavior and consequence chart that is included here includes examples of possible violations and consequences.

HAYWARD UNIFIED SCHOOL DISTRICT
UNIFORM DISCIPLINARY GUIDELINES

The following are guidelines only. The Administration reserves the right to determine punishment based on the seriousness of a particular infraction and/or previous discipline record of the student who commits the offense. **In addition to any school action, suspected criminal activity may be reported to the police for appropriate legal consequences. Ed. Code 35291 & BP 5131**

The following is a list of interventions and support programs that may be utilized to support students going through the discipline process.

- Parent/Guardian contact or conference
- Student Success Team meeting
- Student Behavior contract
- Revocation of extracurricular activities
- Detention
- Saturday School
- Referral to your school counselor
- Referral to Student Attendance and Review Board (SARB)
- Referral to Child Welfare and Attendance (CWA)
- Referral to available student support programs on or off campus
- Referral to probation

Mandatory Expellable Offenses EC 48915 (c)	
Violation	**First Offense**
(1) Possessing, Selling or Furnishing a Firearm	Mandatory Suspension & Expulsion Recommendation, Mandatory Police Notification
(2) Brandishing a Knife at Another Person	As defined in this section, "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 blade that locks into place or a razor with an unguarded blade. Mandatory Suspension & Expulsion Recommendation, Mandatory Police Notification
(3) Unlawfully Selling a controlled Substance	Mandatory Suspension & Expulsion Recommendation, Mandatory Police Notification
(4) Committing or Attempting to Commit Sexual Assault or Committing Sexual Battery	Mandatory Suspension & Expulsion Recommendation, Mandatory Police Notification
(5) Possession of an Explosive	Mandatory Suspension & Expulsion Recommendation, Mandatory Police Notification
Mandatory Recommendation Unless Inappropriate EC 48915 (a)	
Violation	**Possible Consequences**
(1) Caused serious physical injury	Mandatory recommendation for expulsion unless inappropriate due to circumstances. Referral to interventions including SST, Student Behavior contract, Saturday School, counseling and available support program, 1 to 5 day suspension, Administrative Placement, parent notification, police notification, notification to probation when necessary.
(2) Possession of any Knife or other Dangerous Object of No Reasonable Use to the Student.	
(3) Unlawful Possession of Drugs (except for first offense of possession of not more that one ounce of marijuana)	
(4) Robbery/Extortion	
(5) Assault//Battery on Staff	

EMERGENCY AND MEDICAL PROCEDURES

MEDICATION DURING SCHOOL DAY

If a student is required to take medication during the school day, the student must report to the office to have the medicine administered at the appropriate times. First, the parent must sign and submit a medical form, which has also been signed by the doctor. The doctor must indicate the reason for the medication and directions for administering the medication. Administrative Regulations (AR 5141.2) prohibit public school personnel from giving students internal medicine- even aspirin unless there is medical documentation on file. If you want your child to carry and self administer medications, please speak to an administrator or the office manager for proper procedures.

FACILITIES AND SERVICES

CLUBS & ACTIVITIES

There are a variety of clubs and activities after school hours. These are usually announced in classes during the week and in the monthly newsletter. Students are encouraged to participate in school activities. Students are encouraged to form and participate in clubs. Clubs must have a La Vista staff member advisor and be approved by the La Vista administration. All clubs at La Vistaare open to all interested students.

CAFETERIA/FOOD SERVICES

All students are assigned a Personal Identification Number (PIN). Students attending Hayward Unified School District Schools keep their same PIN number from year to year. All students are required to use their PIN for service, whether pay, free or reduced. Students must not share their PIN with anyone. Only one lunch will be issued per PIN, per day. Students are expected to pick up their trash. If they choose not to, they will be assigned clean up/beautification as a consequence.

La Vista Middle School students are served lunch during one of the scheduled lunch periods. Due to the large number of students enrolled, lunch is served in two sessions. The lunch menu varies and a copy of the monthly menu is available upon request and on the HUSD Website. The cost of a complete school lunch is FREE.

The breakfast program begins at 7:55 a.m. and is FREE.

INTERSCHOLASTIC SPORTS

Interscholastic sports programs are available after school throughout the school year. Examples of sports at La Vista Middle School are Flag Football, Volleyball, Basketball, Soccer and Softball. Interscholastic participation is a privilege. It is an honor to represent the school at competitions and student athletes must meet academic and behavior eligibility requirements. **Students must have a 2.0 GPA in the quarter prior to participating in a sport.** If a quarter ends during a season the student's grades will be checked for eligibility. Students may be removed from the team if they are suspended from school and/or with administrator approval. All athletes are required to provide the "physical" form that shows a doctor or physician has examined the student and approves the student being able to participate in sports activities. Please refer to the athletic director or administration if you have any questions.

MEDIA COVERAGE

On occasion the school has activities that we want or that the media wants to cover. This may mean that your child is photographed and their picture could potentially be on TV, on the HUSD webpage and/or in the newspaper. The receipt insert form included in your registration packet has a permission or denial of permission statement for parents or guardians to sign.

PARENT PARTICIPATION

BACK TO SCHOOL NIGHT

Back to School Night is tentatively scheduled on Wednesday, September 23, from 5:30 pm - 6:30 pm and is an excellent opportunity to meet your child's teachers.

ELAC (ENGLISH LEARNERS ADVISORY COMMITTEE)

The English Learners Advisory Committee (ELAC) is an elected body of parents and staff, who meet to advise the Principal regarding the school plan for English Learners. A new election is usually held in the fall of each school year. Although, by state law, only ELAC members may vote on issues related to the program for English Learners, ELAC meetings are open to all and we welcome and encourage your participation and input. ELAC meetings are conducted in English and Spanish. For more information, please call our ELL Specialist at (510) 723-3110.

