



**COLLEGE PARK**

**Parent and Student Handbook 2023-24**

Revised July 10, 2023

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# WE ARE COLLEGE BOUND!

## College Park Elementary

2380 Notre Dame Road  
Costa Mesa, CA 92626

### Contact Information

**Main Telephone:** (714) 424-7960

**Attendance Line (24/7):** (714) 424-4722

Principal: Alice Formaneck

[aformaneck@nmusd.us](mailto:aformaneck@nmusd.us)

Administrative Assistant: Clarisa Segura

[csegura@nmusd.us](mailto:csegura@nmusd.us)

School Office Assistant: TBD

Nurse: Lindsey Muñoz

[lmunoz@nmusd.us](mailto:lmunoz@nmusd.us)

Health Assistant: Julie Ruiz

[jruiz@nmusd.us](mailto:jruiz@nmusd.us)

School Community Facilitator: Jami Paley

[jpaley@nmusd.us](mailto:jpaley@nmusd.us)

Website: [collegepark.nmusd.us](http://collegepark.nmusd.us)

## 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 College Park School!

College Park Elementary's Vision and Mission Statements The staff at College Park Elementary School believe that all children can learn in a safe, positive environment, which encourages excellence, promotes positive self-esteem, and values individual and cultural diversity. We work fiercely to create a safe, nurturing learning environment, and to provide a rigorous academic program to allow each child the opportunity to reach his or her full potential toward becoming college-ready. The advancing of student achievement in all subject areas is our overarching goal. A special emphasis is placed on creating stimulating experiences that promote and encourage the acquisition of basic literacy and mathematics skills in tandem with critical thinking and problem-solving skills.

We work closely with parents together as a team to reach our collective and individual goals of preparing each student to be college-bound upon graduation from high school. In addition, we offer the district Mandarin Immersion Program in grades K-6th. Mandarin is named as one of the critical languages of the world by the U.S. Congress, and this affords our students entry into the K-12 Mandarin Academy and language proficiency as they progress up through elementary school and continue onto Costa Mesa Middle and High Schools.

## 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

### Instructional Staff

### Legal/Local Non-Student Days

### Classified Staff Holidays

September 4, 2023 .....	Independence Day .....	July 4, 2023
September 27, 2023 .....	Labor Day .....	September 4, 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

## College Park Specific Dates

August 31, 2023	Back to School Night
May 9, 2024	Open House
June 7, 2024	Last Day of School

All Wednesdays are modified release times:

Grades K-3 dismissal: 1:07 p.m.

Grades 4-6 dismissal: 1:11 p.m.

Parents will be notified via email and call outs for most of the above activities

School Calendar of more activities and events will be sent via email to our families



## Daily Bell Schedule

### Transitional Kindergarten and Kindergarten

Monday, Tuesday, Thursday, and Friday		Wednesday (Modified Dismissal)	
8:00 a.m. - 9:50 a.m.	Classroom	8:00 a.m. - 9:50 a.m.	Classroom
9:50 a.m. - 10:10 a.m.	Recess	9:50 a.m. - 10:10 a.m.	Recess
10:10 a.m. - 11:20 a.m.	Classroom	10:10 a.m. - 11:20 a.m.	Classroom
11:00 a.m. - 11:49 p.m.	Lunch	11:00 a.m. - 11:39 a.m.	Lunch
12:09 p.m. - 2:27 p.m.	Classroom	11:59 p.m. - 1:07 p.m.	Classroom
2:27 p.m.	Dismissal	1:07 p.m.	Dismissal
Rainy Day Lunch Schedule: 11:20 a.m. - 11:50 a.m. in the Multi-purpose Room (MPR)			

### Grade 1

Monday, Tuesday, Thursday, and Friday		Wednesday (Modified Dismissal)	
8:00 a.m. - 9:50 a.m.	Classroom	8:25 a.m. - 9:50 a.m.	Classroom
9:50 a.m. - 10:10 a.m.	Recess	9:50 a.m. - 10:10 a.m.	Recess
10:10 a.m. - 11:30 a.m.	Classroom	10:10 a.m. - 11:30 a.m.	Classroom
11:30 a.m. - 12:15 p.m.	Lunch	11:30 a.m. - 12:15 p.m.	Lunch
12:15 p.m. - 2:30 p.m.	Classroom	12:15 p.m. - 1:07 p.m.	Classroom
2:30 p.m.	Dismissal	1:07 p.m.	Dismissal
Rainy Day Lunch Schedule: 11:30 a.m. - 12:00 p.m. in the Multi-purpose Room (MPR)			

