



## NEWPORT HEIGHTS ELEMENTARY

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# Parent and Student Handbook 2023-2024

Revised July 10, 2023



**Newport-Mesa**  
Unified School District

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## Newport Heights Elementary School

300 E. 15<sup>th</sup> Street, Newport Beach, CA 92663

### Campus Contact Information

Main Telephone:	(949) 515-6970
Attendance Line (24/7):	(949) 515-6872
Principal:	Terri Clarke
Office Manager:	Angela Miner
Nurse:	Brenda Mchone
Website:	<a href="http://newportheights.nmusd.us">newportheights.nmusd.us</a>

### Emergency Communications

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

### Parent Emergency Contact Information

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

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

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

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

## Welcome to Newport Heights Elementary School!

Dear NHES Students and Families,

The pages of this handbook will inform you about many important things to remember while you are at school and/or attending school events. Please be sure you read this information and talk about it as a family so everyone will know what is expected from all of us.

We are committed to Newport Heights Elementary being a student-centered, academically challenging, safe and healthy, and positive place for our sharks to live and learn each and every day.

From our Shark P.R.I.D.E. to our Enrichment & Support Team to our Shark Tank and everything in between, Newport Heights Elementary is an incredible place for our students to build friendships, show their creativity, stretch their minds and strengthen their skills, and start their foundations for positively impacting the community and beyond.

Our goal is to continue celebrating our accomplishments both big and small, all with the purpose of: Students Achieve Great Heights.

Show your Shark P.R.I.D.E. in all you do!  
Be Proud. Be Kind. Be You!



Terri Clarke  
Principal

### Our Vision

Students Achieve Great Heights.

### Mission Statement

At Newport Heights Elementary we believe that students are best served when the partnership between home and school is strong. Newport Heights Elementary provides a positive learning environment for children with all of our efforts and resources aligned towards student achievement and success in all aspects from academics to social-emotional learning.

### Our Beliefs:

Inspire. Encourage. Make a Difference!

- Every student can positively contribute to their education and is capable of learning.
- We embrace, appreciate, and encourage diversity.
- We value partnership among staff, students, parents/guardians, and the community.
- Our school will provide a safe, caring, positive, encouraging, and supportive environment that enhances the educational experience for everyone.
- We acknowledge that individuals are accountable for their own decisions and actions.
- We will work towards establishing a sense of responsibility in our students toward self, each other, the community, and the world.
- We will demonstrate that respect for others and kindness towards others is primary and essential.
- We believe in Shark P.R.I.D.E.

## 2023-24 Schedule Of School Activities

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

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

### ELEMENTARY TRIMESTER DATES

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

### SECONDARY QUARTER DATES

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

## Campus Specific Dates

Please refer to our school website for a comprehensive schedule of events at Newport Heights Elementary School: <https://newportheights.nmusd.us/>.

### Back-to-School Night

- Thursday, August 31, 2023

### Open House

- Thursday, May 23, 2024

In addition to our regularly scheduled Wednesday modified days as outlined in the Bell Schedules on the following pages, NHES also has modified days on the following dates:

- Thursday, August 31<sup>st</sup>: **Back-to-School Night**
- Monday, Tuesday, Thursday & Friday, October 23<sup>rd</sup>-24<sup>th</sup> & 26<sup>th</sup>-27<sup>th</sup>: **Parent-Teacher Conference Week**
- Monday, Tuesday, Thursday & Friday, March 11<sup>th</sup>-12<sup>th</sup> & 14<sup>th</sup>-15<sup>th</sup>: **Parent-Teacher Conference Week**
- Thursday, May 23<sup>rd</sup>: **Open House**
- Friday, June 7<sup>th</sup>: **Last Day of School**

## Daily Bell Schedule

### Daily Line-Up Bell - *for all TK-6th grade students*

- at 7:55 am

### School Begins - *for all TK-6th grade students*

- at 8:00 am

### Dismissal on Monday, Tuesday, Thursday & Friday (REGULAR DAY)

- for TK-Kindergarten students at 2:00 pm
- for 1st-3rd grade students at 2:45 pm
- for 4th-6th grade students at 2:50 pm

### Dismissal on Wednesday ONLY (MODIFIED DAY)

- for TK-Kindergarten students at 1:15 pm
- for 1st-3rd grade students at 1:15 pm
- for 4th-6th grade students at 1:20 pm

### Morning Recess

- for TK students at 9:35-9:45 am
- for Kindergarten students at 9:50-10:00 am
- for 1st-3rd grade students at 9:50-10:10 am
- for 4th-6th grade students at 10:15-10:35 am

### Lunch

- for TK students at 11:10 am - 11:45 am (Wednesdays ONLY at 11:10 am-11:55 pm)
- for Kindergarten students at 11:30 am-12:05 pm (Wednesdays ONLY at 11:30 am-12:15 pm)
- for 1st-2nd grade students at 11:30 am-12:15 pm
- for 3rd-4th grade students at 12:00-12:45 pm
- for 5th-6th grade students at 12:30-1:15 pm

