



# Sonora Elementary School

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## Parent and Student Handbook 2023-2024

Revised July 10, 2023



**Newport-Mesa**  
Unified School District

## Table of Contents

Campus Contact Information.....	2	School Psychologist .....	14
Emergency Communications .....	2	Specialized Academic Instruction (SAI) .....	14
Parent Emergency Contact Information .....	2	Tier 2 Intervention.....	14
About Sonora .....	3	Speech .....	14
Mission Statement .....	3	English Learner Program .....	14
Creed .....	3	GATE: Gifted and Talented Education .....	14
2023-24 Schedule Of School Activities.....	4	Playground Rules .....	15
Campus Specific Dates .....	5	Nutrition.....	16
Daily Bell Schedule .....	5	Building Healthy Habits and Birthday Treat Policy .....	16
Parking Lot .....	6	A Message from the Nurse .....	16
Traffic Flow .....	6	After School Programs .....	18
Parking Lot Rules .....	6	R.O.C.K.S.....	18
Parking .....	6	Think Together .....	18
Bicycles (Including eBikes), Scooters, And Skateboards .....	7	Parent Involvement .....	18
Communication .....	8	Parent and Family Engagement Policy .....	19
Attendance .....	8	Educational Rights & Required Notices .....	22
Absence from School .....	8	Bullying Policy .....	22
Tardiness.....	8	Civility Policy .....	23
Releasing Children During School Hours .....	9	Dangerous Objects/Weapons .....	24
Parent Pick-Up Times and Procedures.....	9	Drugs/Alcohol/Tobacco/Other Controlled Substances .....	24
Dismissal from School .....	9	English Learner Supports/Reclassification.....	25
Unexcused Absences / Vacations.....	9	Homeless Liaison/McKinney Vento .....	26
Excused Absences (EC §§48205, 48980).....	9	Immigration Status of Pupils.....	27
Supervision Plan .....	11	Mental Health and Wellness .....	28
Emergency Procedures.....	11	NMUSD Parent and Family Engagement Policy ..	28
New Emergency Contacts/Authorized Pick-up and Drop-off .....	12	Non-Discrimination.....	29
School Rules .....	12	Professional Qualifications of Teachers.....	29
6 Pillars of Character.....	12	Pupil Fees .....	30
Student Behavior Expectations .....	12	School Accountability Report Card .....	30
Eagle Bucks .....	12	Sexual Harassment.....	30
School Property .....	13	State Testing/Level of Achievement .....	31
Cell Phone Policy .....	13	Student Use of Technology .....	31
Dress Code .....	13	Uniform Complaint Procedure.....	32
Academic and Behavioral Intervention .....	14	Williams Complaint Classroom Notice.....	33
Student Success Team .....	14		

## Sonora Elementary School

966 Sonora Road, Costa Mesa, CA 92626

### Campus Contact Information

Main Telephone:	(714) 424-7955
Attendance Line (24/7):	(714) 424-4752
Principal:	Mia Doidge
Administrative Assistant:	Cindy Henthorn
Office Assistant:	Jill Ulriksen
Nurse:	Michelle Mora x2312
Website:	<a href="http://sonora.nmusd.us">sonora.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 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 Sonora Elementary!

### About Sonora

#### Mission Statement

The Sonora Staff, Students and Parents are committed to creating a school that accepts no limits to the academic success of **ALL** students.

#### Creed

"I pledge to be a person of *character* and *trust*,  
I will be *respectful* and *responsible* doing what I must!  
I will act with *fairness* and show that I *care*.  
Be a *good citizen* and do my share!  
Character counts at Sonora School!  
WE HAVE EAGLE PRIDE!"

Dear Sonora School Parents,

Welcome to Sonora Elementary School! The Sonora School community maintains and communicates high expectations for every student, staff member, and parent. We have made a collective commitment to work collaboratively to ensure that all students succeed and are prepared for college and the workplace.

Sonora students thrive in a positive and supportive learning community, enriched with many art programs through our partnership with the Segerstrom Center for the Arts, as well as several partnerships with various organizations throughout Orange County. Additional experiences like family events, educational field trips, assemblies, band, the school play, and after school programs also create enrichment opportunities for our students. Sonora enjoys a high level of parent and community involvement with our amazing Sonora PTA! We encourage all parents/guardians to become a member of our PTA and get involved to support and maintain all the wonderful opportunities for our students. You will be able to connect with other parents, build relationships with the staff, and help to enrich your child's educational experience. Come make new friends and be an active participant in your child's education!

Each day students say the Pledge of Allegiance and the Sonora School Creed. Every month we focus on one of the six pillars of character, which helps to foster well-rounded character education in our students. We are committed to providing the best education for our children in an environment that supports the social-emotional and academic needs of our students. The entire Sonora Community shares in the responsibility of working cooperatively toward the success and well-being of all students.