### Grade 2

Monday, Tuesday, Thursday, and Friday		Wednesday (Modified Dismissal)	
8:00 a.m. - 9:50 a.m.	Classroom	8:00 a.m. - 9:50 a.m.	Classroom
9:50 a.m. - 10:10 a.m.	Recess	9:50 a.m. - 10:10 a.m.	Recess
10:10 a.m. - 11:40 a.m.	Classroom	10:10 a.m. - 11:40 a.m.	Classroom
11:40 a.m. - 12:25 p.m.	Lunch	11:40 a.m. - 12:25 p.m.	Lunch
12:25 p.m. - 2:30 p.m.	Classroom	12:25 p.m. - 1:07 p.m.	Classroom
2:30 p.m.	Dismissal	1:07 p.m.	Dismissal
Rainy Day Lunch Schedule: 11:40 a.m. - 12:10 p.m. in the Multi-purpose Room (MPR)			

### Grade 3

Monday, Tuesday, Thursday, and Friday		Wednesday (Modified Dismissal)	
8:00 a.m. - 9:50 a.m.	Classroom	8:00 a.m. - 9:50 a.m.	Classroom
9:50 a.m. - 10:10 a.m.	Recess	9:50 a.m. - 10:10 a.m.	Recess
10:10 a.m. - 12:00 p.m.	Classroom	10:10 a.m. - 12:00 p.m.	Classroom
12:00 p.m. - 12:45 p.m.	Lunch	12:00 p.m. - 12:45 p.m.	Lunch
12:45 p.m. - 2:30 p.m.	Classroom	12:45 p.m. - 1:07 p.m.	Classroom
2:30 p.m.	Dismissal	1:07 p.m.	Dismissal
Rainy Day Lunch Schedule: 12:00 p.m. - 12:30 p.m. in the Multi-purpose Room (MPR)			

### Grade 4

Monday, Tuesday, Thursday, and Friday		Wednesday (Modified Dismissal)	
7:58 a.m. - 9:50 a.m.	Classroom	7:58 a.m. - 10:15 a.m.	Classroom
9:50 a.m. - 10:10 a.m.	Recess	10:15 a.m. - 10:35 a.m.	Recess
10:10 a.m. - 12:10 p.m.	Classroom	10:35 a.m. - 12:15 p.m.	Classroom
12:00 p.m. - 12:39 p.m.	Lunch	12:00 p.m. - 12:30 p.m.	Lunch
12:49 p.m. - 2:30 p.m.	Classroom	12:45 p.m. - 1:11 p.m.	Classroom
2:30 p.m.	Dismissal	1:11 p.m.	Dismissal
Rainy Day Lunch Schedule: 12:10 p.m. - 12:40 p.m. in the Multi-purpose Room (MPR)			