### Afternoon Recess

- for 1st grade students ONLY at 1:45-2:00 pm

23-24 Newport Heights Elementary REGULAR BELL SCHEDULE		
<b>TK</b>		
Class	8:00 AM	9:35 AM
<b>Recess</b>	9:35 AM	9:45 AM
Class	9:45 AM	11:10 AM
<b>Lunch</b>	11:10 AM	11:45 AM
Class	11:45 AM	2:00 PM
<b>KINDERGARTEN</b>		
Class	8:00 AM	9:50 AM
<b>Recess</b>	9:50 AM	10:00 AM
Class	10:00 AM	11:30 PM
<b>Lunch</b>	11:30 PM	12:05 PM
Class	12:05 PM	2:00 PM
<b>FIRST GRADE</b>		
Class	8:00 AM	9:50 AM
<b>Recess</b>	9:50 AM	10:10 AM
Class	10:10 AM	11:30 PM
<b>Lunch</b>	11:30 PM	12:15 PM
Class	12:15 PM	1:45 PM
<b>Recess</b>	1:45 PM	2:00 PM
Class	2:00 PM	2:45 PM
<b>SECOND GRADE</b>		
Class	8:00 AM	9:50 AM
<b>Recess</b>	9:50 AM	10:10 AM
Class	10:10 AM	11:30 PM
<b>Lunch</b>	11:30 PM	12:15 PM
Class	12:15 PM	2:45 PM
<b>THIRD GRADE</b>		
Class	8:00 AM	9:50 AM
<b>Recess</b>	9:50 AM	10:10 AM
Class	10:10 AM	12:00 PM
<b>Lunch</b>	12:00 PM	12:45 PM
Class	12:45 PM	2:45 PM
<b>FOURTH GRADE</b>		
Class	8:00 AM	10:15 AM
<b>Recess</b>	10:15 AM	10:35 AM
Class	10:35 AM	12:00 PM
<b>Lunch</b>	12:00 PM	12:45 PM
Class	12:45 PM	2:50 PM
<b>FIFTH GRADE</b>		
Class	8:00 AM	10:15 AM
<b>Recess</b>	10:15 AM	10:35 AM
Class	10:35 AM	12:30 PM
<b>Lunch</b>	12:30 PM	1:15 PM
Class	1:15 PM	2:50 PM
<b>SIXTH GRADE</b>		
Class	8:00 AM	10:15 AM
<b>Recess</b>	10:15 AM	10:35 AM
Class	10:35 AM	12:30 PM
<b>Lunch</b>	12:30 PM	1:15 PM
Class	1:15 PM	2:50 PM



## School Office

The office staff works diligently to provide the best possible services for students, staff, and parents/guardians. The school office is open Monday-Friday from 7:30 am - 4:00 pm during the school year.

We encourage you to communicate frequently with our school office and reach out with questions or concerns.

## Arrival and Dismissal

### Before School

7:30 am Breakfast begins, staff supervision is provided only for students eating a school breakfast  
7:45 am Gates open for students with staff supervision on playground

Students may not be dropped off at school prior to staff supervision on the playground at 7:45 am.

Students are not permitted in classrooms or hallways before school begins, unless previously scheduled with a teacher or staff member.

Parents/guardians drop-off and say goodbye at the gates.

7:55 am Line-up Bell

All students line up at their designated spot on the blacktop where the teacher will meet students.

8:00 am School Begins

Students who are tardy must check in at the front gate or office & receive a tardy slip.

Any adult who is volunteering first thing in the morning must follow the Volunteering Guidelines on page 15 and check in at the office.

### After School

Students are dismissed through the front gate or the side gate at 15<sup>th</sup> Street.

There is no afterschool staff supervision on the playground.

Parents/guardians must make arrangements for pick-up, transportation, or after-school program immediately after dismissal.

Habitual lateness in picking up a student will result in a conference to develop an afterschool plan.

Students may **NOT** stay at school unsupervised.

### Pedestrians

Students who walk to and from school should use the safest route to school and cross the street only at designated crosswalks where crossing guards are stationed. Please do not encourage your students to cross any streets through oncoming traffic. Parents/guardians and students should agree on the route the student will walk to and from school. Students may enter and/or exit campus through the front gates or the side gate on 15<sup>th</sup> Street before and after school.

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

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

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

### **eBikes**

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

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

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

### **Skateboards**

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

Violation of any of the above rules may result in bike/skateboard/scooter being confiscated and parents/guardians needing to retrieve them from the front office.

## **Transportation Not Permitted on Campus**

The following items are not allowed on campus at any time.

- Rollerblades
- Roller Skates/Roller Shoes
- Motorized Scooters or Bicycles

## **Bus Transportation**

Students are provided bus transportation to their assigned school for a fee. Six month, round trip, or one-way trips passes are all available. Applications for reduced-price or free bus passes are available for families who meet the requirements. Bus pass applications are available in the school office or on the NMUSD website ([www.nmusd.us](http://www.nmusd.us)). Completed applications must be taken to the district office. Upon receipt of the application and payment, bus passes will be distributed to the students. Students should wear their passes visibly on their backpacks. One ride, non-refundable bus passes are available in the school office. A written request from a parent is required. If the bus is late, please call the Transportation Department at 714-424-5080. Please do not call the school directly.

Riding the bus is a privilege and students who do not follow the bus rules or the direction of the driver may lose their bus-riding privilege. The bus driver is the authority figure at all times when children are on the bus. If a child demonstrates inappropriate behavior, a misconduct report will be sent home for parent signature.

- |                          |  |
|--------------------------|--|
| 1 <sup>st</sup> Offense: | Student will be counseled at the school and parent contacted.              |
| 2 <sup>nd</sup> Offense: | Student will be suspended from the bus for 1-5 days.                       |
| 3 <sup>rd</sup> Offense: | Student will be suspended from the bus for the remainder of the trimester. |

Please note that the bus departs school promptly at 7 minutes after the 2:50 p.m. dismissal bell rings.

## **Crossing Guards**

Crossing guards are provided at 15<sup>th</sup> Street & Redlands Avenue, 15<sup>th</sup> Street & Santa Ana Avenue, and Santa Ana Avenue & Palmer Street before and immediately after school each day to assist our students. Please encourage your student to follow all safety laws.

Crossing guards are not employees of NMUSD or Newport Heights Elementary School, they are independently contracted through the company and NMUSD.

