



## ADAMS ELEMENTARY SCHOOL

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Parent and Student Handbook 2023-2024  
Revised July 10, 2023



**Newport-Mesa**  
Unified School District

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## Adams Elementary School

2850 Club House Road, Costa Mesa, CA 92626

### Campus Contact Information

Main Telephone:	(714) 424-7935
Attendance Line (24/7):	(714) 424-7935, press 2
Principal:	Dr. Joe Erven
Office Staff:	Nancy Hamilton (Administrative Assistant) Susan Lambaren (Office Assistant)
Nurse:	714-424-7935 x 2165
Website:	<a href="http://adams.nmusd.us">adams.nmusd.us</a>

### Emergency Communications

In the case of an emergency at our schools, we ask that you please remember to look for official information from the school or district. We deliver messages via school and district websites, email, phone, text, and district social media accounts - [Facebook](#), [Twitter](#).

### Parent Emergency Contact Information

Please ensure that we have your most accurate contact information on file in order to be able to effectively communicate with you during an emergency.

In the event that you move, you must verify your new address with your school's front office.

Student and parent contact information can be updated throughout the year via the [Aeries Parent Portal](#). The school office cannot be responsible for making those changes.

Please contact your school to receive your student's confidential account information so that you may sign up for a portal account. If you are unable to create a portal account, please visit your child's school to update contact information.

## Welcome to Adams Elementary School!

Adams Elementary School is a learning environment where every staff member believes that all students can achieve high levels of learning and every staff member is committed to the success of every student. Through a collaborative program, teachers support the growth of each child in areas of academics and character.

Adams Elementary School uses the Accelerated Reader program to provide structured and guided independent reading opportunities for students on a daily basis. Our school library is home to over 11,000 Accelerated Reader books!

Our character education program focuses on Coach Wooden's Pyramid of Success. The Pyramid of Success focuses on teaching children the character traits necessary to succeed in life. From Cooperation and Self-Control to Determination and Confidence, the Pyramid of Success provides students with an understanding of the character traits necessary to set and achieve personal goals.

Student safety is the highest priority for Adams Elementary School. Aside from keeping students safe in a clean, organized, and secure environment, Adams promotes a positive school culture through our school-wide Positive Behavior Intervention and Supports (PBIS) program. PBIS focuses on communicating clear behavioral expectations for students throughout every aspect of their instructional day. Expectations are taught and rehearsed during the first few weeks of school. Students are recognized for exemplary behavior through character certificates during Friday Flag decks and the All-Star Lunch Bunch twice a week. When a student requires behavioral redirection, he/she is encouraged to rehearse the expected behavior and provided with an opportunity to reflect on the impact of his/her behavioral choice. Your child's teacher will share more about the classroom and campus expectations, but in general, students are expected to follow two simple rules:

1. Be Kind
2. Work Hard

Every member of the Adams staff takes great pride providing an excellent experience for students. We welcome the involvement of our families, and we encourage you to visit our school to see for yourself the wonderful learning opportunities that await every child at Adams Elementary School.

Respectfully,

Dr. Joe Erven  
Principal

## Mission Statement

Our purpose at Adams Elementary is to prepare all students to be socially, emotionally and academically successful. We provide equal access to a quality education which will produce productive citizens and lifelong learners. Teachers respond to each student's diverse needs by assessment, intervention and encouragement to do their best. All students at Adams Elementary will learn academics, life skills, critical thinking, and build character.

## Adams Vision Statement

To gain academic success, we will have:

- State of the art technology
- Well qualified support staff for at-risk and EL learners
- Grade level and cross-grade level collaboration
- A warm and caring community centered school

Our academic and social reputation will include:

- High expectations for all learners with continuous growth in test scores
- Equal opportunity in a safe environment that promotes academic achievement for all
- Equal access to all curriculum and State Standards, where students will become competent and prepared for the next grade level
- Opportunities for students to become productive members of society

Our values will embody:

- School pride
- Recognizing positive role models
- Valuing diversity
- Creating life-long learners
- Becoming active community members

The Adams School Community will work together:

- In a professional, collaborative, and respectful manner
- Sharing ideas with parents, teachers, students and staff in order to promote student success

## 2023-24 Schedule Of School Activities

TK-12+ First Duty Day for TK-12+ Teachers/TK-12+ Staff Development Day.....	(Mon) August 14, 2023
TK-12+ Staff Development Day .....	(Tues) August 15, 2023
TK-12+ Teacher Prep Day.....	(Wed) August 16, 2023
TK-12+ Staff Development Day .....	(Thur) August 17, 2023
TK-12+ Teacher Prep Day.....	(Fri) August 18, 2023
First Day of School for TK-12+ Students .....	(Mon) August 21, 2023
*Alternate Elementary Conference Day TK-6 Teachers .....	(Wed) September 27, 2023
(TK-6 Students Only - Local Non-Student Day)	
Elementary Conference Day TK-6 Teachers.....	(Wed) October 25, 2023
(TK-6 Students Only - Local Non-Student Day)	
TK-12+ Staff Development Day for Teachers .....	(Wed) November 1, 2023
(TK-12+ - Local Non-Student Day)	
Secondary Preparation Day for Teachers.....	(Fri) December 22, 2023
(7-12+ Students Only - Local Non-Student Day)	
Elementary Conference Day TK-6 Teachers.....	(Wed) March 13, 2024
(TK-6 Students Only - Local Non-Student Day)	
Last Day of School 7-12+ Students .....	(Thur) June 6, 2024
Last Day of School TK-6 Students .....	(Fri) June 7, 2024
Last Day of Service TK-12+ Teachers .....	(Fri) June 7, 2024

<u>Instructional Staff</u>	<u>Legal/Local Non-Student Days</u>	<u>Classified Staff Holidays</u>
	Independence Day .....	July 4, 2023
September 4, 2023 .....	Labor Day .....	September 4, 2023
September 27, 2023 .....	*Alternate Day Conference Day TK-6 Teacher .....	
	(Local Non-Student Day for TK-6 Students *Alternate) .....	
October 25, 2023 .....	Conference Day TK-6 Teachers .....	
	(Local Non-Student Day for TK-6 Students) .....	
November 1, 2023 .....	Staff Development Day TK-12+ Teachers.....	
	(Local Non-Student Day for TK-12+ Students).....	
November 10, 2023.....	Veterans' Day Observed .....	November 10, 2023
November 22-24, 2023.....	Thanksgiving Recess .....	November 23-24, 2023
December 22, 2023.....	Preparation Day 7-12+ Teachers .....	
	(Local Non-Student Day for 7-12+ Students) .....	
December 25, 2023 .....	Winter Recess .....	December 25-26, 2023
January 5, 2024.....		January 1-2, 2024
January 15, 2024 .....	Martin Luther King, Jr. Day.....	January 15, 2024
February 19-23, 2024 (5 Days) .....	Presidents' Recess .....	
	Presidents' Day.....	February 19, 2024
	Lincoln's Birthday Observed.....	February 20, 2024
	Admission Day Observed .....	February 21, 2024
March 13, 2024.....	Conference Day TK-6 Teachers .....	
	(Local Non-Student Day for TK-6 Students).....	
April 8-12, 2024.....	Spring Recess .....	
May 27, 2024 .....	Memorial Day .....	May 27, 2024

### ELEMENTARY TRIMESTER DATES

October 20, 2023 (44 Days).....	End of First Trimester
March 8, 2024 (78 Days) .....	End of Second Trimester
June 7, 2024 (58 Days) .....	End of Third Trimester

### SECONDARY QUARTER DATES

October 13, 2023 (39 Days).....	End of First Quarter
December 21, 2023 (44 Days) .....	End of Second Quarter/First Semester
March 22, 2024 (49 Days) .....	End of Third Quarter
June 6, 2024 (48 Days) .....	End of Fourth Quarter/Second Semester

## Campus Specific Dates

### Holidays and Important Dates - 2023-24

<b>August 31</b> - (modified day 1:30)	Back to School Night
<b>September 4</b> - (school closed)	Labor Day
<b>September 22</b>	School Picture Day
<b>October 23, 24, 26, 27</b> - (modified day 1:30)	Conference Week
<b>October 25</b> - (non-student day)	Conference Day
<b>October 27</b>	Picture Make-up Day
<b>October 31</b>	Halloween Parade
<b>November 1</b> - (non-student day)	Staff Development Day
<b>November 4</b>	School Picture Make-up Day
<b>November 10</b> - (school closed)	Veterans Day
<b>November 22, 23, 24</b> - (school closed)	Thanksgiving Recess
<b>December 22</b> - (modified day 1:00)	Last Day Before Winter Recess
<b>December 25 - January 5</b> - (school closed)	Winter Recess
<b>January 15</b> - (school closed)	Martin Luther King, Jr. Day
<b>February 19 - February 23</b> - (school closed)	Presidents' Recess
<b>March 11, 12, 14, 15</b> - (modified day 1:30)	Conference Week
<b>March 13</b> - (non-student day)	Conference Day
<b>April 8 - April 12</b> - (school closed)	Spring Recess
<b>April 19</b>	Spring Pictures
<b>May 2</b> - (modified day 1:30)	Open House
<b>May 27</b> - (school closed)	Memorial Day
<b>June 7</b> - (modified day 1:30)	Last Day of School



## Daily Bell Schedule

### Pre-Kindergarten - SDC

7:55	Instruction begins
8:15	Flag deck
10:30-11:00	Recess
11:15-11:45	Lunch
11:55	Dismissal for Neighborhood Peer students
1:10	Dismissal
1:30	Dismissal on Wednesdays and modified days

### TK and Kindergarten

8:12	Line-up bell
8:15	Flag deck and instruction begin
10:10-10:30	Recess
11:30-12:15	Lunch
1:40-2:00	Recess
3:00	Dismissal
1:30	Dismissal on Wednesdays and modified days

### Grades 1 - 3

8:12	Line-up bell
8:15	Flag deck and instruction begin
10:10-10:30	Recess
11:45-12:30	Lunch / 1 <sup>st</sup> , 2 <sup>nd</sup> grades
12:00-12:45	Lunch / 3 <sup>rd</sup> grade
2:00-2:20	Recess
3:00	Dismissal
1:30	Dismissal on Wednesdays and modified days

### Grades 4 - 6

8:12	Line-up bell
8:15	Flag deck and instruction begin
10:30-10:50	Recess
12:00-12:45	Lunch / 4 <sup>th</sup> grade
12:15-1:00	Lunch / 5 <sup>th</sup> , 6 <sup>th</sup> grades
3:00	Dismissal
1:30	Dismissal on Wednesdays and modified days

***Modified days: Back To School Night, Parent Conference Days, Open House and last day of school***

## Parking and Transportation Rules

### Parking Lot Procedures for Drop Off

Safety is one of our top priorities in the parking lot for our school community. Our parking lot is open for drop off from 7:50-8:15. Please review the guidelines below as it is important all cars that enter our parking lot follow the procedures, be patient and treat our Adams Staff with respect as they support students arriving safely.