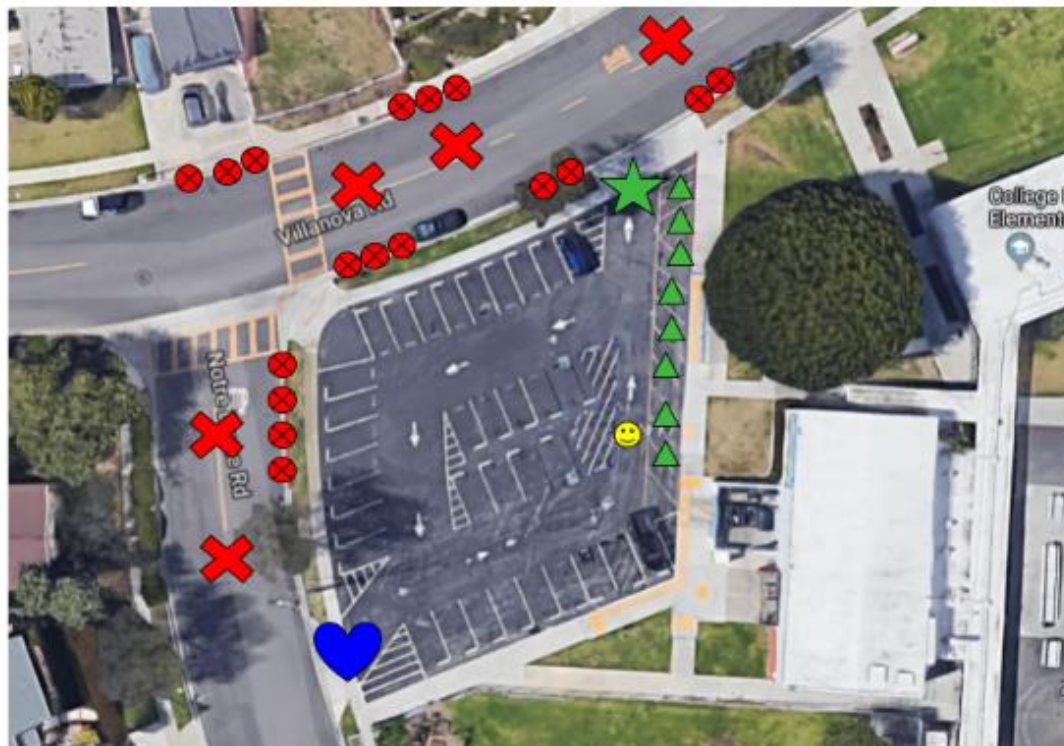
### Grade 5

Monday, Tuesday, Thursday, and Friday		Wednesday (Modified Dismissal)	
7:58 a.m. - 10:15 a.m.	Classroom	7:58 a.m. - 10:15 a.m.	Classroom
10:15 a.m. - 10:35 a.m.	Recess	10:15 a.m. - 10:35 a.m.	Recess
10:35 a.m. - 12:20 p.m.	Classroom	10:35 a.m. - 12:30 p.m.	Classroom
12:20 p.m. - 12:59 p.m.	Lunch	12:20 p.m. - 12:50 p.m.	Lunch
12:59 p.m. - 2:30 p.m.	Classroom	1:00 p.m. - 1:11 p.m.	Classroom
2:30 p.m.	Dismissal	1:11 p.m.	Dismissal
Rainy Day Lunch Schedule: 12:20 p.m. - 12:50 p.m. in the Multi-purpose Room (MPR)			

### Grade 6

Monday, Tuesday, Thursday, and Friday		Wednesday (Modified Dismissal)	
7:58 a.m. - 10:15 a.m.	Classroom	7:58 a.m. - 10:15 a.m.	Classroom
10:15 a.m. - 10:35 a.m.	Recess	10:15 a.m. - 10:35 a.m.	Recess
10:35 a.m. - 12:20 p.m.	Classroom	10:35 a.m. - 12:30 p.m.	Classroom
12:20 p.m. - 12:59 p.m.	Lunch	12:20 p.m. - 12:50 p.m.	Lunch
12:59 p.m. - 2:30 p.m.	Classroom	1:00 p.m. - 1:11 p.m.	Classroom
2:30 p.m.	Dismissal	1:11 p.m.	Dismissal
Rainy Day Lunch Schedule: 12:30 p.m. - 1:00 p.m. in the Multi-purpose Room (MPR)			

## Parking Lot



Symbol	Instructions
	This is the designated drop off and pick up zone. Please only pick up and drop off student(s) in this designated zone. <b>Please pull as far forward as possible before picking up or dropping off student(s).</b> Have student(s) enter and exit the right side of the vehicle.
	These are designated no parking zones. <b>Please do not stop or park in any zones marked with a red curb.</b> Please do not park in the driveway of any homes on the street.
	Please do not stop to drop off or pick up students in the middle of Notre Dame Rd or Villanova Rd.
	This is an <u>enter only</u> driveway into the parking lot.
	This is an exit only driveway for the parking lot. The exit to the parking lot is a right turn only.
	This is the parking lot crosswalk. If you need to cross the parking lot, please do so in this designated crosswalk or use the sidewalk nearest your parking spot.

### Parking Lot Rules

- Pick-up and Drop-off area is in the front by the tree.
- Adult supervision is necessary if there is a need for students to enter the parking lot for pick-up by car.
- Students should wait patiently by the tree for pick-up with our staff.
- Stand patiently in line while waiting for your child. Do not leave car unattended.
- Adult supervision is required for students who cross the parking lot in order to walk home.

## Parking

We have limited parking available at College Park. We have designated drop-off and pick-up areas that are supervised by a member of our team. Our staff will greet you in your vehicle and welcome your child to school each morning. Students should wait by the tree until parents arrive. Please follow the directions indicated in the parking lot information on page 8 of this handbook for the safety of our students and staff. Drop-off and pick-up is not allowed in the back lot because there is no adult supervision available. Please allow extra time during rainy weather.

