



ENSIGN INTERMEDIATE SCHOOL
KINDNESS-RESPECT-PERSEVERANCE

Parent and Student Handbook 2023-2024

Last Revised: July 13, 2023

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Campus Phone Directory

Administration

Samantha Payne, Principal	515-3350
Bonnie Hinton, Asst. Principal 8th Grade	515-3340
Heidi McDowell, Asst. Principal 7th Grade	515-3358
Ashly Reilly, Administrative Intern	515-3351

Administration Office

Rhonda Webber, Office Manager	515-3344
Vivicki Duval, Support Secretary	515-3349
Maria Sierra, Office Support	515-3362

Activities

Lindsey Charron, ASB Advisor	515-3711
Jeanie Pham, ASB Accountant	515-3348

Athletics

Kari Rush, Athletic Director	515-3345
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Attendance

Sharon deVera, Attendance Tech	515-3363
Attendance Hotline	515-3342

Cafeteria

Teasha Outlaw	515-3347
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Counseling

Jennie Alvarez, 7th Grade	515-3357
Tracie Cagen, 8th Grade	515-3356

Fax Numbers

Front Office	515-3370
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Library

Cathie Schaffer, School Librarian	515-3377
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Technology

Kristi Kirsch	515-3797
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Maintenance

Raul Serrano Arriola, Plant Manager	515-3373
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Records

Sothea Kau, Registrar	515-3359
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School Community Facilitator

Ilse Taborga	515-3352
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School Security

Frank Gamboa, Campus Security Officer	515-3712
Greg Reynolds, Campus Security Officer	515-3712

Student Health

Nurse	515-3374
Health Clerk	515-3343
Gabby Campbell, Psychologist	515-3360
Jessica Dutchover, Speech Therapist	515-3353

School Website

Please visit our school website at <http://ensign.nmusd.us> for the most up-to-date information regarding our bell schedule, school calendar, and links to faculty members.

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.

Student and parent contact information can be updated throughout the year via the [Aeries Parent Portal](#).

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.

Principal's Message

Ensign Seabees -

Welcome to the 2023-2024 school year! We are excited that you will be part of the legacy of excellence at Ensign. Ensign takes great pride in our school unity, diversity, and core values. We recognize our core values in our students and staff and celebrate **kindness, respect, and perseverance**. Instilling these core values in all of our students will provide the tools needed to develop into confident, positive, and productive individuals.

Students at Ensign have opportunities to excel academically, athletically, and in extracurricular activities. Your connection to school through your teachers and activities on campus is an indicator of your future success and a great way to prepare for high school. We also have many opportunities for parent participation and welcome involvement in our school community.

Our staff at Ensign focus on eliciting and responding to student thinking as well as building in opportunities for student connection. Ensign is committed to preparing students for high school, college, and career so that all Seabees develop skills to be successful in life no matter what path they choose. Students will become highly proficient with writing claims supported by evidence, using analysis and critical thinking skills, receiving actionable feedback to improve their work, and articulating their understanding verbally.

We are incredibly fortunate to have caring and committed staff, talented and motivated students, and a supportive community of parents and guardians. This strong foundation allows our diverse community to thrive and make Ensign a wonderful place for middle school students to learn and grow into successful members of society.

Looking forward to an outstanding 23-24 school year!

Go Seabees!

Samantha Payne, Principal

2023-24 NMUSD 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 (TK-6 Students Only - Local Non-Student Day)	(Wed) September 27, 2023
Elementary Conference Day TK-6 Teachers (TK-6 Students Only - Local Non-Student Day)	(Wed) October 25, 2023
TK-12+ Staff Development Day for Teachers (TK-12+ - Local Non-Student Day)	(Wed) November 1, 2023
Secondary Preparation Day for Teachers (7-12+ Students Only - Local Non-Student Day)	(Fri) December 22, 2023
Elementary Conference Day TK-6 Teachers (TK-6 Students Only - Local Non-Student Day)	(Wed) March 13, 2024
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