- The parking lot is for staff parking ONLY.
- There is one route into the parking lot for parents. Please enter on the right side of the cones near the curb.
- Cars should be in a single line when entering the drop off zone. Do not block traffic entering the parking lot. Wait until there is space to enter.
- For safety reasons pull forward toward the north end of the parking lot to drop off your student.
- Do not drop off until you reach the straight section of the parking lot.
  - Do not stop if there is space in front of you. You need to drive to the tail of the next car or the end of the long red curb to create space for additional cars to drop off.
- Students need to exit on the side where the sidewalk is not on the parking lot side.
- If this is not possible you need to park on the street and walk your students to school.
- Parents are not to get out of the car to help their student as we need to keep the line moving forward.
  - If you need to get out of the car you need to park on the street.
- Please do not double park anywhere in our lot and have your child walk between cars.
- The line can get long so we ask for your patience as we make sure our students are safe.
- It may be quicker at times to park on the street and walk your students to a gate.
- Parking along the curb in the Red Zone (parking lot or front of the school) is prohibited.
- If you are late or need to pick up your student, you need to park on the street and walk them into school.
- The red curb in front of the school is no longer available for drop off or pick up. Please do not park there or let your children out of the car as it needs to be open at all times.



### PICK UP

Please park on the street to pick up your children or arrange a meeting spot. Students will exit gates in front of school and walk on sidewalk.

Please do not park in front of the school, in the bus drop off/pick up area. We ask that you respect the neighbors and do not block their driveway access. Please check the parking signs and remember that there is no parking on Club House Road, between Timor and Pitcairn Streets, on Tuesdays 11:00 am - 1:00 pm. This is for the safety of our students and staff and we must keep these areas clear for emergency personnel, district buses, and delivery services. We are always looking for ways to improve our current parking situation and we welcome your suggestions.

### Bicycles (Including eBikes), Scooters, And Skateboards

Students may use bicycles (including eBikes\*), scooters or skateboards to come to or leave school, under the following conditions:

1. Walk your eBike, scooter, skateboard, and bike at all times on campus.
2. With your own lock, secure your eBike, scooter, skateboard, and bike locked in the designated lock up area.
3. Do not leave your eBike, scooter, skateboard, or bike in the designated lock up area overnight.
4. Secured helmets are mandatory when riding your eBike, scooter, skateboard, and bike.
5. The school is not responsible for any damage, theft, or personal injury.
6. Must not be parked in a manner that blocks any ingress or egress areas of the campus.
7. Must be parked in designated area(s).
8. Any of these items left in undesignated areas may be moved and/or subject to confiscation and parent pick-up.
9. School is not responsible for property damage resulting in the necessity to move items that are posing a safety concern and/or not parked in designated areas.

Use of hoverboards, Class 3 eBikes (Per CA AB1096), and any other motorized vehicle are prohibited on campus by students.

\*Use of Class 3 eBikes (Per CA AB1096) requires the operator to be a minimum of 16 years old.

### **eBikes**

For the safety of all, anyone using an eBike, must only park in designated areas. When arriving at, or on any part of the school campus, all traffic signs, site procedures, and protocols for community safety should be followed. All are expected to abide by all traffic rules and follow directions of school personnel, as safety is our top priority.

Reckless driving, failure to follow the direction of school personnel, or other serious driving violations will be decided by the school's administrator and may result in consequences. In some circumstances, law enforcement may be called and may elect to issue additional consequences.

\*Elementary Schools – Class 3 eBikes (Per CA AB1096), and any other motorized vehicle are prohibited on campus by elementary and middle school students. Any students with a Class 3 eBike on campus will have the eBike confiscated and parent pick-up will be required.

### **Skateboards**

Skateboarding is not allowed on the school campus at any time. Motorized skateboards are not allowed on campus at any time. Skateboarding is a reasonable form of transportation for many students; however, the school may have no facilities to store skateboards. Furthermore, skateboarding on campus represents a dangerous risk of injury and damage to property. The school is not responsible for any damage or loss of skateboards, or personal injury from skateboarding.

### **Bus Rules**

Students are expected to observe the following guidelines:

- Always have your bus pass attached to your backpack and in your possession. If you lose your bus pass, your parent must go to Transportation to purchase a new one
- Always obey the driver's instructions
- Remain quiet and seated at all time
- Be polite to others
- Get on and off at your stop only
- Keep aisles and exits clear
- Food and drink are not permitted on the bus

Students designated "Must Be Met" on their bus pass will be released ONLY to the adults listed in the Aeries database as emergency contacts. Parents are required to keep this information up-to-date by entering any changes in the Parent Portal.

### **Walkers**

Students walking to school should use the sidewalks and cross streets only where crosswalks are marked.

## **Attendance**

Students should arrive at school each day on time in order to maximize learning. Regular, punctual, and full-day attendance is an important prerequisite for a student to make reasonable educational progress. This

District recognizes the importance of regular attendance and requires the reason for each student absence to be verified by the school.

### **How to Report Absences**

If a student is absent, parents must notify the school by telephone using the 24-hour Attendance Hotline at 714-424-7935-press 2, or you may call the school office at 714-424-7935 before 9 a.m. on the day of the absence. This is very important for the protection and safety of your child. Please leave the following information when calling the hotline:

- Your name and relationship to the child
- Your child's name (first and last)
- Child's grade and teacher's name
- Date of absence(s)
- Reason for absence(s)

Whenever a student is absent from school or class, the actual reason for the absence shall be determined by a qualified school employee. All absences must be verified to the office no later than three (3) school days after the absence. If the absence is not verified, it will automatically be converted to a truancy ("cut"). A medical release for school re-entry may be required following an illness, chronic medical condition, surgery, possible contagious infection, or referral by the health office. Please also inform the classroom teacher and health office of any limitations or restrictions following an illness, surgery, broken bone, or other medical condition. Additionally, it is requested that any planned absences be communicated to the office and teacher in advance, when possible.

### **Before-School Supervision**

School grounds open at 7:50 am, when an adult is on duty. There is no supervision before that time and students are not to arrive before 7:50 am.

### **Tardiness**

Students should arrive at school before the 8:12 a.m. bell. Students are considered tardy if they are not IN LINE at flag deck by the 8:15 a.m. bell. This is critical as important learning takes place from the first minute of the school day and late arrivals are disruptive to the rest of the class. Tardy students must be signed in by their parent or guardian and must not enter school alone.

### **Doctor Appointments or Dental Appointments**

Appointments should be scheduled after school whenever possible. If you need to pick-up your child during the school day for a scheduled medical or dental appointment, please use the sign-out sheet in the office to indicate your child's departure time. Students will not be called to the office for pick-up until the parent arrives to check them out. Students arriving at school late due to medical or dental appointments must be signed in by the parent and provide a doctor's note to excuse the tardy.

### **Early Departure**

For the safety and protection of the students, no students are permitted to leave the school grounds at any time during the day unless they are accompanied by a parent, guardian, or their delegate, after being signed out in the office. Students will only be released to adults listed in the Aeries Database as authorized Emergency Contacts. Please keep this information up-to-date at all times in the Parent Portal. A picture ID may be requested by the office staff. This is to protect your child from being taken from school without your permission. Early departures are recorded in your child's attendance data.

### **After-School Dismissal**

After school is dismissed, students should be picked-up by a parent/guardian/authorized delegate, leave on the school bus, or proceed to an after-school program (ROCKS or Project Kidz Connect). There is no school

sponsored supervision available on the playground or in the office. Students signed up for an after-school enrichment class must be picked up at the end of the class. The school office will not be responsible for supervision or securing student pick-up at that time. The school office closes at 4:00 pm.

### Unexcused Absences / Vacations

The Newport-Mesa Unified School District is committed to providing each student a world-class education. This commitment can only be realized if all stakeholders, parents, students, and the school participate fully in the educational process. The academic school year consists of 180 days of instruction for students. In addition there are 30 student holidays during the 2023-24 school year. They are listed below for your reference.