We ask that you do not double park or park in the red zones. 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.

Visitors/Families are asked to park off-site adjacent to the school. Parking on-site is reserved for staff. Please respect the neighbors and do not block their driveway access. Obey all parking signs. We are always looking for ways to improve our current parking situation and we welcome your suggestions.

## Bicycles

Students in grades 2-6 may ride a bicycle to school providing that the following conditions are met:

- Students must have a parent's approval to ride a bike to/from school
- Bicycles must be locked to a bike rack in the designated lock-in areas
- Riders must wear helmets
- Bicycle must be walked after entering school grounds. No riding on campus.

### **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.

### **Transportation Not Allowed on Campus**

The following items are not allowed on campus at any time. Signs are posted as a reminder.

- Skateboards
- Rollerblades
- Razor Scooters
- Roller Skates/Roller Shoes

### **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.

### **Absence(s) - How to Report**

If a student is absent, parents must notify the school by telephone using the 24-hour Attendance Hotline (714) 424-4722. This is 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.

### **Tardiness**

Students should arrive at school before the 8:00 a.m. bell. Students are considered tardy if they are not at flag deck or in their classroom by the 8:00 a.m. bell. This is critical as important learning takes place from the first minute of the school day. Punctuality is also an important life skill to teach children. Students arriving at school on time also cut down on disruptions to the class that result from students entering the classroom late. Should your child arrive at school after the bell has rung but before 8:30 a.m., he/she should proceed to the office to receive a tardy slip. Your child will be provided with a slip to give to his/her classroom teacher. Please provide a doctor's note or dental appointment slip when signing your child in for the tardy to be excused.

### 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 send a note to your child's teacher on the date of the appointment including the pick-up time. When you arrive, please use the sign-out sheet in the office to indicate your child's departure time. Students arriving at school late due to medical or dental appointments should 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. Students will only be released to adults listed in the Aeries Database as authorized Emergency Contacts. Please keep this information up-to-date. Students need to be signed-out in the office on the sign-out list.

### Dismissal from School

After school is dismissed students should either be picked-up by a parent/guardian/authorized delegate or proceed to after-school care (ROCKS or Project Kidz Connect). There is no school sponsored supervision available on the playground or in the office. If you would like information about after school care, please visit our website.

### 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, optometrical, 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 schoolday-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.

### Student Behavior Expectations

- Respect the rights of others.
- Keep hands, feet, and objects to yourself.
- Follow directions the first time.
- Use appropriate language.

- Get permission from the person on duty to leave the Flag Deck area one person at a time to go to classrooms or restrooms.
- No toys, handheld games, cellular telephones, music players, cards, balls, etc. are allowed at Flag Deck.
- Stay away from the classrooms.
- Sit in assigned classroom area (no wandering).
- Talk quietly with friends sitting nearby.
- Read a book.

## **Playground Rules**

For the safety of our students and staff, we have the following rules in place for the playground.

### **Playground Behavior**

- Respect the rights of others and keep safety in mind.
- Keep hands, feet, and objects to yourself.
- Follow directions the first time.
- Use appropriate language at all times.
- Help keep the school clean. Discard trash in the trash cans.
- Use bathrooms and drinking fountains properly before the bell rings.
- Eat only at the lunch tables for the first 15 minutes of recess.
- Get permission from the person on duty before leaving the playground to go to the office.
- No personal toys, radios, cell phones, iPods, or other electronics are allowed on the playground.
- No playing tag on the blacktop.

### **Playground: Assigned Playing Areas**

- Blacktop
- Grass fields

### **Playground: Restricted Areas**

The following areas are off-limits to playing during recess and at all times.

- Quad (students may not walk or play in the Quad during recess or lunch)
- Hallways
- Classroom Areas
- Tables (on or near)
- Bathrooms
- Near the neighboring fences
- In or around the portable bathrooms
- On or around railings
- Never behind buildings

### **Bell Rules**

When the bell rings:

- Stop playing
- FREEZE
- Listen for the whistle
- Walk directly to your line
- Do not get drinks or use the bathroom

## **School Rules**

At College Park school, we have rules to ensure proper behavior at all times.

### **Treat others with courtesy and respect**

- Take turns and share
- Try to solve problems using words



- 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

### **Walk - don't run!**

For the safety of our staff and students no running in the hallways, walk areas, classrooms, or office area. Walk at all times.