Ensign Intermediate Important Dates

First Day of School	August 21, 2023
Labor Day (No School)	September 4, 2023
Back to School Night	September 14, 2023
Early Dismissal (12:50)	September 15, 2023
Staff Development (No School)	November 1, 2023
Veterans Day (No School)	November 10, 2023
Early Dismissal (12:50)	November 21, 2022
Thanksgiving Recess	November 22-24, 2023
End of First Semester	December 21, 2023
Teacher Prep Day / Non-Student Day	December 22, 2023
Winter Recess	December 25-January 5, 2024
First Day of Second Semester	January 8, 2024
Martin Luther King Jr. Day (No School)	January 15, 2024
President's Recess	February 19-23, 2024
Open House	March 28, 2024
Early Dismissal (12:50)	March 29, 2024
Spring Recess	April 8-12, 2024
Memorial Day (No School)	May 27, 2024
Early Dismissal (12:50) Final Week	June 3-6, 2024
Promotion	June 5, 2024
End of Second Semester/Last Day	June 6, 2024

Campus Bell Schedules

Regular Day Schedule

Period	Begins	Ends
1	8:15	9:05
2	9:10	10:00
Nutrition	10:00	10:10
3	10:10	11:00
4	11:05	11:55
5 – lunch 8th	11:55	12:25
5 – SSR 7th	12:00	12:30
6 – lunch 7th	12:30	1:00
6 – SSR 7th	12:30	1:00
7	1:05	1:55
8	2:00	2:50

Collaboration Day Schedule - Wednesdays

Period	Begins	Ends
1	8:15	8:55
2	9:00	9:40
3	9:45	10:25
Nutrition	10:25	10:40
4	10:40	11:20
7	11:25	12:05
8	12:10	12:50

Assembly Schedule

Period	Begins	Ends
1	8:15	8:55
2	9:00	9:40
Nutrition	9:40	9:50
3	9:55	10:35
4 – 7th assembly	10:40	11:25
4 – 8th assembly	11:30	12:15
5 – lunch 8th	12:15	12:45
5 – SSR 7th	12:20	12:50
6 – SSR 8th	12:50	1:20
6 – lunch 7th	12:50	1:20
7	1:25	2:05
8	2:10	2:50

Topics A-Z

Academic Honor Policy

1. Before, during and after examinations, the student shall use only those materials allowed by the teacher, including district issued Chromebook, or those made available to all students by the teacher.
2. Students shall respect another student's right to privacy of materials, tests, or property.
3. Students shall behave in an honorable way as not to either acquire or provide an unfair advantage over fellow students or to hinder other students' progress.
4. When doing research assignments, students shall give proper credit (footnotes, citations, Internet, and/or bibliography in compliance with teacher instructions) to those sources used to avoid plagiarism.

Plagiarism is "taking ideas or writing from another person and offering them as your own." Cutting and pasting ideas into a document from an electronic source is unethical and could be illegal. When using someone else's work, be sure the author is given credit.

Consequences for Academic Dishonesty

First Offense - Teacher assigns an "F" or zero for the work in question and notifies the parent/guardian; the teacher will refer the incident in writing to administration; administration may assign detention; student may lose designation in academic honors and access to extracurricular activities. The student's quarter citizenship grade will be impacted.

Second Offense - Teacher assigns an "F" or zero for the work in question; teacher notifies the parent/guardian; teacher will refer the incident in writing to administration; administration may meet with the parents and place on a behavior contract; administration may assign further interventions; student may lose designation in academic honors and access to extracurricular activities. The student's quarter citizenship grade will be impacted.

Arrival/Dismissal

Student Drop Off Lot

Parents dropping off or picking up students should do so in the pull-through lot off Cliff Dr. There is no student drop off or pick up in the staff lots off Irvine Ave.

Bike Riders

Bike riders are expected to enter campus by walking on the sidewalks. Bike riders can enter at the front school gate off Cliff Drive, or the gate off Irvine Avenue and Beacon Road. The gate off Irvine and Beacon is for bikes and skateboards only. No pedestrians may enter or exit from this gate. Bike riders can leave campus through the Irvine gate and go either straight down Beacon or right on Irvine. Bike riders can also access Cliff Drive through the front gate of campus.

Pedestrians

Pedestrians can use any of the sidewalk areas including the sidewalk and ramp that goes around the parking lot. Pedestrians are to avoid walking through the parking lots and be aware when crossing driveways.

Bus Riders

Bus riders will be picked up and dropped off in the front of the school near the corner of Cliff Dr. and St Andrews Dr.

ASB (Associated Student Body)

ASB is the student governing body of the school. All students can benefit from participating in their student government. Student government, which includes the ASB Executive Council and Student Congress, provides opportunities for leadership experience and organizes activities that contribute to the quality of student life at Ensign. Elections for ASB and class officers are held in the spring.