We value communication with you and have procedures to ensure that effective communication is on-going between school and home. If you need to contact or meet with me, simply call the office at 714-424-7955 and speak with Cindy Henthorn, my Administrative Assistant. If she is unable to answer your question, she will be happy to arrange a time for us to speak on the phone or in person. You can also email me at [mdoidge@nmusd.us](mailto:mdoidge@nmusd.us). I am usually available before school and at dismissal to answer any questions or concerns. We realize the importance of maintaining a clear line of communication between school and home and certainly make every effort to accomplish this goal.

Thank you for your on-going support of our school. We hope to see you often!

Warmly,

Mia Doidge  
Principal  
[mdoidge@nmusd.us](mailto:mdoidge@nmusd.us)

*Soar Above, Sonora Love!*

## 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.....	
	Lincoln's Birthday Observed.....	
	Admission Day Observed .....	
March 13, 2024.....	Conference Day TK-6 Teachers .....	February 19, 2024
	(Local Non-Student Day for TK-6 Students).....	
April 8-12, 2024.....	Spring Recess .....	February 20, 2024
May 27, 2024 .....	Memorial Day .....	February 21, 2024
		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 the printed calendar provided with your first day folder which has a comprehensive schedule of events at Sonora. This calendar is also available on our website: [www.sonora.nmusd.us](http://www.sonora.nmusd.us). Listed below are a few important dates to keep in mind:

### Back-to-School Night

Wednesday, August 31<sup>st</sup>, 2023, 5:30 p.m.

### Open House

Wednesday, May 31<sup>st</sup>, 2023, 5:30-7:00 p.m.

### Modified Days

We have modified days (early dismissal at 12:55) on the following dates:

- Wednesday, August 30<sup>th</sup>, 2023 (Back to School Night)
- Monday/Tuesday, Thursday/Friday September 25<sup>th</sup> - September 29<sup>th</sup> (Parent-Teacher Conference Week)
- Non-student Day September 27<sup>th</sup>, 2023
- Monday/Tuesday, Thursday/Friday March 11<sup>th</sup> - 15<sup>th</sup>, 2024 (Parent-Teacher Conference Week)
- Non-student Day March 13<sup>th</sup>, 2024
- Wednesday, April 3<sup>rd</sup>, 2024 (Open House)
- Friday, June 7<sup>th</sup>, 2024 (Last day of school)

## Daily Bell Schedule

### Preschool - 6th Grade

7:20	Breakfast served in MPR
7:30	Playground open to students
7:50	First bell
7:55	Tardy bell

#### Recess

9:10 - 9:30	Kindergarten - 3 <sup>rd</sup> Grades
9:35 - 9:50	4 <sup>th</sup> - 6 <sup>th</sup> Grades

#### Lunch

11:25 - 12:05	Kindergarten - 1 <sup>st</sup> Grades
11:40 - 12:20	2 <sup>nd</sup> - 3 <sup>rd</sup> Grades
11:55 - 12:35	4 <sup>th</sup> - 5 <sup>th</sup> Grades
12:15 - 12:55	6 <sup>th</sup> Grade

#### Dismissal

2:00	Kindergarten
2:10	Grades 1 <sup>st</sup> - 6 <sup>th</sup>

### Modified Day dismissal @ 12:55 grades K-6 and Preschool (Autism)

Back to School Night, Conference Days, Open House, and Last Day of School

**Autism Special Education Preschool**

8:45-1:45 Lunch in rooms 12:00-12:40 Recess 12:45-1:15

**State Preschool**

8:00-11:00 AM Preschool 9:50-10:20 - Recess 10:30-11:00 - Lunch time  
 11:45-2:45 PM Preschool 12:35- 1:05 - Recess 12:15-12:35 - Lunch time