- |   |                             |
|---|-----------------------------|
| • September 4, 2023   | Labor Day                   |
| • October 25, 2023  | Conference Day (TK-6)       |
| • November 1, 2023  | Staff Development Day       |
| • November 10, 2023   | Veterans' Day               |
| • November 22 - 24, 2023  | Thanksgiving Recess         |
| • December 25, 2023 - January 5, 2024<br>(School resumes Monday, January 8, 2024) | Winter Recess               |
| • January 15, 2024  | Martin Luther King, Jr. Day |
| • February 19 - 23, 2024  | President's Recess          |
| • March 13, 2024  | Conference Day (TK-6)       |
| • April 8 - 12, 2024  | Spring Recess               |
| • May 27, 2024  | Memorial Day                |

We encourage families to plan their vacations on the dates listed above. A vacation absence is considered to be an unexcused absence. If you choose to take vacation on days other than school holidays and are absent for five consecutive days (unexcused absence), your child may not be guaranteed the same classroom assignment and/or school. This administrative practice would only be implemented if the classroom seat is needed for a new student. Each individual school site will determine the academic responsibility of students absent due to vacation and will assign student work as appropriate, but the school cannot be responsible for providing a full, independent study course during the absence.

### Excused Absences (EC §§48205, 48980)

The California State Education Code Section 48205 outlines when a child shall be excused from school. This Section of the Education Code includes illness, medical or dental services, attendance at a funeral service, the illness or medical appointment of a parent, and for justifiable personal reasons approved by the principal. Your child will be allowed to complete all assignments and tests missed during such an excused absence. Students would not be in jeopardy of losing their seat at a school due to an excused absence.

### Absences For Religious Purposes (EC §§46014, 48980)

With your written consent, your child may be excused from school in order to participate in religious exercises or to receive moral and religious instruction at your child's place of worship or at other suitable place or places away from school property designated by the religious group. Your child may not be excused from school for this purpose on more than four days per school month.

### Education Code §48205

(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.

- (4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
  - (5) For the purpose of jury duty in the manner provided for by law.
  - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.
  - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.
  - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
  - (9) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
  - (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
  - (11) For the purpose of participating in a cultural ceremony or event.
  - (12) (A) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence.
    - (B) (i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one school day-long absence per school year.
    - (ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.
  - (13) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) For purposes of this section, the following definitions apply:
- (1) A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.

- (2) “Cultural” means relating to the habits, practices, beliefs, and traditions of a certain group of people.
- (3) “Immediate family” means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

*Amended by Stats. 2022, c. 921 (S.B.955), § 1, eff. Jan. 1, 2023.)*

## **Emergency Procedures**

Our school has emergency procedures in our comprehensive school safety plan and conducts training with staff on a regular basis. We conduct monthly fire drills on our campus for students and staff to practice safety evacuation procedures. Additionally, we include earthquake preparedness drills, disaster drills, and intruder lockdown drills throughout the year.

We have implemented the “I Love U Guys” Standard Response Protocol (SRP), which is a uniform, planned and practiced response to an incident. It defines the five actions to take in an emergency: Hold, Secure, Lockdown, Evacuate, and Shelter. Staff and student trainings are conducted annually at the start of the school year to familiarize ourselves with the emergency actions, and fire, lockdown, secure, earthquake, and disaster drills are conducted throughout the year. In collaboration with local law enforcement and school resource officers (SROs), safety drills utilize the common language defined in the SRP. Please familiarize yourself with the five SRP actions so that in the event of an emergency, you have a clear understanding of the action being taken to support immediate safety efforts. Corresponding signage with descriptions of the five actions are displayed throughout our schools.

In the event of an earthquake or disaster, we have established the following procedures for the safety of all school occupants:

- Absolutely no parking in the parking lot to allow emergency vehicles access.
- Do not enter the school building. Rescue teams are equipped for this purpose.
- Report to the Reunification Center in front of the school office to pick-up your child.
- Reinforce the necessity of your child remaining at school until an adult listed as an emergency contact in Aeries arrives to pick them up.

## **Academic Programs**

Adams is proud of its rigorous academic program taught by a highly experienced, motivated, and caring staff. Our high expectations for student achievement are based on the state-adopted standards for language arts, mathematics, and other content areas.

### **Reading**

Teaching children to become fluent readers is our highest priority at Adams. This year, teachers will be using the McGraw-Hill Wonders program. Through professional collaboration within every grade level team, every member of our school staff is committed to helping all students achieve high levels of learning.

### **Writing and Spelling**

Adams has developed a comprehensive informational writing program for students in grades K-6. All Adams teachers have participated in training for the Step Up to Writing program, which supports students in writing three text types in the California State Standards.

### **Speaking and Listening**

Strong oral communication skills are essential for success in life; thus, oral language development (for both English Language Learners and native-English speakers) is seen as critical, and careful attention is given to



ensuring that each child demonstrates growth over time. Collaborating and sharing student learning is a major component of the Common Core State Standards.

### **English Language Development**

Based on state standards and aligning with the McGraw-Hill Wonders program, our designated ELD instruction will provide excellent support for our English Language Learners in reading, writing, listening and speaking.

### **Mathematics**

Students participate in a variety of activities to solidify math concepts. Kindergarten through fifth grade students will use Bridges in Mathematics from the Math Learning Center to address Common Core State Standards. Sixth grade students will use Illustrative Mathematics.

### **Science**

Students learn concepts in the areas of life, physical, earth sciences and engineering. All K-6 students attend a hands-on science lab once a week, taught by a science teacher.

### **Social Studies**

Students study history and the social sciences through the use of Scott-Foresman textbooks, instructional video clips, literature, realia, technology, and other instructional materials. An integral part of the social studies curriculum is the study of cultural heritage, awareness, and diversity in our community.

### **Health and Physical Education**

The district's health curriculum is utilized in all grade levels, using a variety of instructional techniques and materials. Teachers teach the required 200 minutes of physical education every two weeks. Once a week, third through sixth grade students attend a separate P.E. class taught by a credentialed physical education teacher.

### **Visual and Performing Arts**

Students participate in Arts Teach residency programs focusing on visual and performing arts. These six-week programs include learning about artists and creating their own works of art.

### **Vocal and Instrumental Music**

All students attend music class with a credentialed music teacher each week. Instruction includes singing, playing rhythm instruments, and listening. Students in grades 4-6 may participate in the All-Star Orchestra on an instrument of their choice.

### **Academic Enrichment**

- **Gifted and Talented Education (G.A.T.E.)** - Fourth, fifth and sixth grade students who qualify for GATE are placed in the appropriate GATE cluster classroom. Specially trained teachers use strategies and techniques based upon the unique learning styles and needs of students.
- **After School Enrichment Classes** - Sports, STEM, Theater and more are offered throughout the year. Be on the lookout for flyers coming home with your child.

### **Academic and Behavioral Intervention**

- **Specialized Academic Instruction** - We have two full-time resource specialist who offers one-on-one and small group academic assistance for students who qualify through our RTI (Response to Intervention) process.
- **Project Kidz Connect** - This grant-funded extended day program is focused on providing additional literacy instruction, tutoring, help with homework, enrichment and recreation for students in a safe, positive atmosphere.

**Library**

Each class has designated times to visit our school library. Students will be able to use our Open Library times to check out books when they have completed a book and taken an Accelerated Reader quiz. Books must be returned on time or new books cannot be checked out. If a student loses a book, it is that student's responsibility to cover the cost of purchasing a replacement.

**Textbooks**

Each classroom is supplied with sufficient textbooks, workbooks and instructional materials according to their grade level curriculum needs. We currently use the McGraw-Hill Wonders for English Language Arts and English Language Development, Bridges in Mathematics and Illustrative Mathematics, Scott-Foresman for Social Science in K-5 and McGraw Hill in Grade 6, and Pearson Scott Foresman for science.

**Homework Policy**

The Newport-Mesa Unified School District Board of Education encourages homework assignments as integral part of the learning process. They have established general guidelines for this activity.

Homework assignments are follow-up work designed to reinforce concepts previously taught. Each individual teacher provides homework appropriate for his/her grade level as specified by district homework policy. All students are to read or be read to for a minimum of 20 minutes a day. Allotted daily homework minutes for Kinder-1<sup>st</sup> grade is 10 minutes, 2<sup>nd</sup> is 20 minutes, 3<sup>rd</sup> is 30 minutes, 4<sup>th</sup> is 40 minutes, 5<sup>th</sup> is 50 minutes, and 6<sup>th</sup> is 60 minutes.

**Parent-Teacher Conferences**

Parent-teacher conferences are scheduled during the months of October and March, to review your child's academic and social progress. At any time throughout the year, you may schedule additional conferences directly with your child's teacher.

**Student Behavior Expectations**

Adams Elementary uses the Positive Behavior Interventions and Supports (PBIS) approach. This is a research-based approach to teach and reinforce positive behavior and improve school climate for students. We have a matrix of specific school wide behavioral expectations and a school wide system for recognizing and reinforcing positive behavior that was created collaboratively (staff, parents, students). The matrix is posted in all classrooms and parents will receive a copy at the beginning of the school year.