ASB Window/Student Store

The student store is located outside the front office facing the Ensign Library. The student store sells PE locks, sells PE clothes, accepts payments for student activities including field trips and dances, and handles ID card replacement. You may access the online [webstore](#) to preorder items.

Athletics

Ensign offers competitive after school boys' and girls' sports throughout the year including basketball, volleyball, cross country, soccer, and track. Please check the athletics homepage for updates on tryouts.

Fall - boys' volleyball and girls' basketball

Winter - girls' volleyball, boys' basketball, and cross country

Spring - boys' and girls' soccer and track and field

Year Long-cheer squad

Eligibility Criteria

To be eligible to participate in, athletics students must maintain the following:

- A minimum 2.0 GPA (Grade Point Average)
- No more than one unsatisfactory mark in citizenship (U's), assigned by more than one teacher.
- Eligibility status runs from one quarter/grading period to the next.

*Students' ability to participate in other co-curricular activities such as music performances, drama performances, school dances, student government and field trips may also be impacted by these criteria.

Please visit the [NMUSD Athletics website](#) for board policies, participation forms, the NMUSD Athletics Handbook, and other resources.

Attendance/Absences

Student attendance is directly related to success in school. Students who are frequently absent may be jeopardizing their immediate academic success, participation in sports and clubs, 8th grade activities, and promotion. Attendance is taken every day in every class and students are required to be in class on time.

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.

Copies of [Board Policy 5113](#), [Administrative Regulation 5113](#), and [Administrative Regulation 5113.1](#) are available at www.nmusd.us.

Absence Procedures

It is a parent's/guardian's responsibility to clear their student's absence or tardy by providing the school a reason for the absence. A written note or parent/guardian phone call is required within **three days** of the absence. The note or phone call must be sent to the Attendance Office, not individual teachers, to excuse the absence or tardy. Parents/guardians may call the Attendance Office at **(949) 515-3363** or call the **Hotline (949) 515-3342** and may leave a message in English or Spanish.

Written notes and phone calls must include the following information:

1. Student's full name
2. Student ID number
3. Date(s) of absence and period(s) missed
4. Specific reason for absence
5. Parent/guardian contact phone number
6. Parent/guardian signature (note only)

Any absence that is not cleared by a parent/guardian note or phone call by 3p.m. on the third day will be recorded as a CUT. No changes will be made to the attendance record thereafter. Unverified absences are marked as TRUANCY after three days.

Automatic Absence Notification

The district automatic dialer program attempts to call home and notify parents of unexcused absences. The automatic dialer is programmed to call the home of any student who has an uncleaned absence between the hours of 6 p.m. and 8p.m. Calls are made every day, and if parents cannot be reached, a message is left on answering machines or voicemail. Parents are responsible if students pick up messages and fail to pass the message to a parent in a timely fashion. If you feel the absence was in error, please have your student contact the teacher directly or go to the Attendance Office for an attendance printout.

Make Up Work Following an Absence

Students are responsible to make arrangements with the classroom teacher for work missed due to an absence.

1. Students shall be allowed to complete all assignments and tests missed during an excused absence or while on an independent study contract.
2. Students may be allowed to complete schoolwork missed during an unexcused absence at the discretion of the classroom teacher.
3. Students who miss school due to a suspension may be required to complete any assignments or tests missed at the teacher's discretion.
4. Students who are truant to school forfeit the right to make up assignments and tests.

Upon request, the teacher will provide information or make-up work during the student's absence. Parents/guardians can request homework from the teachers on behalf of their student who is ill for three or more consecutive days. Many teachers also post class assignments on their Schoology website. Requests for make-up work should be made directly to teachers. If there are extenuating circumstances or a need for confidential communications, please contact the grade-level counselor.

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. Student holidays are listed below for your reference.

- | | |
|---------------------|-----------------------|
| • September 4, 2023 | Labor Day |
| • November 1, 2023 | Staff Development Day |
| • November 10, 2023 | Veterans' Day |

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|---|-----------------------------|
| • November 22 - 24, 2023 | Thanksgiving Recess |
| • December 22, 2023 | Preparation Day (7-12) |
| • December 25, 2023 - January 5, 2024
(School resumes Monday, January 8, 2024) | Winter Recess |
| • January 15, 2024 | Martin Luther King, Jr. Day |
| • February 19 - 23, 2024 | President's Recess |
| • 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. Unexcused Absences or tardies also include over-sleeping, car trouble, driver's test, out-of-town visitors, weddings, missed the bus, personal/business reasons, out of gas, and traffic citations.