### **Parking**

Enter and exit the parking lot using appropriate routes. Please refer to the "Parking Lot Traffic Flow" information provided on page 6 of this handbook.

### **Arrival at School**

Students should arrive at school no earlier than 7:30 a.m.; supervision begins and breakfast is served at 7:30 a.m.

Students are to remain on the blacktop until it is time to proceed to class (no dropping materials off in the classrooms)

### **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.

### **Classroom Doors**

For the safety of our students, we have marked the classroom door swing areas with red paint. Students should walk around these red painted lines, not through them.

### **Bicycles**

Bicycles should be walked on campus. Scooters, skateboards, and rollerblades are not allowed on campus.

### **Cafeteria**

Please stand in line, quietly and patiently.

### **Snack/Lunch**

Food may only be eaten at the lunch tables and is not allowed on the playground. Please discard all trash. Wait to be excused by a member of our staff.

### **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

### **Cell Phone 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](http://www.nmusd.us) at [www.nmusd.us](http://www.nmusd.us).

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.

Students may use phones in the school office (with teacher permission) to contact their parents if they have an emergency during the school day. Should you need to reach your child, 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 will be happy to assist you should there be last minute changes at least 10 minutes before school is out, due to the busyness of the office we cannot guarantee to get a message to a student within 10 minutes of school being dismissed.

To ensure the safety of our students, College Park 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 Cellular Phone policy.

### **Dress Code**

College Park students are encouraged to arrive at school dressed appropriately for learning. Student appearance must not distract from the learning process. Modest dress is required. Shoes must be worn at all times. Students are asked to wear closed-toe shoes while on the playground and in physical education classes for safety reasons. Please reference the District Student Dress Code Policy 5132 for more details.

### **Visitors/Volunteers**

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>).

### **Personal Belongings/Lost and Found**

All personal belongings should be clearly marked with your child's first and last names. Lost articles of clothing, lunch bags, and backpacks may be retrieved from the Lost and Found box in the Multi-purpose Room (MPR). Toys and electronic games/devices are not permitted at school. Two or three times each year, we will do a call out to our families to claim any items their child may have misplaced. Parents are always welcome and encouraged to visit the Lost and Found box in the MPR to claim misplaced items. At the end of each trimester during the school year, all items unclaimed will be donated to local homeless shelters.

### **Classroom Disruption**

We will not interrupt classroom instructional time to relay a message to staff or students unless it is an emergency. Please share after school plans with students before arrival at school. Please contact staff prior to instructional time or via e-mail, as staff's focus during the instructional day is on teaching students and they will respond to your message or email outside of instructional time.

## 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: Kyndal Jack  
Cafeteria Assistant: Berenice Ambriz

### **Forgotten Lunches**

Please label lunches clearly marked with the students' name, room number, and teacher's name, and leave in the office for students to pick-up during recess or lunch time. Parents may not interrupt classes to drop off lunches.

### **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:

#### **Project Kidz Connect**

After-school programs to provide additional instruction and support (Project Kidz Connect 1st-6th grade). For more information, contact Project Kidz Connect at 949-515-6786.

#### **ROCKS**

After school program to keep kids engaged in physical activities, arts and crafts and other activities (Grades Kindergarten through 6<sup>th</sup> grade).

## Parent and Family Engagement

College Park Elementary has a written policy jointly developed with parents on parent rights and responsibilities. [Education Code 1101(b)]. It has distributed the policy to parents of students. College Park Elementary policy describes the means for carrying out the following parental involvement requirements. [Education Code 11501].

College Park Elementary promotes a shared responsibility among parents, school staff and students for the intellectual, physical, emotional and social development and well-being of students.

College Park Elementary promotes student academic achievement on state standards and will assist parents with the manner in which they may support achievement and the learning environment of their children including:

- a. monitoring attendance of their children
- b. ensuring that homework is completed and turned in on a timely basis
- c. encouraging and facilitating the participation of children in extracurricular activities
- d. monitoring and regulating the television viewed by their children
- e. working with their children at home in learning activities that extend classroom learning
- f. volunteering in their children's classrooms or for other activities at home and
- g. participating, as appropriate, in decisions relating to the education of their own children in the total school program \*

### Parent / Family Engagement for Title I Schools

College Park Elementary 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:

Annual Parent Meeting on, January 26, 2024

The school distributes the policy to parents and family members of Title I students by doing the following:

Providing opportunities to be involved through meetings and events held on different days and times of the week. Meetings and parent education trainings are scheduled before school, during school, after school, and in the evening, for all parents of students in preschool through 6th grade.