## Before and After School Programs

We understand that many parents/guardians are unable to drop-off and/or pick-up their student during arrival and dismissal. NMUSD and Newport Heights Elementary has contracted with several agencies to offer care through fee-based programs:

Right-At-School after school program located on NHES campus

2:45/2:50 pm - 6:00 pm

[www.rightatschool.com/districts/newport-mesa-ca](http://www.rightatschool.com/districts/newport-mesa-ca)

(855) AT-SCHOOL

Catalyst Kids before and/or after school program located in portable building off 15<sup>th</sup> Street

7:00 am - 6:00 pm

[www.catalystkids.org/locations/newport-heights/](http://www.catalystkids.org/locations/newport-heights/)

(949) 574-1411

City of Newport Beach Recreation A.C.E. (After Class Enrichment)

Classes are offered after school during the 10-12 week sessions following the school trimesters

[www.newportbeachca.gov/recreation](http://www.newportbeachca.gov/recreation)

More information about Kinder Care or St. Andrew's W.A.T.C.H. program can be found on the school website.

## Parking

We have limited parking available in the Newport Heights Elementary School parking lot.

We ask that you do not double park or park in any red zones. This is for the safety of our students and staff and we must keep these areas clear for emergency personnel, district buses, and delivery services. Please respect the neighbors/community and do not block driveway access, move house trash bins, etc. Please obey all parking signs.

Please do not double-park on the streets or stop in the middle of the street to drop off or pick up your student(s).

### Parking Lot

Park only in the unmarked spaces in the parking lot, spaces marked STAFF ONLY are reserved for NHES staff. Please do not park by the curb or in any red or blue curb areas. The handicap spaces are reserved for students, families, and guests with disabilities.

### Drop-Off & Pick-Up

We encourage our students and families to use the following assigned gates for morning drop-off & afternoon pick-up:

- TK-4th grade students at the Front Gates
- 5th-6th grade students at the Back Gate (off 15th Street)
- Bike riders & skateboarders will utilize the Back Gate and store/lock up their transportation in the enclosed bike rack
- We encourage families with a span of siblings or carpooling groups to enter & exit at the youngest student's assigned gate
- Students who ride the bus will utilize the Side Gate (off Santa Ana Ave.) and will be accompanied/supervised by a staff member

For the safe daily drop-off and pick-up of all students during the school year, please observe the following safety procedures:

- Use the large parking lot or curb on 15<sup>th</sup> Street to drop off your student from the vehicle.
- Please drive through and stop to drop your student at the designated sign: "Student Drop Off." Please be mindful of your timing as you drop off your student, taking care not to cause traffic congestion.

- Vehicles may not park at the drop-off line/curb in the parking lot. Parents/guardians who would like to park and walk their student to the gate, need to find an appropriate parking spot in the lot or adjacent streets.
- TK-Kindergarten students will be dismissed at the front gate only. TK-Kindergarten students must be picked up at the gate by a guardian, students will not be released to walk home or walk to a parked car.
- Students that are not picked up promptly will be escorted to the office area until their guardian comes in to check them out. If you know you are going to be late, please contact the office. Habitual lateness in picking up a student will result in a conference to develop an afterschool plan.
- Vehicles may not double park and release or pick up students on any adjacent street near school or in the parking lot.

## Attendance

Students must arrive at school each day on time by 8:00 am in order to maximize learning. Regular, punctual, and full-day attendance is critical and an important prerequisite for a student to make reasonable educational progress. This District recognizes the importance of regular attendance and requires the reason for each student's absence to be verified by the school.

California State law requires that students attend school regularly and punctually. Academic success and a positive attitude towards school can usually be linked with good attendance. We recognize that there may be situations that result in a student's absence.

### Absence(s) - How to Report

If a student is absent, guardians must notify the school by telephone using the 24-hour Attendance Hotline (949) 515-6872. In the alternative, you can call the school office at (949) 515-6970 before 9:00 a.m. on the day of the absence. This is for the protection and safety of your child. Please leave the following information when calling the hotline:

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

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

### Tardiness

Students benefit from an easy and predictable morning routine. They enjoy starting their day in a calm manner, walking into the classroom with their friends & classmates and enjoying a greeting from their teacher. When they are rushed, late, and have a chaotic start to their day, they may not recover until after recess when they get the reset that allows them to start again, in a predictable pattern. There is a great loss of instructional minutes all morning, much more than the few minutes lost by being late to school. Please support a morning routine that allows students to start school on time and ready to learn by 8:00 am.

Students should arrive at school by the 7:55 am line-up bell. Students are considered tardy if they are not in line, at flag deck, or in their classroom by the 8:00 a.m. bell. This is critical as important learning takes place at the start of the school day. Students arriving at school on time also cut down on disruptions to the class that result from students entering the classroom late.

Should your student arrive at school after the 8:00 am bell has rung, he/she should proceed to the office to receive a tardy slip. If your child arrives after 8:30 am, a parent or guardian will need to accompany the student into the office and sign him/her in for the day on the Student Sign-in/Sign-out sheet. When signing your student in, please include the reason for the tardy arrival. Your child will be provided with a slip to give to his/her classroom teacher.

Habitual tardiness will result in a conference to develop an arrival plan.

## Doctor Appointments or Dental Appointments

Appointments should be scheduled after school whenever possible. If you need to pick-up your child during the school day for a scheduled medical or dental appointment, **please send a note to your child's teacher on the date of the appointment including the pick-up time.** When you arrive, please use the sign-out sheet in the office to indicate your child's departure time. Once the parent/guardian arrives at school, the office will call for your student to report to the front office; students will not be called up early or allowed to wait in the office, missing instructional time. Students arriving at school late due to medical or dental appointments must provide a doctor's note to excuse the tardy.

## Early Departure

For the safety and protection of the students, no students are permitted to leave the school grounds at any time during the school day unless they are accompanied by a parent, guardian, or their delegate. Students will only be released to adults listed in the Aeries Database as authorized Emergency Contacts. Please keep this information up-to-date.

Please make every effort to make appointments after school so that students can complete their day at school. For those times that a student must be picked up early and in order to facilitate your student's dismissal, please consider the following:

Students will be marked "Early Out" which is considered the same as a tardy.

1. A parent, legal guardian, or anyone listed on the emergency card must check the child out through the office. Students should never be retrieved directly from the classroom.
2. Students will be called to the office to meet the person checking him/her out.
3. Parents may be asked for identification if not recognized by school staff to ensure the safety of students.
4. Students need to be signed-out in the office on the sign-out list.
5. If a designated adult is to pick up a child, please notify the office in writing.