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. When a student has had 10 absences in the school year for verified illness, any further absences for illness must be verified by a physician (NMUSD Administrative Regulation 5113).

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.

Grade Reduction/Loss Of Academic Credit (EC §§48205, 48980)

Your child may not have his/her grade reduced or lose academic credit for any absence or absences excused under Education Code section 48205, when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

Excuse To Obtain Confidential Medical Services (EC §46010.1)

Pupils in grades 7 to 12 may be excused from school for the purpose of obtaining confidential medical services, without the consent of the pupil's parent/guardian.

Pregnant And Parenting Pupils (EC §§ 222.5, 46015, 48205, 48980)

A pregnant or parenting pupil is entitled to eight weeks of parental leave from school, as specified, but is not required to take all or part of the leave. Absences taken for parental leave shall be excused absences until the pupil is able to return to school. A pupil will not be penalized academically for leave taken and is entitled to opportunities to make up work missed during his/her leave, including makeup work plans and reenrollment in courses.

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.)

SARB Process

Students who exhibit repeated truancy are subject to be placed in the SARB (Student Attendance Review Board) Process by the NMUSD School District.

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.

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.

Middle Schools — Class 3 eBikes (Per CA AB1096), and any other motorized vehicle are prohibited on campus by middle school students. Any students with a Class 3 eBike on campus will have the eBike confiscated and parent pick-up will be required. [*Use of Class 3 eBikes (Per CA AB1096) requires the operator to be a

minimum of 16 years old.]

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.

Care Solace

The Newport-Mesa Unified School District fosters a culture that promotes the health, safety, and well-being of students, parents, and staff. To continuously support this commitment, 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. Care Solace is a tool for school staff and families to connect with community-based mental healthcare resources and providers. Their proprietary care navigation system taps into a vast database of mental healthcare resources to find carefully vetted local therapists and programs in minutes.

School district families and staff may access Care Solace services in two ways:

1. Call (888) 515-0595 to speak with someone from your concierge team. Representatives are standing by to take your call or email 24/7.
2. Visit the custom NMUSD Care Solace Page: <https://www.caresolace.com/site/nmusd>

Cell Phones

NMUSD recognizes that the use of smartphones and other mobile communication devices on campus may be beneficial to student learning and well-being but could be disruptive of the instructional program in some circumstances. The district permits limited use of mobile communication devices on campus in accordance with law and Board Policy 5131.8.

At Ensign, students are not permitted to use cell phones or play video games during instructional hours. Cameras, calculators, etc, should only be used with the teacher's permission. The device should be stored in the "off" position and not visible during the school day. Electronic devices may only be used before or after school. Smart watches, headphones, and other such devices may fall under this policy if they are utilized for activities that present distractions to the learning environment. **"If we see it or hear it, we take it."**

The opportunities for students to develop social skills, improve focus on education, and to eliminate distractions are the top priorities of the cell phone policy. Staff and teachers will address students that violate the policy. Cell phones and other electronic devices (including headphones and smart watches) will be confiscated by staff and teachers and given to the front office. The office tracks the infractions for each student.

For the first infraction, students may pick up their cell phone or other device at the end of the school day. If a student receives **three** infractions, an electronic message will be sent to the parent or guardian notifying them of the infractions. If a student receives **four** infractions, an electronic message will be sent to the parent or guardian notifying them and parent or guardian pick-up will be required as well as a meeting with a school administrator. If a student fails to hand over the device to the teacher, he/she will be considered in defiance of authority.

A copy of [Board Policy 5131.8](#) is available at www.nmusd.us.

Class Link

ClassLink is the single point of sign in for student accounts. Students use their N-MUSD Google account to access resources and important applications. The applications include *Schoology*, *SchoolLinks*, and *Google Drive*.

Closed Campus

Students are not allowed to leave campus at break, lunch, or any other time unless they have specific permission from the Attendance Office. To leave campus during the school day, students must bring a note to the Attendance Office before school. The Attendance Office will issue an off-campus pass and the absence will be verified.

Students who become ill or are injured during the school day **MUST** report to the Nurse's Office and be signed out before leaving campus.