Adams All Star Students follow our STAR positive behavioral expectations. The STAR School-Wide and Classroom Behavioral Expectations are displayed throughout the campus to remind students:

SAFETY FIRST    THERE & READY    ACT RESPONSIBLY    RESPECT EVERYONE

**School Wide Expectations****Arrival**

- Walk from bus or car through gates
- Walk bikes, skateboards to bike rack, lock up
- Hang up backpack
- Eat for breakfast before playing
- Go to playground and stay on walkways
- Arrive excited and ready to learn

**Flag Deck/Assemblies**

- Arrive on time
- Enter assemblies quietly

- Stay alert and listen to the speaker
- Participate
- Keep hands to yourself
- Show STAR cue
- Use appropriate applause
- Show team spirit

#### Learning Zone

- Be silent while walking or waiting
- Stay on walkways
- Follow the person in front of you
- Keep hands to yourself
- Be considerate of students learning
- Walk with a purpose
- Control yourself so others won't have to

#### Recess

- Use restrooms and drinks of water before the bell
- Stay in designated play areas
- Practice self-control, follow playground rules
- Be active
- Line up quickly after the bell
- Invite others to play and allow everyone to join
- Use positive language
- Have team spirit, cooperate and play fair
- To make friends, be a friend

#### Cafeteria

- Line up quietly
- Clean up spills
- Be alert
- Say "please" and "thank you"
- Respect personal space
- Appreciate your meal
- Sit with manners at the table
- Exit through the correct door

#### Lunch tables

- Throw away trash
- Clean up spills
- Finish your food in a timely manner
- Remain seated while you eat, no running around
- Be sure no one eats alone
- Use good manners
- Try new foods with an open mind
- Place extra food in the special tray

#### Restrooms

- Use restrooms before school and before recess bells ring
- Throw trash in the containers
- Respect the privacy of others

- Use a quiet voice
- Practice good hygiene and always wash your hands

#### Dismissal

- Take all materials home, be prepared for homework
- Be aware of those around you
- Walk in the learning zone, even after school
- Walk your bike or skateboard off campus
- Be quick but don't hurry, get where you need to go
- Be more interested in finding the best way, not in having your way

#### Bus Line

- Walk, don't run to the bus line
- Go to the line immediately and stay in line
- Practice self-control
- Have a calm body and wait patiently in line and as you board the bus
- Appreciate the bus driver and show respect for the rules

### Classroom Expectations

#### Entering

- Store backpacks on hooks outside
- Have your materials ready
- Respect the learning zone by entering the room quietly, walking to your seat
- Enter with a smile and purposeful movements
- Be quick but don't hurry

#### Direct Instruction

- Listen, take notes as needed
- Calm body and ready hands, sit up straight
- Participate in learning, ask and answer questions
- Allow other students to listen, think and respond
- Encourage others
- Be determined to excel and succeed

#### Independent Work and Testing

- Begin work immediately, work quietly with a purpose
- Make good use of time and materials
- Attend to precision and accuracy, giving personal best at all times
- Complete tasks in the time given
- Allow other students to complete their assignment
- Use your self-control
- Be excited about the opportunity to learn
- Remember - practice makes perfect

#### Cooperative Group

- Begin work immediately
- Stay focused and complete the objective
- Take turns speaking at appropriate volumes
- Attend to precision and accuracy
- Take turns to other students may be active participants in the group
- Be open minded and challenge ideas politely
- Encourage others

- Be eager to help your team

#### Technology

- Begin work immediately, work purposefully
- Make appropriate use of materials and time
- Appreciate the resources that have been made available
- Attend to precision and accuracy, be a problem solver
- Care for the devices and equipment
- Give your personal best at all times
- Use kind and constructive words during discussions
- Be trustworthy and use self-control

#### Exiting

- Remove backpacks from outside hooks
- Take materials, notices and homework, loading your backpack quietly
- Respect the learning zone
- Keep your hands and feet to yourself and respect other people's property
- Thank your teacher verbally
- Exit the room with a smile and purposeful movements
- Be quick but don't hurry

#### Positive Consequences

- Students will receive verbal praise and reinforcement during the day
- Classroom awards will be given by individual teachers
- Students can earn Lunch Bunch awards from all staff members and be in a drawing for a special lunch with friends.

## School Rules and Policies

At Adams, we take student safety and positive scholarly student behavior very seriously. The school rules apply anytime students are on campus, traveling to and from school, or on a school-sponsored field trip or activity. School staff members, students, and parents all share responsibility for positive student behavior. The school has the responsibility to clearly communicate and enforce student behavior in a fair, consistent, and supportive manner. Parents have the responsibility to reinforce the expectations of the school and to help their children become responsible citizens. Students have the responsibility to follow the school rules and to make good choices.

#### Students: Be Kind and Work Hard

- Take turns and share
- Get an adult to help if a problem cannot be resolved
- Keep hands, feet, and all objects to yourself at all times
- Respect others' belongings
- No bullying allowed

#### Student Dress Code and Uniform Policy

At Adams, we feel that the school day is a professional day for students. We have found that the way a child dresses often affects his/her relationship with peers and can assist or detract from his/her success rate. Please make sure all sweaters and jackets are clearly labeled with the student's name to help prevent loss of clothes.

Parents and students have the primary responsibility for satisfactory student dress and/or appearance. Listed below are some guidelines that may assist you when it comes time to make those purchases for the new school year and in helping your student make the best choices when dressing for the school day:

The following list are general standards for appropriate and safe dress for school:

- Clothing must be clean.
- All attire must be modest. Undergarments must be covered.
  - No clothing with offensive or distasteful words, promotes alcohol, tobacco or drugs, or has pictures, or slogans. Offensive would be defined as anything that is obscene, contains racial or ethnic slurs, or propagates violence, gangs or products which are illegal.
  - No spaghetti straps, crop top shirts, halter tops or bare midriffs. Shoulder straps must be at least one (1) inch wide.
- Shoes must be practical so that students can run, jump, and kick while involved in physical activities on the playground. This means that tennis shoes or other closed-toe and closed-heel shoes are appropriate.
  - Inappropriate shoes: open-toed shoes, Crocs, flip flops, slippers, heels, and platform shoes.
- Shorts, skirts and dresses are appropriate if they are the type designed for play and the highest point of the hemline reaches the student's thumb when their arm is at their side.
- Makeup is not to be worn by elementary age students.
- Jewelry, if worn, should be small and non-distracting.
- Hats (particularly baseball caps) must be worn forward facing and are not permitted to be worn indoors at any time unless with permission by teacher. Hoods and beanies are not to be worn indoors.

When a student arrives at school wearing unacceptable clothing, the parent will be called and requested to bring the appropriate clothing for his/her child. Please reference the District Student Dress Code Policy 5132 for more details.

### **Arrival at School**

Students should arrive at school no earlier than 7:50 am. Students are to remain in the playground/lunch table area until the start of school.

### **Playground Equipment**

We have swings, bars, and large play structures. We ask that students wait their turn to use the playground equipment. When using the bars, students should have two hands on the bars.

### **Cafeteria**

Students stand in line, quietly and patiently and follow the instructions of the cafeteria personnel.

### **Snack/Lunch**

Food may only be eaten at the lunch tables and is not allowed on the playground. At the end of their lunch, students are asked to pick up three pieces of litter and discard their trash. Please send healthy snack and lunch choices for your students.

### **School Property**

We ask that students treat school property with respect.

- Graffiti - no drawing on anything including books, desks, walls, and playground equipment.
- Bathrooms - no playing in the bathrooms at any time.
  - Place all trash in the trash cans in the bathrooms
  - Use faucets, sinks, and drinking fountains appropriately

### **Phone Use Policy**

Students in elementary school may not use cell phones, smartphones, smart watches or other mobile communication devices while on campus. Devices must be turned off and placed out of sight during the school day. Students who need to call parents may use phones located in the administrative office.

Please review [Board Policy 5131.8](#) at [www.nmusd.us](http://www.nmusd.us).

Students may use phones in the school office to contact their parents if they have an emergency during the school day. If you need to reach your child regarding a last-minute change, please contact the school office and a message will be given to your child. Please discuss after-school arrangements with your children prior to leaving home for the day to avoid classroom interruptions.

We understand the importance for some of our students to carry cell phones for emergency use after school. During school hours, students are asked to be responsible for keeping cell phones in a safe place in their backpacks and in the off position to avoid classroom disruptions.

To ensure the safety of our students, Adams School has policies in place to monitor the internet content to which your child has access on our school computers. We cannot control the content they may have downloaded at home to their cell phones or music players. For this reason, students may not use cell phones or other electronic devices anywhere on our campus during the school day. If students are observed using cell phones or other electronic devices during school hours, the items will be kept in the school office and we will ask you to make arrangements to pick them up. We thank you for your support of our phone policy.

#### **No Weapons Policy**

The Board of Education of the Newport-Mesa Unified School District fully intends for our schools to be safe places for all. Both state law and district policy state that possession of a firearm, knife, explosive or other dangerous objects of no reasonable use to the student is grounds for expulsion.

#### **Tobacco-Free Policy**

Adams Elementary is a tobacco-free campus. The use of tobacco anywhere on school property, including the parking lot, is strictly prohibited.

#### **Birthday Recognition**

Student's birthdays are celebrated at Flag Deck. For health reasons, food allergies, and to maintain a focus on academics in the classroom, no food items or gift bags are to be brought into school to celebrate birthdays.

#### **Volunteers and Visitors on Campus**

The safety of our children is our foremost concern. In order to promote the most secure school environment for all of our students, Adams School will strictly adhere to the N-MUSD guidelines for school/classroom volunteers. This policy is enforced for the safety of our students. Because it is hard to know all of our parents and volunteers, please understand if the staff members ask you to identify yourself. They have been instructed to do so. All access to the school grounds must be made through the office.

All visitors to NMUSD school sites must check in at the school front office and will be required to be cleared through the Raptor visitor management system.

A volunteer is a parent, community member or other adult who is assisting at a school site or program before, during or after school hours. To be considered as a volunteer, you will need to submit an application for review. The application and more details on this process can be found at: [www.nmusd.us/volunteers](http://www.nmusd.us/volunteers). Volunteers must renew their volunteer clearance every school year during the renewal period (June 1<sup>st</sup> - June 30<sup>th</sup>).

#### **Pets**

Under no circumstances are pets allowed on campus during school hours. Special arrangements may be made in advance with your child's teacher if they are bringing in a pet for academic purposes. Please note signs posted around campus that dogs are not allowed on campus at any time.

### **Lost and Found**

Please clearly mark student personal items. If your student has lost an article of clothing or other items, please check in the lost-and-found cupboard in the multi-purpose room. Found articles of clothing have also been placed on a rolling rack that is rolled to an area where students have easy-access to look for their missing clothing.