Parents are provided the opportunity to attend parent teacher conferences twice per year to discuss their child's progress and ways they can be more involved in their child's education. Parents of students with special needs are entitled to the laws that govern special education, and we accommodate all parent requests for additional IEP meetings.

### Involvement of Parents in the Title I Program

To involve and engage parents and family members in the Title I program at College Park, 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 was held on:

January 26, 2024

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, child care, 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:

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:

Annual Back to School Night and Open House Parent Conferences two times each year ELAC and PTA Meetings; SST and PIC Preschool PEP Classes - open to all K-6 parents Parent to Parent 8 week parent education program

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: Discussions about parent needs are held at PTA, SSC, and ELAC meetings, as well as in private with the School Community Facilitator. Parent Education classes promoting family literacy and nutrition are held throughout the year.

The Single Plan for Student Achievement

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:

Parenting Wisely and Nutrition Network classes; Community Facilitator provides numerous resources and materials to parents both individually and at ELAC/PTA Meetings.

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: College Park Elementary 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 any and 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: Title I parents are involved in the joint development of the school plan through their participation in School Site Council, ELAC, and PTA. Parents are involved in the development of the needs assessment survey administered in the spring of each year.

**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)) Parents and community are encouraged to participate in the following types of parent and school activities: • Pre-School and Mandarin Immersion Parent Orientation (August) • Annual Back to School Night (September) • Open Library Check out for Parents (September - June) • Parent Conferences two times each year with interpreters provided for Spanish speaking parents (November and March) • Any other parent conferences as needed. • Book Fair for families • Holiday Programs and off-site concerts • Monthly PTA Meetings • Family Nights (camp-out, family activity nights, family restaurant nights) • ELAC meetings (four times each year) • Parent Orientation for kindergarten enrollment (March) • Other Parent Education programs offered based on parent interest and need • Open House (May) • Annual Parent and Volunteer Recognition Event (June) The activities the school will carry out to address this requirement include:

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: The same strategies for parent involvement are provided through School Site Council, PTA, and ELAC.

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 The Single Plan for Student Achievement 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 following are examples of ongoing parent and community communication techniques used: □ Utilization of District Blackboard prior to school-wide events such as Back to School Night, conferences, Open House, and PTA Events and meetings. □ School marquee with weekly and monthly events updated regularly. □ Loop Mail and Web News □ School newsletters and school flyers □ Parents encouraged to attend flag deck to hear daily announcements. □ Classroom newsletter/announcements/flyers. □ School Website and teacher web pages. □ All written and oral communication from school goes out in both English and Spanish. □ Copies of priority grade level standards, report cards, and IEPs in Spanish provided. The activities the school will carry out to address this requirement include:

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: The parent school compact is reviewed at a general parent meeting as well as by the School Site Council.

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: College Park provides written communication to all parents regarding their right to request information about the qualifications of the College Park staff.



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: Staff is informed of feedback from parent surveys and encouraged to elicit parent involvement in their respective classrooms.

Accessibility College Park Elementary to the extent practicable, provides opportunities for the informed participation of all parents and family members (including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory students) including providing information and school reports are provided in a format and language that parents understand.

## 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>.

## Home-School Compact

This form must be signed and returned to your child's teacher.

### 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

- A. Show your child that you value education through your actions.
- B. Make certain your child attends school regularly and on time.
- C. Serve as a partner with your child's teacher and the principal.
- D. Be observant of early signs of academic difficulties.
- E. Remain open to suggestions to improve outcomes for your child.
- F. Be respectful to all staff members and children.
- G. Communicate directly to staff members when there is a concern.
- H. Attend all parent conferences.
- I. Attend students' performances and school events.
- J. Attend PTA and ELAC meetings and consider volunteering.

### Student Responsibilities

- A. Attend school regularly and on time.
- B. Follow all school and classroom rules, and demonstrate ROARS.
- C. Actively participate in the classroom.
- D. Treat all students, staff, and teachers with respect.
- E. Give your best effort on all assignments.
- F. Ask questions when you need something clarified.
- G. Turn in completed homework on time.
- H. Tell a teacher or staff member when you have a problem.
- I. Discuss with your parents what you learned at school.
- J. 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 efforts.

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

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

\_\_\_\_\_  
Date