## Unexcused Absences / Vacations

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

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

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

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

The California State Education Code Section 48205 outlines when a child shall be excused from school. This Section of the Education Code includes illness, medical or dental services, attendance at a funeral service, the illness or medical appointment of a parent, and for justifiable personal reasons approved by the principal. Your child will be allowed to

complete all assignments and tests missed during such an excused absence. Students would not be in jeopardy of losing their seat at a school due to an excused absence.

#### **Absences For Religious Purposes (EC 5546014, 48980)**

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

#### **Education Code 548205**

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

- (1) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- (9) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
- (11) For the purpose of participating in a cultural ceremony or event.
- (12) (A) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence.  
 (B) (i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one schoolday-long absence per school year.  
 (ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- (13) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) For purposes of this section, the following definitions apply:

- (1) A “civic or political event” includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.
- (2) “Cultural” means relating to the habits, practices, beliefs, and traditions of a certain group of people.
- (3) “Immediate family” means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

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

## Emergency Procedures

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

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

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

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

## Emergency Information

Occasionally an emergency arises when it is imperative that the school gets in touch with you or a designated adult. Your cooperation in giving complete information and keeping the school up to date will ensure the most prompt and safe response to the emergency. Besides information regarding contacting guardians, it is essential that we:

1. Have the phone numbers (home and/or cell) of at least three additional family members or friends in case of an emergency.
2. Have accurate information that is updated with any changes that may occur during the school year.

Prior to the start of the school year, parents are required to go onto the Aeries Parent Portal. Parents are required to review all district/school policies as well as update emergency information. Throughout the school year, parents may update their emergency information as necessary.

We can only release to those listed on the emergency card or civil authorities (police, social workers, etc.). Better to have your student released to someone that you choose. List people that are family, friends, neighbors, etc.

## New Emergency Contacts/Authorized Pick-up and Drop-off

Please update your child's emergency contact information and authorized pick-up individuals in the Aeries account as changes are required. If you do not have access to a computer, please see a member of our office staff for assistance.

## Communications

The best source and most updated communication between Newport Heights Elementary School and families is our weekly Principal Newsletters and our school website: <http://newportheights.nmusd.us>.

Our school office and administration may also send emails out to student guardians, please ensure your email contact information is current in the Aeries Parent Portal. Occasional printed fliers may also be sent home with students, please be sure to check their folders, binders, and/or backpacks for school communication.

Guardians are encouraged to email teachers and staff with questions, concerns, etc. Email addresses are found on our school website. If you do not have access to the Internet, and you need to contact your child's teacher, you may also call the office, 949-515-6970, and ask to leave a message. The teacher will return your call, if necessary, at his/her earliest convenience.

## Calling the School/Concerns

Messages for students will be delivered to their classroom teacher. We discourage students or teachers being disturbed in the classroom during instruction. We want to maintain the integrity of instructional time in the class by reducing, as much as possible, unnecessary disruptions. Please try to finalize plans and communication with students prior to the start of the school day when possible.

Effective education is built upon open communication and trust between families and educators. Guardians are encouraged to communicate concerns about their student's experience at Newport Heights by making an appointment with their student's teacher. ***The teacher is the first point of contact.*** All teachers at Newport Heights have e-mail. Teachers check their e-mail messages throughout the day and will respond to you as soon as possible. If the concern is not resolved at this level, you may contact the principal.

## Conferences

Conferences with your student's teacher are an important part of his or her education. There is nothing that can substitute for a face-to-face conference with the teacher to hear and share about the progress of your student. Fall (October) and Spring (March) conferences are scheduled, but additional conferences may be arranged. Please make every effort to attend both Parent/Teacher Conferences.

Special conferences may be requested at any time. Please make appointments with the teacher regarding your student's progress or any other concerns. These discussions need to take place when the teacher is not supervising his or her class or performing other school duties.

## Report Cards and Grades

Report cards are issued three times each year and based on student performance on the standards listed. If you have concerns about your child's academic progress, you are strongly encouraged to make an appointment with the teacher to develop an improvement plan to bring up the grades before the end of the next reporting period.

## Homework

At Newport Heights Elementary, homework assignments may be an integral part of the learning process and are a shared responsibility of school and home. Students should be responsible for writing down the assignment or bringing home the prepared homework instructions, understanding what is expected, completing the work, and turning assignments in at the deadline. Guardians should make inquiries of the student and/or teacher if there are questions. Homework is to be used as an extension of classroom experience to practice and reinforce what has been previously taught.

## Homework Request for Absent Students

Following an illness, teachers will give reasonable help to the student in making up missed work. Parents may request assignments on the second day of absence. Requests should be directed to the school office or classroom teacher. Teachers will make every effort to get assignments to you as soon as possible. Requested homework will be left in the office for pickup.



It is not the practice at Newport Heights to provide extra homework or assignments in advance for students who may be absent due to a scheduled trip or vacation.

### **Library and Textbook Fees**

Library and textbooks are loaned to students each year, students are expected to take appropriate care of them. If the books are lost or damaged, the student/guardian is responsible and will be charged a fee for the replacement.

### **Volunteering at School**

Volunteering is welcomed and encouraged at Newport Heights Elementary School. As partners in your student's education, we value your volunteerism and we all share the responsibility for meeting the academic, social, and emotional needs of our students. Check with your student's teacher and see what you can do to help meet the classroom needs. Younger children/siblings are not permitted on campus while volunteering in classrooms.

District policy mandates that all classroom volunteers have a tuberculosis test and must be cleared by the Department of Justice. This is for the safety of all students at Newport Heights Elementary. A volunteer is a parent, community member or other adult who is assisting at a school site or program before, during or after school hours. To be considered as a volunteer, you will need to submit an application for review. The application and more details on this process can be found at: [www.nmusd.us/volunteers](http://www.nmusd.us/volunteers).