### **Personal Items/Toys**

It is important to remind your child not to bring items of value to school since they can easily get lost. We are not responsible for lost or stolen items at school. Toys and electronic games/devices are not permitted at school. They will be taken to the office for parent pick up.

## **A Message from the Nurse**

### **The Health Office**

The school nurse is the health expert at school and uses professional skills to promote the well-being and success of students. The health assistant also provides support to students under the direction of the school nurse. Please contact the school for more information or if your student has a health concern and you would like to consult with the school nurse. Check <http://web.nmusd.us/healthservices> for more information.

### **Immunizations**

The district follows State immunization laws which indicate specific immunizations that are required prior to school entry and for school participation through verification of a valid vaccine record. Personal or religious beliefs exemptions are no longer accepted in place of required vaccines. Personal/religious beliefs exemptions already on file for a continuing student enrolled in the district will remain valid until the student reaches an immunization checkpoint or grade span. Grade spans are: birth to preschool, kindergarten (including transitional kindergarten), grades 1-6, and grades 7-12.

Please let your school nurse know when your child's immunizations are updated and if you have questions.

### **Medical Exemptions for Immunization Requirements**

Under current California law, a doctor may issue a medical exemption for students whose medical circumstances are such that immunization is not considered safe under the standard of medical care. Medical exemptions can only be issued through the California Immunization Registry - Medical Exemption (CAIR-ME) website <https://cair.cdph.ca.gov/exemptions> by physicians licensed in California. An existing medical exemption on file at school will remain valid until the earliest of:

- When the student enrolls in the next grade span (Pre-K, TK/K-6th grade, 7th-12th grade)
- Revocation of the exemption by the appropriate authority

### **Physical Exams and Oral Health Assessment**

Physical exams and oral health assessments are required at specified grade levels. Please refer to student enrollment information located on the website <http://web.nmusd.us/healthservices> or school for information about school health requirements.

### **Medication and Medical Procedures**

Medication and medical procedures at school require written authorization from the parent and the prescribing physician. Forms are available from the school or Health Services website <http://web.nmusd.us/healthservices>. Medication must be in a pharmacy labeled container for the



medication to be given at school. Over-the-counter medication and products also require written physician orders. Please provide the school with extra medication for disaster preparation.

### **Illness Prevention and Health Checks Prior to School**

School nurses work collaboratively with the Orange County Health Care Agency regarding communicable disease concerns at school. For the health and safety of students, and to minimize the potential spread of illness to students and staff, parents are asked to conduct a health check at home prior to sending students to school. If your student is ill, please keep your student home, contact your doctor, and notify the school and school nurse. We ask you to keep your student home if the following symptoms are present:

- Fever of a 100.4°F degrees or higher
- New cough, shortness of breath, or difficulty breathing
- Abdominal pain, nausea, vomiting, diarrhea
- Unusual rash, rash, and fever
- Body Aches
- Sore throat
- New loss of taste or smell
- Unusual fatigue or irritability

This list is not a comprehensive list of symptoms. Always consult your healthcare provider for health concerns. Students must be fever-free, without medication, for 24 hours before returning to school and symptoms should be resolving.

### **Current Health and Contact Information**

Up-to-date health information, phone and cell numbers are essential in case your student becomes ill or injured at school or if there is a disaster. We strive to maintain confidentiality of all health records. Health information may be shared with appropriate staff as necessary.

### **911 Calls**

A School Emergency 911 call may incur paramedic and ambulance fees to the family. Accident or health insurance may mitigate these costs.

### **Health Screenings**

Health screenings are provided according to State requirements and when students are referred to the nurse. Vision and hearing screening are done at State required grade levels and when concerns are noted. Dental, nutrition, height and weight screening may also be done as the school nurse deems appropriate. The parent/guardian will be notified if areas of concern are found. Parents/guardians are invited to notify the nurse if they have concerns and may “opt” out of health screenings by sending a written note to the school nurse.

### **Medi-Cal Program for Local Education Agencies**

The school district participates in the California Medi-Cal Program for Local Education Agencies. This allows reimbursement to the district with federal Medi-Caid funds for select medically necessary services provided to eligible students at school. These services may include speech and language therapy, occupational/physical therapy, transportation, mental health, and specialized physical health care services. In accordance with the local educational agency rules and guidelines, eligible student health data may be forwarded to the school district's billing agency, in accordance with confidentiality laws and Health Insurance Portability and Accountability Act (HIPAA) compliance. Services currently provided to all students will not be changed by this program. Students will not be denied services they require to attend school, and parents will not be billed for services by the school district.

## Nutrition

Newport-Mesa Unified School District takes part in the National School Lunch and Breakfast Programs. Students may bring a lunch to school or receive a breakfast and/or lunch from the cafeteria at no cost. Visit our website to view menus and nutrition information: <https://web.nmusd.us/departments/nutrition-services>.

### Contact Information:

Nutrition Services  
2985 Bear Street, #B  
Costa Mesa, CA 92626  
(714) 424-5090

*Copies of AR [3550](#) and [5141.27](#) are available at [www.nmusd.us](http://www.nmusd.us).*

Cafeteria Manager: Janet Pennington  
Cafeteria Assistant: Deanna Garcia

### Late Arrival Lunches and Snacks

Please label lunches and snacks very clearly with the student's name and the teacher's, and leave it in the office for students prior to 8:30. Parents may not interrupt classes to drop off lunches nor deliver to students at the lunch tables. For the safety of our students, we have a closed campus and parents cannot join their student at the school lunch tables, but you are always welcome to check your student out to enjoy lunch at the park.

## After School Programs

We understand that many parents work and are unable to pick-up their children when school is dismissed. We are excited that we have two amazing after-school programs available:

### R.O.C.K.S.

The City of Costa Mesa Recreation Division offers an after-school recreation program on our campus. This program is available every school day for grades kindergarten through sixth. It begins as soon as school is out for the day, including all modified days, and remains until 6:00 pm. A free snack is provided to students. Pre-registration is required. You may contact the Parks and Recreation Department at 714-754-5013. To register online, go to <https://apm.activecommunities.com/costamesarec>.

### Project Kidz Connect

Project Kidz Connect is a Newport-Mesa Unified School District program, paid for by a grant. The curriculum includes academics, arts, nutrition, recreation, and character education. Applications are available in the school office. Your student's teacher may suggest this program as extra support for your child but a referral is not necessary. This is a daily program that begins at the end of the school day, including all modified early-out days. Bus riders leave at 5:30, parent pick-up remains until 6:00 pm. A free snack is provided. For more information, contact Project Kidz Connect at 949-515-6786.

## Parent and Family Engagement

Parent / Family Engagement for Title I Schools

Adams Elementary School has developed a written Title I parent and family engagement policy with input from Title I parents and family members. The policy describes the means for carrying out the following Title I parent and family engagement requirements [20 USC 6318 Section 1118(c), -(g) inclusive].

The school followed this process to develop the policy:

School Site Council, PTA, and ELAC all provided input on the school's Title I program for instruction and community support through meetings and LCAP stakeholder input surveys.

The school distributes the policy to parents and family members of Title I students by doing the following: The Adams Elementary Parent Student Handbook is available online to all community members. Paper copies of the Parent Student Handbook are provided upon request. During the annual registration process, parents acknowledge they have read and understand the policies within the Parent Student Handbook. The principal is available by request to meet with any families who wish to discuss items in the Parent Student Handbook.

#### Involvement of Parents in the Title I Program

To involve and engage parents and family members in the Title I program at Adams Elementary, the following practices have been established:

1. Annual Meeting: The school convenes an annual meeting, at a convenient time, to which all parents of participating children shall be invited to attend and encouraged to attend, to inform parents and family members of their school's participation in the Title I program and to explain the requirements, and the right of the parents to be involved. (20 USC 6318 (c)(1))

The annual meeting is scheduled for/was held on: August 31, 2023.

2. Flexible Number of Meetings: The school offers a flexible number of meetings, such as meetings in the morning or evening, and may provide, with Title I funds, transportation, childcare, or home visits, as such services relate to parent involvement. (20 USC 6318 (c)(2))

The activities the school will carry out to address this requirement include: ELAC, School Site Council, Parent Education, PTA, and Community Flag Deck.

3. Planning, Review and Improvement with Parent/Family Input: The school involves parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan. (20 USC 6318 (c)(3))

The activities the school will carry out to address this requirement include: Back to School Night, Conferences, ELAC, School Site Council, Single Plan for Student Achievement, Parent Education, PTA, Community Flag Deck, and LCAP input for all stakeholder groups.

Information about the Title I Program: The school provides parents of participating students with:

4. timely information about the Title I program. (20 USC 6318 (c)(4)(A))

The activities the school will carry out to address this requirement include: Back to School Night, Open House, PTA meetings and Family Nights, School Site Council Meetings, ELAC/Parent Education Classes, GATE, Parent Info Night, Friday Fiesta

5. a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards. (20 USC 6318 (c)(4)(B))

The activities the school will carry out to address this requirement include: Back to School Night, Parent Information Nights (Math), Parent Education, Parent Curriculum Meetings with ELAC. The School Community Facilitator also has materials/resources for parents in need.

6. if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible. (20 USC 6318 (c)(4)(C))

The activities the school will carry out to address this requirement include: Adams conducts a parent survey in February each year to gather parent feedback on programs and services. This data is analyzed and used for program improvement purposes. The principal makes himself available to all parent concerns. It is expected that a parent work through any classroom concerns with the classroom teacher first.

7. Additional Parent/Family Input on Schoolwide Programs: If the schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency. (20 USC 6318 (c)(5))

The activities the school will carry out to address this requirement include: School Site Council, SPSA hard copy is available in the office for all community members.