OPEN HOUSE

In the spring La Vista holds an Open House. During Open House, family members have the opportunity to meet with their children's teachers and see the work they have done. It is also an opportunity for future students and their families to see and hear about La Vista. Open House will be held on Wednesday, May 19 from 5:30-6:30 PM.

SCHOOL SITE COUNCIL

The School Site Council (SSC) is an elected body of parents, students and staff, who meet monthly to advise the principal regarding the school plan and the use of School Improvement funds. The SSC also serves as the advisory group for our school wide Title I program. This program utilizes supplementary federal funding to improve student achievement in reading, language and math. SSC members currently serve for two years. School Site Council meetings are open to all and we welcome and encourage your participation and input. SSC meetings are conducted in English and Spanish.

REQUIRED PARENTAL ATTENDANCE

The Board of Education believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents or guardians when behavior problems arise. The Board recognizes, however, that initial efforts sometimes fail to bring about improvement. Current law enables parents or guardians to be absent from work without endangering their employment status in order to attend a portion of their child's school day at a teacher's request. Such attendance can promote positive behavior and better parent-child interactions. When appropriate, the school may inform parents/guardians of available school and community resources which may assist them in developing more effective parenting skills.

PARENT CENTER

The Family Engagement Specialist (FES) will be working in conjunction with the school to provide support for La Vista families. The Parent Center will be available to you to support increased parent participation in your child's education. Throughout the school year, the FES will continue to make a special effort to stay in touch with families and keep all informed of school activities. Your communication with us is very important as well. Please do not hesitate to contact the FES whenever you have a question, concern, or need information. The FES, Ms. Maria Reyes, can be reached at (510)723-3110 ext. 41227 or by visiting the Parent Center in room 27 on Thursdays, Fridays and the first and third Wednesdays.

Parent/Guardian PROTOCOLS
In case of an emergency

ALL schools have practice drills so that we can be prepared in case of an actual emergency. We want all parents and guardians to also know what to do if there's an emergency at Cesar Chavez MS.

In the event of an emergency at school, please follow these procedures to help keep all students safe and accounted for:

1. **Stay Calm and Informed**
    - Check **official school messages** (phone, text, email, or website) for updates. (You may be receiving information from other sources that may not necessarily have all the details of the situation). **Please be patient, we WILL send out an official message as soon as possible**.
    - Do NOT call or rush to the school unless instructed to do so.
    - Give the school time to investigate and put emergency procedures in place before calling or coming to the campus. Your calls and presence keeps us from focusing on the safety of the school. **Please know that children's safety is our number 1 priority.**

2. **If Your Child Calls or Texts You During the emergency**
    - Help them remain calm and remind them to stay safe.
    - Tell them to follow staff directions. Keep your message to them brief and reassuring.
    - Tell them to silence their phones immediately. Their safety is our main priority.

3. **After the Emergency**
    - Wait for official notice before coming to the school. We may still have protocols in place and need to maintain the safety of our school.
    - **Updates will be provided as soon as possible through the school's official communication channels.** Other social media apps are not a reliable source. Please wait for our communication.

4. **Student Pick-Up Procedures (if required)**
    - It is not always necessary to pick up your child from school. **We will notify you if it is required.**
    - Bring a valid photo ID.
    - Only individuals listed on the student's emergency contact list will be allowed to pick up students. **Please ensure that your parent portal information is accurate.**
    - If applicable, follow staff directions at the designated reunification area.

IMPORTANT FOR ALL EMERGENCIES

-Your child is safest when procedures are followed.
-**Coming to campus without instructions can delay emergency responders.**
-The fastest way to be reunited with your child is to wait for official instructions.
-Please monitor school and district communications for accurate information
-Pick up students when instructed to do so.

EARTHQUAKE

What is it? Sudden seismic activity

What's the school's protocol?

-Drop,Cover, and hold on.
-Students remain with staff
-After shaking stops, assess injuries
-Evacuate to the assigned area

What should parents/guardians do?

-Do not rush to campus immediately, as roads must stay clear for emergency vehicles and schools are following their safety protocol.
-Upon arriving at the school, be patient, calm and follow the staff's directions.

LOCKDOWN

Why call a lockdown: Active shooter or threat, intruder, or extreme violence on campus. Immediate threat is inside.

What's the school's protocol?

-Doors locked, lights off, students hidden and silent. Law enforcement takes control.

What should parents/guardians do?

-Do NOT come to the school or call your child(phones must remain silent)
-Monitor official school communication for updates(email, texts and calls)
-Once on site, do NOT interfere with law enforcement or school protocols. Stay calm and wait for official information.

LOCKOUT

Why call a lockout:Police activity nearby, dangerous animals, or neighborhood violence.

What's the school's protocol?

-Secure **exterior** doors, no one enters or exits campus.
-Normal activities continue indoors. All PE classes will move into a classroom and/or MPR.
-Monitor situation with authorities

What should parents/guardians do?

-Do NOT attempt to pick up students
-Do NOT call the school as the school is busy with their safety protocols
-Continue normal dismissal plans.The school will notify you of changes.
-Check school messages for updates. The school will communicate what's happening on site.

SHELTER IN PLACE

Why call a shelter in place:Chemical release, severe weather, or external airborne contaminants.

What's the school's protocol?

-Students and staff remain indoors
-Close windows and doors
-Shut off HVAC systems and vents to block outside air.
-Continue indoor learning quietly while remaining alert.

What should parents/guardians do?

-Do NOT come on campus; The building is sealed for safety.
-Monitor school official communication (texts/emails, calls) for live updates.
-Keep lines clear:Avoid calling the school or your students cell phone.

Please complete the Student and Parent Handbook Receipt by September 4, 2026.