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

### **Campus Visits**

For the safety of our students and staff, all visitors are required to check in at the office with a current driver's license to be cleared through the Raptor Visitor Management System. This procedure gives us a chance to say "hello" to those we know, to meet those we do not know, and to make sure unauthorized access to the school does not compromise the safety of our students or staff. All classroom visits must be scheduled with the classroom teacher. Formal classroom observations/student monitoring are by arrangement with the principal and will be limited to 30 minutes, accompanied by staff, so as not to be disruptive to the learning environment. Younger children/siblings are not permitted on campus while visiting the classroom, only for special school-wide events are younger children/siblings permitted on campus.

### **Safe and Secure Campus**

We have a closed campus to ensure the safety and security of students and staff. All visitors must check in at the office and wear appropriate identification while on campus. All outside gates are closed and locked during the school day.

Should a parent/guardian need to drop off forgotten materials, snack/lunch, assignments, etc. during the school day, please visit the school office to drop off the item(s) on our designated cabinet. It is not the practice at Newport Heights to call and disrupt learning in the classroom for receipt of forgotten items; our school office staff will do their very best to ensure that students receive their items in a timely manner.

### **Student Behavior Expectations**

Newport Heights Elementary students are expected to display Shark P.R.I.D.E. each and every day, in every setting. Students are: Polite, Responsible, Independent, Determined, and Engaged.

These character traits guide the development of our positive, school-wide behavior support systems and student expectations. We have adopted a unified set of school wide rules and a corresponding incentive program. These rules define our expectations for behavior in our school. We explicitly teach these expectations in the first days of school each year and after long breaks. Additionally, we remind students throughout the year during our Shark P.R.I.D.E. behavior assemblies. Teachers and other staff members use evidence-based practices to increase student learning and nurture positive behavior among students. Some of these strategies include:

- Constantly teach and refer to our school-wide expectations.
- Provide students with more praise than correction or redirection.
- Talk to students with respect using positive voice tone.
- Reinforce positive behavior through our Shark P.R.I.D.E. incentive program and awards

Our Positive Behavior Matrix is evident all throughout the campus for students to review what the expectations are for behavior across all settings.

### Student Conduct

Appropriate student conduct is essential if effective learning is to take place at Newport Heights Elementary. Students who behave inappropriately or make poor choices take up valuable instructional time from themselves, the teacher, and from fellow classmates. Our teachers and staff are committed to providing an environment where all students can learn with minimal disruption in a positive environment.

Newport Heights Elementary is committed to helping students take ownership of their choices, learn how their choices may affect others, right their wrong, and make a plan for better choices in the future through restorative practices.

Our goal is to support all of our students to learn at high levels, show kindness & inclusivity, and promote our Shark P.R.I.D.E. Positive behavior is recognized through our Shark P.R.I.D.E. slips, monthly awards, and more!

### Student Conduct at Community Events

Students will remember that their conduct directly reflects upon our school community and will conduct themselves in a way that represents our school in a positive light. The same behaviors that are expected during the school day, should be displayed by students at all times during community events such as School Play, Talent Show, Newport-Mesa Soccer Classic, Boy and Girl Scout events, Parks and Recreation classes and groups, school community events sponsored by our PTA and Foundation groups, etc.

### Kindness Pledge

Newport Heights Elementary supports & practices our Kindness Pledge:  
 To myself, I promise  
 To act and speak with kindness.  
 So every day I will be  
 The very best version of me!

### Positive Behavior Expectations

Show your shark PRIDE!

Zone	Polite	Responsible	Independent	Determined	Engaged
<b>Arrival / Dismissal</b>	<ul style="list-style-type: none"> <li>Walk bikes, scooters, and skateboards on campus</li> </ul>	<ul style="list-style-type: none"> <li>Be at school on time</li> <li>Go straight to line/class when bell rings</li> <li>Wait to be dismissed by your teacher at end of day</li> </ul>	<ul style="list-style-type: none"> <li>Stay on blacktop until 7:55 a.m.</li> <li>Wait in designated pick-up area for adult</li> </ul>	<ul style="list-style-type: none"> <li>Walk directly to designated pick-up area</li> <li>Leave campus promptly</li> </ul>	<ul style="list-style-type: none"> <li>Watch for your parent or ride during pick-up</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>Walk silently</li> <li>Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Stay on concrete area</li> </ul>	<ul style="list-style-type: none"> <li>Keep to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Walk directly to your destination</li> </ul>	<ul style="list-style-type: none"> <li>Be alert</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>Wait patiently for a stall</li> <li>Give each other privacy</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Use sink, soap, and paper towels properly</li> </ul>	<ul style="list-style-type: none"> <li>Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>Use bathroom for its intended purpose only</li> </ul>	<ul style="list-style-type: none"> <li>Get in, get out</li> </ul>
<b>Snack/ Lunch Tables &amp; Cafeteria</b>	<ul style="list-style-type: none"> <li>Enter and exit quietly</li> <li>Use “please” and “thank you”</li> <li>Raise your hand to be excused</li> </ul>	<ul style="list-style-type: none"> <li>Keep your area clean</li> <li>Sit on the benches</li> <li>Walk to the playground when excused</li> </ul>	<ul style="list-style-type: none"> <li>Have your lunch card ready</li> <li>Hold tray/lunch with two hands</li> </ul>	<ul style="list-style-type: none"> <li>Eat your food at tables only</li> <li>Throw trash away</li> </ul>	<ul style="list-style-type: none"> <li>Talk quietly</li> <li>Respect adults on duty</li> </ul>
<b>Playground, Field &amp; Blacktop</b>	<ul style="list-style-type: none"> <li>Use good sportsmanship</li> <li>Follow directions of adults</li> </ul>	<ul style="list-style-type: none"> <li>Stay within the playground boundaries</li> </ul>	<ul style="list-style-type: none"> <li>Solve conflicts respectfully</li> </ul>	<ul style="list-style-type: none"> <li>Get help from an adult when needed</li> </ul>	<ul style="list-style-type: none"> <li>Exercise and have fun</li> </ul>