#### Building Capacity for Involvement

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and school district assisted with Title I, Part A funds, the school has established the following practices:

a) Understanding the School System: The school provides parents with assistance in understanding such topics as the challenging State academic standards, State and local assessments, the requirements of Title I, Part A, and how to monitor a child's progress and work with educators to improve the achievement of their children. (20 USC 6318 (e)(1))

The activities the school will carry out to address this requirement include: PTA, ELAC, GATE, School Site Council, Parent Information Nights, Kindergarten Tours, Volunteer program, Parenting Classes, Back to School Night, School Smarts Parent Education, Parent Information Nights, Parent-Teacher Conferences

b) Materials and Training: The school provides parents with materials and training to help parents work with their children to improve their children's achievement. (20 USC 6318 (e)(2))

The activities the school will carry out to address this requirement include: PTA, ELAC, GATE, School Site Council, Parent Information Nights, Kindergarten Tours, Volunteer program, Parenting Classes, Back to School Night, School Smarts Parent Education, Parent Information Nights, Parent-Teacher Conferences

c) Education for Staff on Communication and Coordination with Parents/Families: The school educates teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (20 USC 6318 (e)(3))

The activities the school will carry out to address this requirement include: Leadership Team meetings and professional development for staff includes discussions of ways to involve parents in the education of their children. Mailings and flyers are provided in Spanish and English to Adams parents. Meetings are held in both languages as well. Translation assistance is provided through the School Community Facilitator, office personnel, certificated staff, instructional aides and the EL office when needed.

d) Coordination and Integration with Other Programs: The school, to the extent feasible and appropriate, coordinates and integrates the parent/family involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. (20 USC 6318 (e)(4))

The activities the school will carry out to address this requirement include: All publications to families are presented in both English and Spanish. All broadcast messages are in both English and Spanish.

e) Understandable Language: The school ensures that information related to school and parent programs, meetings, and other activities to parents is sent in a format and, to the extent practicable, in a language the parents can understand. (20 USC 6318 (e)(5))

The activities the school will carry out to address this requirement include: All publications and school-wide distribution of information are provided to parents in English and Spanish. Activities are published in the school newsletter, flyers sent home, and reminder phone calls/emails.

f) Reasonable Supports: The school provides such other reasonable support for parental involvement activities as parents may request. (20 USC 6318 (e)(14))

The activities the school will carry out to address this requirement include: Interpretation and translation services are available school-wide in Spanish and other languages upon request.

## Educational Rights & Required Notices

### Bullying Policy

The Newport-Mesa Unified School District is committed to providing a safe school and working environment that is free from harassment, discrimination, intimidation and bullying. The Board of Education prohibits bullying and intimidation of students, employees and others at school or at school-sponsored or school-related activities. Education Code [48900\(r\)](#), Board Policies (BP) [5131](#), [5131.2](#), [5137](#), [5144](#), [5145.3](#) and [1312.3](#) and Administrative Regulations (AR) [5144](#), [5145.3](#) and [1312.3](#) define and govern bullying and intimidation.

- (1) Bullying includes discrimination, harassment and intimidation based on the actual or perceived characteristics set forth in Penal Code 422.55 and Education Code 220, which includes race, color, ancestry, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression or the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics.
- (2) No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.
  - Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account/device and/or assuming a person's identity in order to damage a person's reputation or cause any other harm.
- (3) School personnel shall immediately intervene if they witness an act of harassment, discrimination, intimidation or bullying, provided it is safe to do so.
- (4) Acts of harassment, discrimination, intimidation and bullying should be brought to the attention of the principal. You may also make an anonymous complaint by contacting the principal.
- (5) Complaints of harassment, discrimination, intimidation and bullying will be considered confidential. However, it may be necessary to disclose certain information in order to investigate.
- (6) Students who violate the District's policies on these matters may be subject to discipline, including suspension and/or expulsion.
- (7) The District prohibits retaliation against individuals who make or provide information related to complaints of harassment, discrimination, intimidation and bullying.

Anyone who feels that he/she is being or has been bullied or intimidated on school grounds or at a school-sponsored or school-related activity is encouraged to immediately contact his/her teacher, the principal, or any other available school employee. All allegations of bullying and intimidation will be investigated in accordance with the law and District procedures.

Violations of this policy may be reported to a teacher, supervisor, or directly to the District's Uniform Complaint Officer:

Sarah Coley  
Administrative Director I, Student Services  
Title IX Coordinator & Compliance Officer  
714-424-5016    scoley@nmusd.us

## Civility Policy

It is the intent of the Board of Education to provide an orderly and safe learning environment in which students and adults feel comfortable, share the responsibility for maintaining a positive school climate, and take pride in their school, its achievements, and its environment.

This policy promotes mutual respect, civility, and orderly conduct among members of the school community including all employees, parents/guardians, students, and the public at all schools, district facilities, and at athletic and extracurricular events. This policy is not intended to deprive any person of his/her right to freedom of expression that is protected from governmental restriction on school grounds and district facilities/activities. Uncivil conduct does not include the expression of controversial or differing viewpoints.

The basic purpose of this policy is three-fold:

1. To promote a work and learning environment that is safe, productive, and nurturing for all staff and students, and to encourage the free flow of ideas without fear or intimidation
2. To provide our students with appropriate models for respectful problem-solving and conflict resolution
3. To reduce the potential triggers for violent conduct, such as fear, anger, frustration, and alienation, especially by making problem-solving procedures and alternatives to violence readily accessible to both students and adults

For purposes of this policy, uncivil conduct includes the following:

1. Directing vulgar, obscene, threatening, or profane gestures or verbal and/or written communications at another person.
2. Taunting, jeering, inciting others to taunt or jeer at a person.
3. Yelling at another person during a meeting or conference.
4. Repeatedly interrupting another person who is speaking at an appropriate time and place.
5. Imposing personal demands at times or in settings where they conflict with another's assigned duties, supervision responsibilities, and established practices.
6. Using racial/ethnic, religious, religion, gender, color, sexual, sexuality, or disability epithets.
7. Gesturing in a manner that would put a reasonable person in fear for his/her personal safety.
8. Invading the personal space of a person after being directed to move away.
9. Physically blocking a person's entrance to or exit from a room or location.
10. Remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave.
11. Conduct which is likely to interfere with the peaceful conduct of the activities of the campus or facility.

Persons who perceive they have been subjected to uncivil conduct will be urged to resolve their concerns through simple, direct, or assisted communication with the person(s) at the source of the concern. When this is not possible or appropriate, any person who needs help identifying and/or using appropriate problem-solving procedures may seek assistance from the school administrator. Persons are encouraged to work out issues of concern promptly, and preferably, no later than two days after an incident has occurred. No retaliation will be permitted against persons for working in good faith under this policy and its related administrative regulation to resolve concerns.

This policy seeks to promote a school and workplace culture of respect and civility. Severe or persistent acts of uncivil conduct may, however, violate other school rules, such as the district's policies against harassment and sexual harassment or specific conduct codes. Violation of such policies may result in discipline, removal from district facilities and events, adverse employment action, or criminal charges as applicable. Nothing in

this policy is intended to interfere with the ability of school officials to maintain order and discipline in the schools or to enforce school rules and applicable laws.

*Copies of BP [1313](#) and AR [1313](#) are available at [www.nmusd.us](http://www.nmusd.us).*

### **Dangerous Objects/Weapons**

The Newport-Mesa Unified School District is committed to providing a safe school and working environment. Both California State Education Code and Newport Mesa Unified School District Board policy (BP [3515.7](#), [5131.7](#), AR [5131.7](#)) state that possession of a firearm, knife, explosive or other dangerous object of no reasonable use to students is grounds for expulsion.

Please be aware that all District schools will vigorously prosecute any student found to have a dangerous weapon or object in his/her possession while on school grounds or while attending an authorized school activity. Such prosecution will normally involve the applicable law enforcement agency and end with the student facing expulsion from the District.

Weapons and dangerous objects include, but are not limited to any firearm, stun gun, air gun, spring activated gun, toy guns (imitation firearms), slingshots, bludgeons, brass knuckles, any knife (including pocket knives and cutting blades), chains, clubs, stars, explosives, fireworks, etc. Also included are articles designed for other purposes but which could easily be used to inflict bodily harm and/or intimidate (examples are belts, files, compasses, Scissors, bats, etc.). The Federal Gun Free Schools Act requires that any student bringing a firearm to school is subject to one calendar year of expulsion and referral of the student to law enforcement.

Administrators or other delegated school officials will confiscate any article, when in their professional judgment such article may, in a given circumstance, be utilized as weapon or dangerous object.

When reasonable suspicion arises that use or possession of a pupil's property is illegal, illicit, disruptive, or a danger to the general welfare of pupils and staff, a search may be conducted of the pupil's person or personal property. Student lockers and desks are the property of the school and are subject to search.

Anyone who knows of a weapon on school grounds or at a school-sponsored or school-related activity is encouraged to immediately contact his/her teacher, the principal or any other available school employee.

For more information, please contact any assistant principal or principal of any school.

### **Drugs/Alcohol/Tobacco/Other Controlled Substances**

Students possessing, using or selling alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures including suspension or expulsion and/or referral to law enforcement in accordance with law, Board policy and administrative regulation. In addition, such students may be referred to an appropriate counseling program, transferred to an alternative placement, and/or be restricted from extracurricular activities, including athletics.

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees.

*Copies of BP [5131.6](#), [5131.62](#) and AR [5144.11](#), [5144.1](#) are available at [www.nmusd.us](http://www.nmusd.us).*



## English Learner Supports/Reclassification

### Language Acquisition Programs

NMUSD is required to provide a Structured English Immersion (SEI) program option for our English Learner Students. This is a language acquisition program for English learners in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for pupils who are learning English. At minimum, students are offered ELD and access to grade level academic subject matter content.