In the event of an emergency, a parent/guardian must come into the Attendance Office and sign the student out of school.

Clubs and Organizations

All clubs must be approved by ASB and school administration, as well as meet specific criteria and create a club constitution.

At the beginning of each school year the ASB hosts our annual Club Fair. During this time, students will have the opportunity to learn about and sign up for various clubs or create a new club. All students are encouraged to participate in at least one club.

Counseling

The Counseling Office is open for service from 7:45 am to 3:00 pm. For parent conferences or to discuss school plans, class changes, or social-emotional concerns, counselors are available by appointment at (949) 515-3349. Students may also contact their counselor via Schoology message or email to schedule an appointment before school, during nutrition, lunch breaks, and after school. Please see your counselor about additional supports as follows:

Tutoring: After school tutoring is held in the library for one hour on Tuesdays and Thursdays. A late bus is provided for students with an NMUSD bus pass.

Zen Den: The Zen Den is located in Room 1 and is a place where students can access various levels of social emotional support. A calendar of events and availability is posted at various locations on campus and shared with students. The calendar includes special events, drop in availability, and activities facilitated by student and staff groups.

Delivering Messages or Items for Students

Since it is our desire to maintain a learning environment that is uninterrupted, the Attendance Office will not deliver items or messages to students in non-emergency situations. Students are responsible for bringing everything they may need at the start of the school day. This includes homework assignments, study materials, uniforms, athletic equipment, and lunches. We do not relay phone messages to students except in the case of an emergency. Please remind the students of doctor and other appointments and transportation arrangements before the student leaves home in the morning. We appreciate your understanding that instructional time should not be interrupted.

Delivery Services

For the safety of our students and staff, food or other delivery services (i.e. DoorDash, Uber Eats, etc) will not be permitted during the school day. All deliveries for students must be made by the parent/guardian and dropped off after checking in with the front office. Deliveries attempted from a service will be turned away and/or disposed of.

Detention

On campus detentions are held during student lunch and after school. Detentions are assigned based on referrals to administration and per Ensign's tardy policy.

Discipline

In the Newport-Mesa USD, we closely follow the California Education Code for discipline. We believe in progressive discipline, with high levels of accountability and support, when appropriate. This can include a variety of interventions, including other means of correction and alternatives to suspension. When necessary and at the discretion of the site administrator, suspensions will also be used when a student's behavior and choices result in the need for such action. In the most significant and serious of incidences, a student may also be recommended for expulsion to the Office of Student Services.

To learn more about the specific disciplinary practices at your school, please contact a site administrator.

Copies of BP [5144](#), [5131](#), [5144.1](#) and AR [5144](#), [5144.1](#), [5144.2](#) are available at www.nmusd.us.

Dress Code

Appropriate dress and grooming contribute to a productive learning environment. Newport-Mesa expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

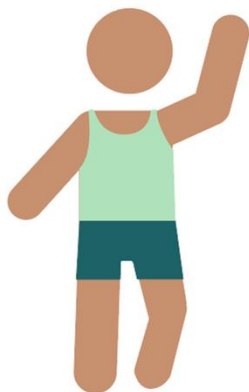
Students at Ensign Intermediate are expected to always dress appropriately on campus and at all school-sanctioned functions. Students in violation of dress code will be required to change into school-appropriate attire. It is at the discretion of the school to add more stipulations at any time.

Dress is a form of expression that may affect student behavior and self-image. Ensign prohibits clothing that is considered gang-related.

Students must wear clothing that follows the guidelines below:

- Hats, beanies, hoods, and scarves must not obstruct the view of the person's face.
- Clothing, hats, beanies, stickers, buttons, backpacks, or keychains that contain crude or vulgar language, inappropriate drawings or references to alcohol, drugs, tobacco, violence, sex, slogans or words that degrade any gender, cultural, ethnic, political, or religious group, reference gangs, contain tagging-style writing or pictures are prohibited.

In order to keep it simple for everyone, please notice the image below. All of the clothed areas must be covered on all students.



- Students may not wear muscle shirts, tube tops, shirts that reveal bare midriffs, or having plunging necklines, spaghetti straps, bathing suits, or exposed undergarments.
- Shorts and skirts that are excessively short or expose undergarments are prohibited.
- Students may not wear jewelry that includes metal studs or spikes.
- Athletic shoes with spikes or cleats, extremely high heels or platform shoes that may cause injury are prohibited (note that shoes must be worn at all times).