	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Return all equipment to the ball cart</li> <li>Freeze when the bell rings</li> <li>Wait quietly and patiently for your teacher</li> </ul>	<ul style="list-style-type: none"> <li>Use the bathroom and get a drink before the bell rings</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to line after whistle/first bell</li> </ul>	
<b>Assemblies &amp; Flag Deck</b>	<ul style="list-style-type: none"> <li>Be a good audience</li> <li>Use appropriate applause and gestures</li> </ul>	<ul style="list-style-type: none"> <li>Enter quietly</li> <li>Sit where directed</li> <li>Raise hand and wait to be called on</li> </ul>	<ul style="list-style-type: none"> <li>Take pride in learning opportunities</li> <li>Celebrate your accomplishments and others.</li> </ul>	<ul style="list-style-type: none"> <li>Be ready for assembly/ flag deck before it begins</li> </ul>	<ul style="list-style-type: none"> <li>Eyes on the speaker</li> <li>Actively listen to and participate in the presentation</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>Use good manners</li> </ul>	<ul style="list-style-type: none"> <li>Follow classroom procedures</li> </ul>	<ul style="list-style-type: none"> <li>Take pride in your classroom supplies and assignments</li> <li>Strive to exceed expectations</li> </ul>	<ul style="list-style-type: none"> <li>Be positive</li> <li>Come to class prepared</li> <li>Have a team attitude</li> </ul>	<ul style="list-style-type: none"> <li>Be ready to learn</li> <li>Actively listen to and participate in the lessons/activities</li> </ul>

## Playground Rules

For the safety of our students and staff, students will follow the playground rules set by the teachers and playground supervisors. Students learn about specific playground equipment, playground areas, and game rules each year.

### Playground: Restricted Areas

The following areas are off-limits to playing during recesses:

- Quad (students may not walk or play in the Quad during recess or lunch)
- Hallways
- Classroom Areas
- Lunch Tables (on or near)
- Bathrooms
- On or around railings
- Behind buildings

### Bell Procedures at Recess

When the bell rings:

- Stop playing, hold your play equipment, do not continue on playground apparatus
- FREEZE
- Listen for the whistle
- Put away play equipment, if needed
- Walk directly to your designated line-up spot
- Wait quietly & calmly in your line-up spot until dismissed by your teacher

Students are expected to use the bathroom or get drinks before the recess bell, not after.

## School Rules

At Newport Heights Elementary School, we have school rules to ensure a positive and safe experience for all students.

### Always show your Shark P.R.I.D.E.

- Polite
- Responsible
- Independent
- Determined
- Engaged

## Walk - don't run!

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

## Classroom Doors

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

## Snack/Lunch

Food may only be eaten at the lunch tables and is not permitted on the playground. Food must not be shared amongst students. Please discard all trash in designated bins. Wait to be excused by a member of our staff.

## School Property

Students are expected to treat school property with respect.

- Graffiti - no drawing on anything including books, desks, walls, and playground equipment.
- Bathrooms - no playing in the bathrooms at any time.

## Policies for Cell Phones & ALL Devices with Cellular or Wi-Fi Service

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

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

We understand the importance for some of our students to carry cell phones for emergency use before and/or after school. At all times on school campus, students are asked to be responsible for keeping cell phones in a safe place in their backpacks or with their teacher and in the OFF position to avoid classroom disruptions.

Students may use phones in the school office (with teacher/staff permission) to contact their parents if they have an emergency during the school day. Should you need to reach your student, please contact the school office and a message will be given to your student or teacher. Please discuss after-school arrangements with your students prior to leaving home for the day to avoid classroom interruptions. We will be happy to assist you should there be last minute changes.

To ensure the safety of our students, Newport Heights Elementary has policies in place to monitor the internet content to which your student has access on our school computers. We cannot control the content or apps they may have downloaded at home to their personal cell phones or devices. For this reason, students may not use cell phones or other electronic devices anywhere on our campus at any time. If students are observed using cell phones or other electronic devices during the school day or on campus, the items will be kept in the school office and we will ask you to make arrangements to pick them up. We thank you for your support of our Cell Phone/Device policy.

## Access to Classrooms

Students and parent/guardians are only allowed in a classroom if the teacher is present. If personal belongings are left in the classroom, and the teacher is not present, please wait until the next day to get the homework or items.

## Pets and Animals

District policy does not allow dogs or pets on campus, including the front gate area/parking lot.

All service animal owners must show current records to the front office before bringing your pet onto campus.

Please be mindful of your pets during arrival and dismissal.

## Toys and Money

Toys and electronic games/devices are not permitted at school. They can become distracting, and the staff cannot be responsible for the loss or theft of such items.

The same guidelines pertain to money. Students should not bring money that exceeds their needs for the day.

## Personal Belongings/Lost and Found

All personal belongings should be clearly marked with your child's first and last names. Lost articles of clothing, lunch bags, and backpacks may be retrieved from the Lost and Found racks near the Multi-Purpose Room (MPR). Two or three

times each year, our Maintenance Team will bring all lost and found items outside for guardians to go through and claim items. Guardians are welcome and encouraged to visit the Lost and Found area near the MPR to claim misplaced items. Lost wallets, glasses and other small items are kept in the school office. At the end of the school year, all items unclaimed will be donated.