Newport-Mesa also offers two Dual Language Immersion (DLI) Programs: Mandarin Dual Immersion at College Park Elementary School/Costa Mesa Middle School, and Spanish Dual-Immersion at Whittier Elementary School/Ensign Intermediate School. To learn more about NMUSD dual immersion programs, please visit the NMUSD Dual Immersion webpage: <https://web.nmusd.us/dualimmersion>.

### Requesting a Language Acquisition Program

Language acquisition programs are educational programs designed to ensure English acquisition occurs as rapidly and effectively as possible and provide instruction to English learners based on the state-adopted academic content standards, including English language development (ELD) standards.

Parents/Guardians may choose a language acquisition program that best suits their child. Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible.

Parents may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan. If interested in a different program from those listed above, please contact the Director of Multilingual Programs at 949-515-6701 to ask about the process.

Parents of English learners have a right to decline or opt their children out of the school district's language acquisition program or opt out of particular English learner service(s) within a language acquisition program. However, districts remain obligated to provide the student meaningful instruction until the student is reclassified, inform the parent when progress is not made, and offer the parent programs and services to consider at that time.

### Language Assessment

Every spring (February - May), English Learner students take a test called the Summative English Language Proficiency Assessment for California (ELPAC). This test is part of the California assessment system and is aligned with California's English Language Development Standards.

These standards make sure English learners have a high-quality program that will enable them to attain proficiency in English—developing the necessary skills and confidence in listening, speaking, reading, and writing— so they can be successful in the classroom. The ELPAC helps teachers across the state see how well students are doing with those skills.

Your child's student score report shows an overall score/performance level, consisting of oral language skills (speaking, listening) and written language skills (reading, writing).

The ELPAC Web site at <https://web.nmusd.us/elpac> has the following materials to help parents understand the ELPAC. These materials include:

- Sample ELPAC Student Score Report
- ELPAC Parent Guide

- ELPAC Starting Smarter Resources

**Reclassification (Exit) Criteria**

How can my child qualify to reclassify as Fluent English Proficient (RFEP)? The goal of language acquisition programs is for students to become proficient in English as rapidly and effectively as possible and to meet state academic achievement measures. The district’s reclassification criteria are listed below.

GRADE	1. PROFICIENCY ON LANGUAGE ASSESSMENT	2. DEMONSTRATION OF “BASIC SKILLS”			3. TEACHER EVALUATION & EL COORDINATOR RECOMMENDATION
		OTHER MEASURES	REQUIRED SCORE (Aug-Dec)	REQUIRED SCORE (Jan– Jun)	
Kinder	ELPAC: Overall Performance Level 4	Acadience Composite	26	122	A. Students will qualify on the teacher evaluation criterion based on grades: ELA Report card grades of mostly 3s or 4s, with some 2s (and no 1s). B. If grades are lower than above, teacher may complete a “Teacher Evaluation” form to determine if the student’s grade is not due to language acquisition issues in order to satisfy this requirement.
1	Same as Above	Acadience Composite	113	130	Same as Above
2	Same as Above	STAR IRL <u>or</u>	1.0	1.6	Same as Above
		Acadience Composite	141	190	
3	Same as Above	STAR IRL <u>or</u>	2.9	3.5	Same as Above
		Acadience Composite	220	285	
4	Same as Above	CAASPP ELA <u>or</u>	3 or 4		Same as Above
		STAR IRL <u>or</u>	3.8	4.4	
		Acadience Composite	290	330	
5	Same as Above	CAASPP ELA <u>or</u>	3 or 4		Same as Above
		STAR IRL <u>or</u>	4.4	4.9	
		Acadience Composite	357	372	
6	Same as Above	CAASPP ELA <u>or</u>	3 or 4		Same as Above
		STAR IRL <u>or</u>	4.9	5.5	
		Acadience Composite	344	358	

**Homeless Liaison/McKinney Vento**

**Homeless Liaison**

Homeless pupils have certain rights under California and United States law. For information concerning these rights, please contact the District’s liaison for homeless children and youths, Christy Flores, who may be contacted at 714-424-3691.

**McKinney-Vento Homeless Education Assistance Act**

The McKinney-Vento Homeless Assistance Act is a federal legislation that ensures the educational rights and protections of children and youth experiencing homelessness. It requires all local educational agencies (LEAs) to ensure that homeless students have access to the same free, appropriate public education, including public preschools, as provided to other children and youth.

**Does your living situation meet the definition of homelessness?**

The McKinney-Vento Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. You may be considered homeless if you are:

- Temporarily staying with other people, often called “doubled up”, because you cannot afford to live alone. This can include sharing another person’s house, such as a friend or relative, because you lost your housing or don't have another safe place to go.
- Staying in emergency housing, like emergency or transitional shelters. This can include domestic violence shelters, trailers provided by FEMA (Federal Emergency Management Agency), housing paid for by programs such as Rapid Re-Housing, transitional living facilities, etc.
- Staying in a hotel/motel, cars, parks or any public or private places not designed for humans to live in. This can include camping grounds, cars, or any place outside/not meant for human habitation (abandoned buildings, bus or train station).
- Staying in substandard housing or housing with inadequate space for the number of occupants.

**Additional Definition:**

If you are not living with your parent or guardian, you may be considered an Unaccompanied Youth.

Unsure if you are eligible? Contact the district McKinney-Vento liaison to see what services and supports may be available.

For more information, including rights and services, visit the McKinney-Vento Homeless Education Program website at [www.nmusd.us/homeless](http://www.nmusd.us/homeless) or contact the district’s McKinney-Vento liaison Christy Flores at [cflores@nmusd.us](mailto:cflores@nmusd.us) or 714-424-3691.

**Immigration Status of Pupils****Your Child has the Right to a Free Public Education**

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students’ parents or guardians.
- In California:
  - All children have the right to a free public education.
  - All children ages 6 to 18 years must be enrolled in school.
  - All students and staff have the right to attend safe, secure, and peaceful schools.
  - All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
  - All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

**Information Required for School Enrollment**

- When enrolling a child, schools must accept a variety of documents from the student’s parent or guardian to demonstrate proof of child’s age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

**Confidentiality of Personal Information**

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student “directory information.” If they do, then each year, your child’s school district must provide parents/guardians with written notice of the school’s directory information policy, and let you know of your option to refuse release of your child’s information in the directory.

### **Family Safety Plans if You Are Detained or Deported**

You have the option to provide your child’s school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported. You have the option to complete a Caregiver’s Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

### **Right to File a Complaint**

Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated, or bullied on the basis of his or her actual or perceived nationality, ethnicity, or immigration status.

### **Mental Health and Wellness**

In an effort to continuously support our commitment to promoting the health, safety, and well-being of students, parents, and staff, the Newport-Mesa Unified School District has a variety of resources available both at your school site as well as within the community. To access these supports and for more information about the services available, please contact your school mental health provider (school counselor, school psychologist, or school social worker) or your school’s administrator.

The district has partnered with Care Solace. Care Solace is an online resource with a live 24/7 concierge meant to assist individuals in finding local mental health related programs and counseling services. For more information, visit the [NMUSD Care Solace website](#).

Additional resources, including Suicide Prevention, can be found on the [NMUSD Mental Health and Wellness website](#) and the [NMUSD Family Resources website](#).

For all other information, please contact Student Services at 714-424-5020.

### **NMUSD Parent and Family Engagement Policy**

The Board of Education recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/guardian and family engagement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall consult with parents/guardians to develop meaningful opportunities for parents/guardians and to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The district's Local Control and Accountability Plan (LCAP) shall include goals for parent/guardian involvement, as well as the actions, and services that support those goals. This includes district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060)

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent/guardian and family engagement efforts, including, but not limited to, input from parents/guardians, and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.

### **Title I Schools**

The Superintendent or designee shall involve parents/guardians in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians. (Education Code 11503; 20 USC 6318)

When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities. The Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement activities and shall ensure that priority is given to schools in high poverty areas in accordance with law. (20 USC 6318, 6631)

Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)

1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians
2. Support for programs that reach parents/guardians at home, in the community, and at school
3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians
4. Collaboration with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement
5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/guardian and family engagement policy in accordance with 20 USC 6318.

### **Non-Title I Schools**

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

*A copy of BP [6020](#) is available at [www.nmusd.us](http://www.nmusd.us).*

## Non-Discrimination

The Newport Mesa Unified School District Board of Education is committed to equal opportunity for all individuals in education. District programs, activities, practices, and employment shall be free from discrimination, harassment, intimidation, and bullying based on race, color, ancestry, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression or the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance within a school under the jurisdiction of the Superintendent. Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so.

The Board designates the Assistant Superintendent of Human Resources as the Compliance Officer designated to receive and investigate complaints and ensure District compliance with state and federal laws and regulations including Title IX. The Compliance Officer may designate another District administrator to investigate complaints. If you have a complaint, you are to submit it in writing to:

Sarah Coley  
Administrative Director I, Student Services  
Title IX Coordinator & Compliance Officer  
714-424-5016 scoley@nmusd.us

If you have any additional questions regarding the process, please contact Student Services at 714-424-5016.

*Copies of BP [0410](#), [5145.3](#), and AR [5145.3](#) are available at [www.nmusd.us](http://www.nmusd.us).*

## Professional Qualifications of Teachers

The Every Student Succeeds Act (ESSA) grants parents the right to request information regarding the professional qualifications of the children's classroom teachers, including the following:

- (1) whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- (2) whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- (3) the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- (4) whether the child is provided services by paraprofessionals and, if so, their qualifications.

The District will provide timely notice if your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

If you would like to request information about the professional qualifications your child's teacher and/or paraprofessionals, please contact the principal at your child's school of attendance or Human Resources at 714-424-7550.