Consequences:

- Students may be asked to modify clothing or a change of clothes will be issued to student
- Parent/guardian may be contacted to bring a change of clothing
- Student may be sent home from school
- Detention
- Team guidance

Copies of [Board Policy 5132](#) and [Administrative Regulation 5132](#) are available at www.nmusd.us.

Emergency Procedures

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.

Forgery Policy

Forged or altered notes, forged parent signatures on school documents, readmits, call slips, off-campus passes, or fraudulent phone calls to the Attendance Office will result in detention, suspension, or other consequences per administrative discretion.

Gum Policy

In order to keep our campus clean and sanitary, we do not allow students to chew gum while at school, at any school activities, or athletic events. If we find a student chewing or in possession of gum, they will be asked to throw it away. If they wish to save unopened gum, the student's parent/guardian can come to campus to pick it up. Multiple gum violations can result in disciplinary consequences.

Hall Passes

Students must not be out of the classroom during class time unless they possess a hall pass. Students are not allowed in the restrooms during class time without a pass from the teacher. Students out of class without a hall pass will be sent back to class and are subject to disciplinary consequences.

ID Cards

All students are required to carry Ensign Intermediate School identification cards with them on campus and at all school events. Students must present their ID cards to check out books from the library, make purchases at the ASB window, and enter a school dance. Students will receive their ID cards at registration in August.

Library

Ensign has a library-media center staffed by a full-time, certified librarian and an instructional technology assistant. The library has workstations and laser printers for student access. The library is open before and after school from 7:45am—4:00pm daily.

Lockers

Each student will be assigned a PE locker. Students may purchase combination locks at the Student Store.

Lunch Expectations and Procedures

Students are expected to always demonstrate respectful behavior when on campus, including during lunch and nutrition breaks. This includes respect toward peers, staff, and the campus environment. Students are expected to maintain a clean area and dispose of all their trash after eating. Students are expected to maintain adherence to all school rules including the use of respectful language, electronic device policies, good sportsmanship, dress code expectations, and demonstration of Ensign's core values of kindness, respect, and perseverance.

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. Students needing to visit the health office during class time must have a written pass from their teacher. Students will be allowed to contact their parents via the health or front office and are not to use their personal devices to contact their parents outside of a health office visit.

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.

Parent and Family Engagement

Horace Ensign Intermediate School 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. Horace Ensign Intermediate School policy describes the means for carrying out the following parental involvement requirements. [Education Code 11501].

Horace Ensign Intermediate School promotes a shared responsibility among parents, school staff and students for the intellectual, physical, emotional and social development and well-being of students.

Horace Ensign Intermediate School 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
Calls home, Administration check in's, SARB process, School Loop reports, Intervention Compass
- b. ensuring that homework is completed and turned in on a timely basis
TLC program (formerly ZAP) is a program requiring students to turn in all missing work. Administration will pick up students and take them to teachers hosting TLC after school. School funds a late bus to take kids home after the program ends.
- c. encouraging and facilitating the participation of children in extracurricular activities
Club fair, 7th grade orientation, 19 clubs on campus, Ensign affiliated sports, intramural sports
- d. monitoring and regulating the television viewed by their children N/A
- e. working with their children at home in learning activities that extend classroom learning
Online learning programs, School Loop, New Go Math workbooks, 5 year writing rubric.
- f. volunteering in their children's classrooms or for other activities at home and PTA, ELCA, Ensign Fund
- g. participating, as appropriate, in decisions relating to the education of their own children in the total school program *
Student course requests, parent meetings, Naviance parent login, School Loop parent login, parent/ teacher conferences, Student handbook.

How can parents get involved?

- Communicate regularly with your student's teachers and counselor
- Register for Schoology and check your student's grades online regularly
- Check your student's homework
- Join a parent organization such as PTA or ELAC
- Attend school events
- Join booster organizations to support your children
- Volunteer on campus
- Be proactive

PTA

The Parent-Teacher Association is the largest organization advocating on behalf of children in the United States. With your membership in the Ensign Intermediate School PTA, you are also a member of the California State PTA and National PTA, which are responsible for communicating directly with legislators at our state and nation's Capitals about important issues affecting all children, including education, health, and children's rights.

ELAC

The English Language Advisor Council (ELAC) meets four times a year and the parents of all EL students are welcome. It is a forum where parents can receive information, voice concerns, and make suggestions to the school to improve communication.