## Dress Code

Newport Heights Elementary students are encouraged to arrive at school dressed in clean, comfortable, and appropriate attire for learning and safely engaging in activities. Student appearance, including hair, must not distract from the learning process. Modest dress for elementary students is required. Students are asked to wear closed-toe & appropriate shoes at all times. Elementary school appropriate/modest attire includes:

- shorts, skirts & dresses that fall below the student's fingertips when standing with his/her arms down
- shirts & sweatshirts that cover the entire midsection
- shorts, skirts & pants that can independently stay up/in place while the student is active
- covering of all undergarments

Attire considered inappropriate for school includes (but is not limited to):

- any attire that promotes or includes drugs, alcohol, inappropriate images or verbiage
- wedge shoes, sandals or shoes with no backs that students cannot safely engage in activities in
- shorts, skirts or dresses that are extremely short
- extra large or long shirts/sweatshirts that cover shorts, skirts, etc.
- crop tops/mid-drift tops that expose portions of a student's midsection
- extra large pants or bottoms that the student must hold up while being active
- any attire that does not cover undergarments

Please reference the District Student Dress Code Policy 5132 for more details.

If a student should arrive at school with inappropriate clothing, the student's guardian will be contacted and requested to bring the appropriate clothing to school. During the interim, the student may be loaned alternate clothing, when available and appropriate.

## A Message from the Nurse

### The Health Office

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

### Immunizations

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

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

### Medical Exemptions for Immunization Requirements

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

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

### Physical Exams and Oral Health Assessment

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

### **Medication and Medical Procedures**

Medication and medical procedures at school require written authorization from the parent and the prescribing physician. Forms are available from the school or Health Services website <http://web.nmusd.us/healthservices>. Medication must be in a pharmacy labeled container for the medication to be given at school. Over-the-counter medication and products also require written physician orders. Please provide the school with extra medication for disaster preparation.

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

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

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

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

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

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

### **911 Calls**

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

### **Health Screenings**

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

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

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

**The School Nurse**

Newport Heights Elementary has a full-time Health Assistant from the hours of 9:00 am to 2:30 pm. The School Nurse is on duty one day a week from 9:00 am to 2:30 pm.

**Nutrition**

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

**Contact Information:**

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

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

Newport Heights Elementary Cafeteria Manager: Lin Aldrich

**Forgotten Lunches/Lunch Money**

Please label lunches and put lunch money in an envelope clearly marked with the students' name, room number, and teacher's name, and leave in the office on the designated shelf for students to pick-up during recess or lunch time. Parents may not interrupt classes to drop off lunches or money; nor deliver to students at the lunch tables. The office will not interrupt classes to inform students that their lunches have arrived. If no lunch is brought, a student will be provided lunch to eat from the cafeteria and the cost of the lunch will be charged to parents, if applicable.

**Snack**

Students are encouraged to bring healthy snacks to eat at the start of recess each day.

**Breakfast**

Breakfast is served at 7:30 am each day. The breakfast program is for students attending Newport Heights Elementary School only. Service will conclude at 7:55 am each day. Students need to monitor their time to avoid being late to their line at the 8:00 am bell.

**Other School Programs**

Newport Heights Elementary students have a variety of opportunities to take on leadership roles, participate in groups or clubs, and/or highlight their skills and interests in specialized programs or events:

- Student Council Lead Team
- Shark Squad
- KNHT Shark News Crew
- STAY - Students Thinking About Youth
- PAL - Peer Assistance Leadership
- Robotics Club
- Science Olympiad
- GATE - Gifted And Talented Education
- Talent Show
- School Musical
- March Madness Basketball Tournament
- Battle of the Books
- Great Kindness Challenge
- Read Across America Week
- Healthy Heights Week
- School Spirit Week
- T-Shirt Tuesdays
- Spirit Wear Wednesdays
- Shark House Fridays
- Weekly Flag Decks

- Monthly Awards Assemblies

## Parent and Family Engagement

Newport Heights Elementary 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. Newport Heights Elementary School policy describes the means for carrying out the following parental involvement requirements. [Education Code 11501].

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

Newport Heights Elementary 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.

Absences and tardies are monitored and verified daily. The Office Assistant makes phone calls to verify student absences when reports are not made by the parent/guardian. Notifications are sent to families in cases where there are attendance and/or tardy concerns, and meetings are held with the principal and additional staff members if attendance issues continue. Chronic truancy is defined as 10% or higher absenteeism.

b. Ensuring that homework is completed and turned in on a timely basis.

Newport Heights teachers agree that the most important homework for students is reading or being read to daily and engaging in authentic learning tasks. Teachers will provide suggestions for learning activities that families can complete together. As long as students are using class time effectively, there should be minimal assignments to complete at home. Homework expectations increase in 6<sup>th</sup> grade to prepare students for the transition to middle school. When needed, 3<sup>rd</sup>-6<sup>th</sup> grade students have their daily planners/agendas which are used to document their requirements for homework, tests, projects, etc. Many classrooms communicate homework and assignments via newsletters, Schoology, etc.

c. Encouraging and facilitating the participation of children in extracurricular activities.

The City of Newport Beach provides enrichment opportunities for students on a fee basis.

d. Monitoring and regulating the television/screen time viewed by their children.

We communicate with parents/guardians the importance of limiting screen time, setting parental controls for students' internet usage, and monitoring students' social media accounts.

e. Working with their children at home in learning activities that extend classroom learning.

Our adopted ELA and Math curricula have strong School-to-Family connection components. We have an annual school play and talent show; our student groups participate in Shark News, Robotics Club, Battle of the Books, etc. Through the Principal's Newsletter, students and families may be provided suggestions as to how to extend both academic and social-emotional development at home.

f. Volunteering in their children's classrooms or for other activities at home and school.

We encourage our parents/guardians to volunteer in the classrooms. Teachers have regular schedules that offer parents the opportunity to volunteer. There are also opportunities to assist with field trips, class parties, and school events. Our PTA & Foundation have several volunteer opportunities as well.

g. Participating, as appropriate, in decisions relating to the education of their own children in the total school program

\*The Single Plan for Student Achievement 63 of 63 7/31/18

There are numerous opportunities for parents to be involved with decision-making at the school including School Site Council, ELAC, DELAC, PTA, and Newport Heights School Foundation. This participation provides for a well-rounded school community through the ownership of important decisions that impact student learning/achievement.