## Pupil Fees

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A number of laws do authorize specific fees a school or district may charge. Please note the law does not prohibit a school district or its programs from requesting voluntary donations or engaging in fundraising activities and programs. These donations and fundraising financial contributions are voluntary, and all students will be allowed to participate in school activities and extracurricular activities regardless of whether the parent or legal guardian makes a donation or contribution.

Allegations of unlawful pupil fees are addressed through Board Policy [1312.3](#) - Uniform Complaint Procedures. Complaints regarding pupil fees may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint. A pupil fees complaint may be filed with the school site principal.

*Copies of BP [3260](#) and AR [3260](#) are available at [www.nmusd.us](http://www.nmusd.us).*

### **School Accountability Report Card**

A School Accountability Report Card (SARC) is produced for every school in NMUSD. You can view each School Accountability Report Card at this website: <http://web.nmusd.us/sarc>. If you would like to read a printed version, hard copies are available upon request. Please visit your school's office for more information.

### **Sexual Harassment**

The Newport-Mesa Unified School District Board of Education is committed to maintaining a safe school and working environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students, employees and others at school or at school-sponsored or school-related activities. Board Policies (BP) [5145.7](#), [4119.11](#), [4219.11](#), and [4319.11](#) define sexual harassment to include, but is not limited to:

Unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions:

- (1) Submission to such conduct is explicitly or implicitly a term or condition of a student's academic status or progress or an employee's term or condition of employment;
- (2) Submission to, or rejection of, such conduct by the individual is used as the basis for an academic or employment decision affecting that person;
- (3) The conduct has the purpose or effect of having a negative impact on the student's academic or work performance or has the effect of creating an intimidating, hostile, or offensive working or learning environment;
- (4) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the student or employee regarding benefits and services, honors, programs, or activities available at or through any District program or activity.

Any student who believes that he/she has been subjected to sexual harassment or who has witnessed sexual harassment on school grounds or at a school-sponsored or school-related activity is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of an incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the principal, district administrator or Superintendent.

All allegations of sexual harassment will be investigated in accordance with the law and District procedures outlined in Administrative Regulations (AR) [5145.7](#), [4119.11](#), [4219.11](#), [4319.11](#) and AR [1312.3](#).

Violations of this policy may be reported to a teacher, the principal, supervisor, or directly to the District's Uniform Complaint Officer:

Sarah Coley  
Administrative Director I, Student Services  
Title IX Coordinator & Compliance Officer  
714-424-5016   scoley@nmusd.us

### State Testing/Level of Achievement

The District will provide timely information on the level of achievement of your child in each of the state academic assessments.

More information regarding state testing results is available at <https://web.nmusd.us/departments/education-services/assessment/state-testing-results>.

### Student Use of Technology

Every student in NMUSD participates in a digital learning environment with 1:1 Chromebooks. Parents and students are presented with an Acceptable Use Agreement and other agreements relating to ethical and responsible use of technology. Fees have been established for replacement of damaged or lost equipment and are included in the Acceptable Use Agreement. Parents/guardians may review the agreement on the NMUSD webpage: [www.nmusd.us/etua](http://www.nmusd.us/etua)

Per CA Education Code [51512](#), the use of any electronic listening or recording device in any classroom without the prior consent of the teacher or principal is prohibited.

NMUSD utilizes *GoGuardian* to monitor students' online activity during class when using their district-issued Chromebook. *GoGuardian Parent* is a mobile app designed to provide parents/guardians with insight and control over their student's online activity when on school-managed devices and accounts. For more information, please review the [Getting Started Guide](#).

*Copies of BP [6163.4](#) and AR [6163.4](#) are available at [www.nmusd.us](http://www.nmusd.us).*

### Uniform Complaint Procedure

The Newport-Mesa unified School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints whenever possible and appropriate. Board Policy (BP) [1312.3](#) - Uniform Complaint Procedures (UCP) has been adopted to resolve complaints which cannot be resolved through the informal process. BP [1312.3](#) outlines how complaints alleging violation of state or federal laws



governing educational programs, allegations of unlawful discrimination, harassment, intimidation, and bullying, the charging of unlawful pupil fees and the non-compliance of the Local Control and Accountability Plan (LCAP) are addressed.

The Newport-Mesa Unified School District is committed to providing equal opportunity for all individuals. The UCP shall be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Accommodations for pregnant and parenting students
- Adult education programs
- After School Education and Safety programs
- Agricultural career technical education
- Career technical education
- Childcare and development programs
- Compensatory education
- Consolidated categorical aid programs
- Course periods without educational content
- Discrimination, harassment, intimidation, and bullying in district programs and activities
- Educational and graduation requirements for students in foster care, homeless students, students from military families, and students formerly in a juvenile court school
- Every Student Succeeds Act
- Local Control Accountability Plan
- Migrant education
- Physical education instructional minutes
- Student fees
- Reasonable accommodations to a lactating student
- Regional occupational centers and programs
- School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding
- School safety plans
- School site councils as required for the consolidated application for specified federal and/or state categorical funding
- State preschool programs
- State preschool health and safety issues in license-exempt programs
- Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
- Any other state or federal educational program the State Superintendent of Public Instruction or designee deems appropriate

Complaints alleging discrimination, harassment, intimidation, or bullying must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee. A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred. Complaints, other than issues relating to pupil fees, must be filed in writing with the following designated Uniform Complaint Officer:

Sarah Coley  
Administrative Director I, Student Services  
Title IX Coordinator & Compliance Officer  
714-424-5016    scoley@nmusd.us

A pupil fees and/or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint. A pupil fees complaint may be filed with the school site principal.

If you have any additional questions regarding the process, please contact Student Services at 714-424-5016.

A copy of BP [1312.3](#) - *Uniform Complaint Procedures and the complaint forms are available at [www.nmusd.us](http://www.nmusd.us) or at any school site free of charge.*

**Investigation of Complaint:** The compliance officer shall hold an investigative meeting within five (5) days of receipt of the complaint or within five (5) days of an unsuccessful mediation in which the impartial compliance officer collects information from each party and from witnesses identified by the parties separately in private interviews and then analyzes it to reach a determination. To ensure that all pertinent facts are made available, the compliance officer and the complainant may ask other individuals to attend this meeting and provide additional information.

**Written Decision:** Within sixty (60) days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the District's investigation and decision.

**Appeals to the California Department of Education:** If the complainant is dissatisfied with the District decision may appeal in writing to the California Department of Education within fifteen (15) days of receiving the District's decision. When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and must include copies of the complaint and the District's decision. In addition, the complainant has the right to contact the Office of Civil Rights or the Equal Employment Opportunity Commission to file a claim. A complainant may pursue available civil law remedies outside of the District's complaint procedures. Complainants may seek assistance from mediation centers or public/ private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the District has appropriately, and in a timely manner, apprised the complainant of his/her rights to file a complaint in accordance with 5 CCR 4622. (EC Section 262.3)

Copies of the District's full Uniform Complaint procedures are available at the District's Student Services Office and at each school site. Complaints alleging non-compliance or alleging unlawful discrimination should be directed to the school principal and/or the Director of Student Services:

Sarah Coley  
Administrative Director I, Student Services  
Title IX Coordinator & Compliance Officer  
714-424-5016    scoley@nmusd.us

### **Williams Complaint Classroom Notice**

Notice to Parents, Guardians, Pupils, and Teachers

Pursuant to California *Education Code* Section 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or mis-assignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the

proper credential to teach the class, including the certification required to teach English learners if present.

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

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

4. A complaint form may be obtained at the school office, district office, or downloaded from the NMUSD District Web site at [www.nmusd.us/complaints](http://www.nmusd.us/complaints). You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc>.

## Adams All-Star Home-School Compact

### School Responsibilities

1. Provide an environment at the school that is safe and orderly.
2. Provide rigorous and quality instruction in all curricular areas.
3. Provide instructional programs to meet the needs of all students.
4. Offer social-emotional support and guidance at all times.
5. Celebrate and accept multicultural similarities and differences.
6. Maintain open lines of communication between home and school.
7. Hold at least two parent conferences per year.
8. Make home visits as needed to offer support to students/families.
9. Inform parents of state, district, and school policies.
10. Provide communication during emergencies.

### Parent Responsibilities

1. Show your child that you value education through your actions.
2. Make certain your child attends school regularly and on time.
3. Serve as a partner with your child's teacher and the principal.
4. Be observant of early signs of academic difficulties.
5. Remain open to suggestions to improve outcomes for your child.
6. Be respectful to all staff members and children.
7. Communicate directly to staff members when there is a concern.
8. Attend all parent conferences.
9. Attend students' performances and school events.
10. Attend PTA and ELAC meetings and consider volunteering.

### Student Responsibilities

1. Attend school regularly and on time.
2. Follow all school and classroom rules.
3. Actively participate in the classroom.
4. Treat all students, staff, and teachers with respect.
5. Give your best effort on all assignments.
6. Ask questions when you need something clarified.
7. Turn in completed homework on time.
8. Tell a teacher or staff member when you have a problem.
9. Discuss with your parents what you learned at school.
10. Read at home every day.

I understand the importance of the school experience for every child and my role as a teacher is to provide high quality instruction, meaningful learning experiences, and a supportive and caring classroom environment.

\_\_\_\_\_  
Teacher's Name (print)

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

I agree my participation in my child's education is critical in order to increase his/her achievement and to ensure a positive experience in school.

\_\_\_\_\_  
Parent's Name (print)

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

I realize my education is important to me. It will help me to be a happy and productive member of my community. I know I am the one responsible for my success and will demonstrate my best effort, Be Kind and Work Hard.

\_\_\_\_\_  
Student's Name (print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date