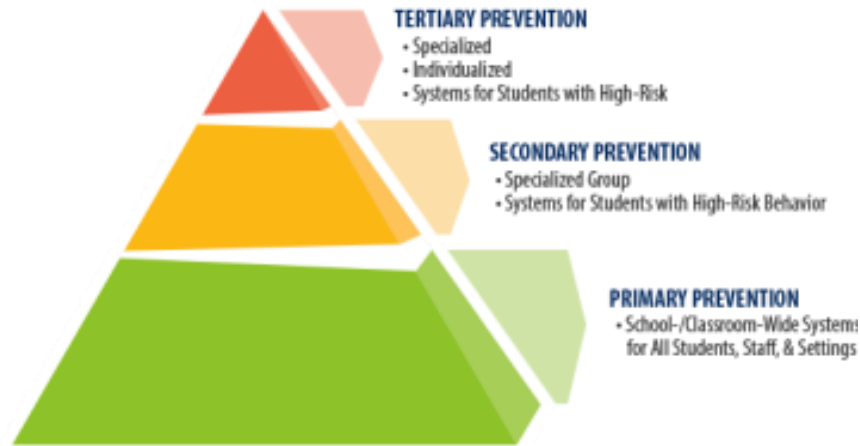
Ensign Fund

Our History: The Ensign Fund was developed in 2000 and is the non- profit, fundraising foundation at Ensign Intermediate School. It operates as a committee under the Newport Harbor Education Foundation (NHEF) and abides by the NHEF by-laws. Mission: The mission of the Ensign Fund is to raise funds to support academic excellence and to enhance the educational opportunities of all students through a variety of programs and additional support staff. Funds: All funds raised are spent within the academic year they were

raised. All expenditures are determined by jointly working with Ensign administration, faculty, and the Board.

Restorative Practices

Ensign utilizes systems of Positive Behavioral Interventions and Supports as a framework of school discipline. It is recognized that students in the middle school years may not always make the best choices and have significant opportunities to learn and grow from their mistakes. School counselors and administrators help guide and counsel students on behavioral choices and behavioral expectations. Incentives for positive behavior as well as restorative disciplinary practices are utilized to help teach students decision making and appropriate conflict resolution skills.



Positive character is recognized and rewarded on campus. The core values of **kindness, respect, and perseverance** are addressed through academic, behavioral, and social-emotional lessons, through the process of Most Valuable Attitude recognitions, and through teacher character award nominations each quarter. In addition, teachers recognize a Student of the Month for demonstration of excellence in effort, attitude, academics, or character.

SchoolLinks

Newport-Mesa Unified School District (NMUSD) has contracted with *SchoolLinks* as the college and career exploration and preparation portal. The counseling department will conduct learning experiences and orientation to the college exploration tools during the school year. Students will utilize *SchoolLinks* in high school to assist with the college application process and career exploration.

Schoology

Schoology is the online learning management system used in the Newport-Mesa Unified School District that serves as the portal for assignments and grades. Students can access *Schoology* directly from *ClassLink* or go to www.schoology.com and select SSO Login.

Parents can also create accounts and access their student's course information and grades. Teachers will send out information with the parent access code.

How to Create a Schoology Parent Account:

1. Go to www.schoology.com.
2. Click **Sign Up** at the top of the page and choose **Parent**.
3. Fill out the form with your information.
4. Click **Register** to complete

Additional information on parent access can be found in the [Schoology Parent Guide](#).

Tardy Policy

Students who arrive late to class create a disruption to the classroom environment. The bell schedule allows students adequate time to travel to each class. A student who arrives more than *29 minutes late* to class is considered truant and will be marked absent by the teacher.

Tardies will only be excused if the student checks into the Attendance Office prior to entering class and has a note from a parent/guardian or doctor/dentist or the parent/guardian has phoned in the excuse in advance. Tardies are only considered excused based on the same criteria as excused absences.

Students with an unexcused tardy will be assigned lunch detention the next day. Frequent tardiness will result in further administrative intervention.

Transportation

School bus service is available to students in the Ensign attendance zone. In order to obtain a bus pass or identify your closest bus stop, please visit the [N-MUSD transportation services website](#). Buses depart at the end of the school day (M-F), and a second late bus departs at 4:00 pm Monday, Tuesday and Thursday to accommodate tutoring and club activities after school.

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.