## Educational Rights & Required Notices

### Bullying Policy

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

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

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

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

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

### Civility Policy

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

This policy promotes mutual respect, civility, and orderly conduct among members of the school community including all employees, parents/guardians, students, and the public at all schools, district facilities, and at athletic and

extracurricular events. This policy is not intended to deprive any person of his/her right to freedom of expression that is protected from governmental restriction on school grounds and district facilities/activities. Uncivil conduct does not include the expression of controversial or differing viewpoints.

The basic purpose of this policy is three-fold:

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

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

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

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

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

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

## **Dangerous Objects/Weapons**

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

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

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

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

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

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

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

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

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

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

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

### **English Learner Supports/Reclassification**

#### **Language Acquisition Programs**

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

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

#### **Requesting a Language Acquisition Program**

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

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

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

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

### **Language Assessment**

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

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

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

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

- Sample ELPAC Student Score Report
- ELPAC Parent Guide
- ELPAC Starting Smarter Resources

### **Reclassification (Exit) Criteria**

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

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

## Homeless Liaison/McKinney Vento

### Homeless Liaison

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

### McKinney-Vento Homeless Education Assistance Act

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

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

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

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

#### Additional Definition:

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

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

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

## Immigration Status of Pupils

### Your Child has the Right to a Free Public Education

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

### Information Required for School Enrollment

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

### Confidentiality of Personal Information

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

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

You have the option to provide your child’s school with emergency contact information, including the information of

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

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

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

### **Mental Health and Wellness**

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

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

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

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

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

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

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

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

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

### **Title I Schools**

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

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

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

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

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

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

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

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

### **Non-Discrimination**

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

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

Sarah Coley  
Administrative Director I, Student Services  
Title IX Coordinator & Compliance Officer  
714-424-5016    [scoley@nmusd.us](mailto:scoley@nmusd.us)

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

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



## Professional Qualifications of Teachers

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

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

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

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

## Pupil Fees

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

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

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

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

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

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

## School Accountability Report Card

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

## Sexual Harassment

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

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

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

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

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

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

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

## State Testing/Level of Achievement

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

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

## Student Use of Technology

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

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

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

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

## Uniform Complaint Procedure

The Newport-Mesa unified School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints whenever possible and appropriate. Board Policy (BP) [1312.3](#) - Uniform Complaint Procedures (UCP) has been adopted to resolve complaints which cannot be resolved through the informal process. BP [1312.3](#) outlines how complaints alleging violation of state or federal laws governing educational programs, allegations of unlawful discrimination, harassment, intimidation, and bullying, the charging of unlawful pupil fees and the non-compliance of the Local Control and Accountability Plan (LCAP) are addressed.

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

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

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

Sarah Coley  
Administrative Director I, Student Services  
Title IX Coordinator & Compliance Officer  
714-424-5016    [scoley@nmusd.us](mailto:scoley@nmusd.us)

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

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

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

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

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

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

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

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

## Williams Complaint Classroom Notice

Notice to Parents, Guardians, Pupils, and Teachers

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

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

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

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

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

## School-Parent-Student Compact

The partnership of parents, teachers, and students is imperative to ensure an optimal experience for students. When we all participate in upholding our responsibilities, the goal of providing a meaningful education, academically, socially, and emotionally will be realized.

### School Responsibilities

- Contribute to the school-wide environment to ensure a safe and orderly campus.
- Provide rigorous and challenging instruction toward mastery of the standards appropriate for each student.
- Maintain a classroom that is nurturing and conducive to learning.
- Provide programs to meet the academic, social, and emotional needs of all students.
- Thoroughly and consistently assess student work and give constructive feedback to students for continuous improvement.
- Be a positive role model for students.
- Treat all students and parents respectfully.
- Intervene on students' behalf at the first sign of difficulty.
- Keep parents informed/maintain an open line for communication re: student progress, classroom activities & school policies.
- Provide appropriate re-direction and/or consequences when warranted.
- Hold at least two parent conferences per year.

### Parent Responsibilities

- Be respectful to all staff members.
- Show and tell your student that you value education.
- Make certain your student attends school regularly and is prompt each day (8:00 AM).
- Work as a partner with your student's teacher, inquiring about areas for improvement.
- Set up regular times for reading and/or homework each evening and take time to check over your student's work.
- Ensure your student has adequate sleep each night and a healthy breakfast each morning.
- Encourage positive sharing about school activities.
- Monitor and limit screen time during the school week.
- Be watchful for early signs of academic difficulties and seek remedies.
- Speak directly to a staff member when there is a difficulty, a rumor, or question.
- Attend all parent/teacher conferences and student performances. Participate in school functions, volunteer opportunities, and PTA and/or Foundation activities.
- Adhere to the district's Civility Policy.

### Student Responsibilities

- Attend school regularly and be on time each day (8:00 AM).
- Follow all school and classroom rules and expectations. Show Shark P.R.I.D.E. & Be Kind at all times.
- Participate fully in classroom activities.
- Treat students, staff, and parents with respect.
- Do your best on all assignments. Do assignments/homework when assigned and turn them in on time.
- Ask questions when you do not understand.
- Tell a teacher or staff member when there is a problem. Work to solve your problems.
- Discuss with your parents what you have learned at school.
- Read at home every day.

I understand the importance of my role as teacher and role model. I am responsible for systematically and conscientiously teaching students so they may successfully progress in their educational journey, recognize their potential and attain their dreams.

Teacher Name (printed) \_\_\_\_\_ Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

I have read the Parent/Student Handbook with my student as well as discussed the responsibilities as explained in the School-Parent-Student Compact. I understand that my efforts and participation in my student's education is necessary and is expected in order to increase his or her achievement and ensure a positive attitude about school.

Parent/Guardian Name (printed) \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

I have read (or had read to me) the Parent/Student Handbook and the School-Parent-Student Compact. I will follow the rules, procedures, and expectations outlined. I realize that my education is important. It will help me become a happy and productive person. I know that I am largely responsible for my success, and I must work hard to achieve it.

Student Name (printed) \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_