Volunteers must renew their volunteer clearance every school year during the renewal period (June 1st - June 30th).

WeTip

NMUSD has partnered with WeTip 2.0, a 24-hour anonymous reporting system (tip line) through which suspicious activity and safety concerns at secondary schools can be reported via phone, text and an online form. Tip Categories include Bullying, Concern for Self or Others, Discrimination/Harassment, Physical Abuse & Misconduct, Threat to School or Students, and Vandalism.

[Submit a Tip Online](#) or Call/Text 844-714-1321

For more information visit our [WeTip website](#).

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.

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.

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	
7	ELPAC: Overall Performance Level 4	CAASPP ELA <u>or</u>	3 or 4	A. Students will qualify on the teacher evaluation criterion based on report card grades grade of C or better in ELD or ELA. 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.
		STAR IRL	5.8	
8	Same as Above	CAASPP ELA <u>or</u>	3 or 4	Same as Above
		STAR IRL	6.2	
9	Same as Above	8 th grade CAASPP ELA <u>or</u>	3 or 4	Same as Above
		STAR IRL	6.6	
10	Same as Above	STAR IRL <u>or</u>	7.1	Same as Above
		8 th grade CAASPP ELA	3 or 4	
11	Same as Above	STAR IRL <u>or</u>	8.2	Same as Above
		8 th grade CAASPP ELA	3 or 4	
12	Same as Above	11 th grade CAASPP ELA <u>or</u>	3 or 4	Same as Above
		STAR IRL	8.8	

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 or contact the district's McKinney-Vento liaison Christy Flores at 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.

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.

Married/Pregnant/Parenting Students

NMUSD applies no rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex.

- I. NMUSD does not exclude or deny any student from any educational program or activity solely on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.
- II. Pregnant students and parenting male or female students are not excluded from participation in their regular school programs or required to participate in pregnant-student programs or alternative educational programs.
- III. NMUSD treats pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom in the same manner and under the same policies as any other temporary disability.

Any student who feels he/she is being or has been discriminated based on their actual or potential parental, family, or marital status that treats students differently on the basis of sex is encouraged to immediately contact his/her teacher, the principal, or any other available school employee. The allegation of unlawful discrimination may also be reported under BP [1312.3](#) - Uniform Complaint Procedure to the District's Uniform Complaint Officer.

All allegations of discrimination will be investigated in accordance with law and District procedures outlined in Board Policy (BP) [5146](#) - Married/Pregnant/parenting Students.

Copies of BP [5146](#) and AR [5146](#) are available at www.nmusd.us.

Participation in Extra Curricular and Cocurricular Activities

Newport-Mesa Unified School District Governing Board recognizes that extracurricular and cocurricular activities enrich the educational and social development of students and enhance students' feelings of connectedness with the schools. The District shall encourage and support student participation in extracurricular and cocurricular activities without compromising the integrity and purpose of the educational program.

Extracurricular or cocurricular programs or activities are available to all persons, without regard to 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.

Any complaint alleging unlawful discrimination in the District's extracurricular and cocurricular programs or activities shall be filed in accordance with the District's BP [1312.3](#) - Uniform Complaint Procedures.

Copies of BP [6145](#) and AR [6145](#) are available at www.nmusd.us.

Participation in Athletic Competition

The District's athletic program shall be free from discrimination and discriminatory practices in accordance with state and federal law. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for both sexes.

Interscholastic, intramural, and/or club athletics participation is open to all persons, without regard to 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.

Administrative Regulation (AR) [6145.2](#) and Board Policy (BP) [6145.2](#) outline the considerations to determine whether equivalent opportunities are available to both sexes, as well as the criteria used to ensure the District's athletic program effectively accommodates the interests and abilities of both sexes in athletics.

Any complaint alleging unlawful discrimination within the district's athletic program shall be filed in accordance with the District's BP [1312.3](#) - Uniform Complaint Procedures.

Guidance/Counseling Services

Newport-Mesa Unified School District Governing Board recognizes that a comprehensive counseling program promotes academic achievement and serves the diverse needs of all district students. Academic programs and/or courses are available to all persons, without regard to 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.

Any complaint alleging unlawful discrimination in the District's academic program shall be filed in accordance with the District's BP [1312.3](#) - Uniform Complaint Procedures.

Copies of BP [6164.2](#) and AR [6164.2](#) are available at 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.

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

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.

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 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. 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>.