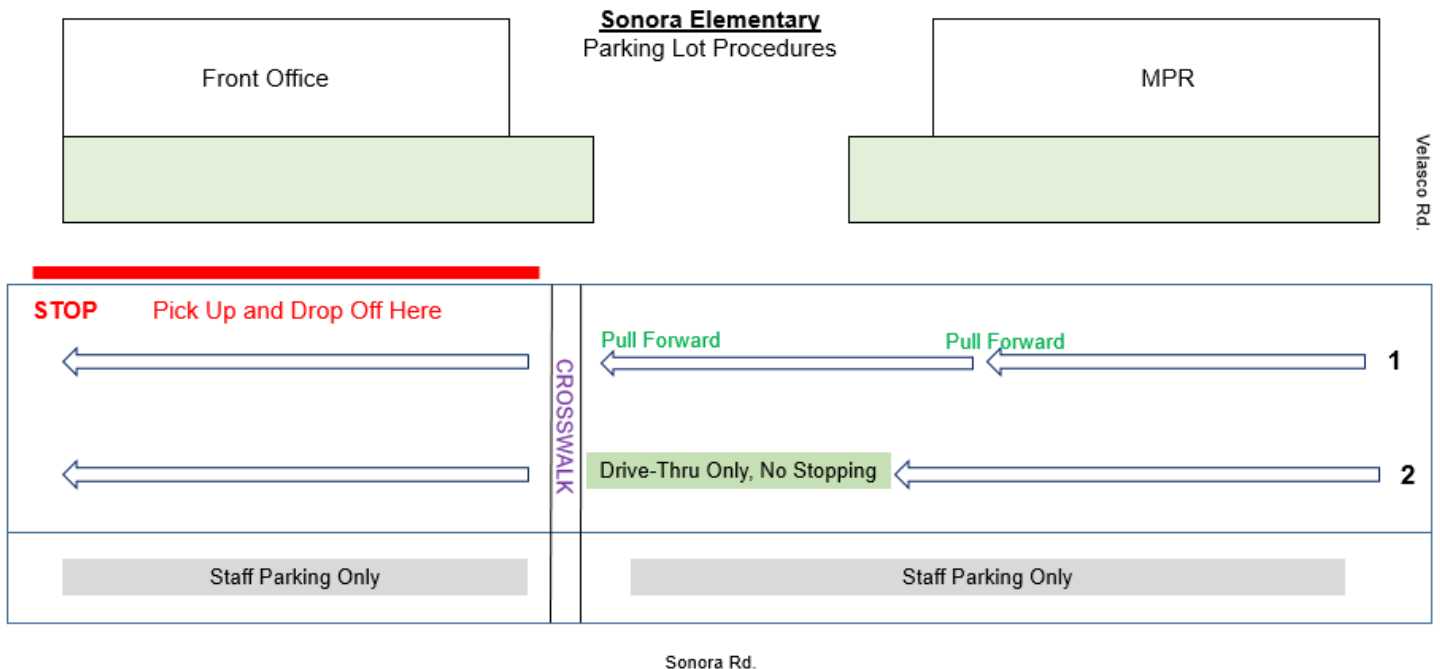
**Parking Lot**

**Traffic Flow**

Please remember to follow our traffic flow rules for the parking lot:

- Two painted lanes are available when entering the parking lot from Sonora Street.
- Follow the “DO NOT STOP” signs through the driveway.
- Proceed to the sign that says “STOP” at the end of the main office building.
- Wait for staff to direct you to pull up to drop-off or pick-up your child.
- Students will NOT be allowed to cross in front of the cars that are waiting to pull up to the curb.
- Students enter and exit cars only **AFTER** the crosswalk.

Thank you for helping us implement these procedures to ensure the safety of our students, staff, and families, especially during the busy times of the school day.



**Parking Lot Rules**

- The Pick-up and Drop-off area is on the grass area in front of the main office building.
- Adult supervision is necessary if there is a need for students to enter the parking lot for pick-up by car.
- Students need to wait patiently with adult supervision to be picked up in the car.

**Parking**

We need everyone’s help in keeping our parking lot safe for everyone! Nothing is as important as safety, especially in our busy parking lot. Many times, we’re in a hurry, running late to work, late dropping off our kids or just having a

rough morning. There is **NO** reason to neglect safety and we ask that you follow the signs in the parking lot. Please ensure you drive slowly through the parking lot. Everyone knows how to behave in the parking lot - staff present or not.

Remember:

- Follow the direction of all staff members
- Stay in line - there is no reason to cut in front of anyone
- Slow down
- Watch the cross walk
- Be courteous and patient - everyone must wait their turn
- It's drop off and pick up - not the Indy 500

Here's a great tip- come between 7:30 and 7:40. No lines, no traffic, no problems! Try leaving the house five minutes earlier. That's a great stress reliever!

Our children thank you!

We ask that you do not double park or park in the red zones. This is for the safety of our students and staff, and we must keep these areas clear for emergency personnel, district buses, and delivery services.

Visitors/Families are asked to park off-site adjacent to the school. Parking on-site is reserved for staff only with our limited spaces. This means that staff members need time to park and plan for the day.

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

Students riding to school **must wear a helmet**, to and from school. Bikes, skateboards, or scooters may not be ridden on campus at any time, including after school. Bikes must be locked (with a combination lock or padlock) in the bike rack next to the library during the school day. The school and district are **not** responsible for lost or stolen items. Students riding bikes, skateboards, or scooters to school is left to parent discretion.

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

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

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

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

### **eBikes**

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



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

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

## Skateboards

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

## Communication

- Blackboard, Sonora Eagle News, and the digital marquee are the most important school to home communications.
- The principal sends out the Sonora Eagle News each Monday. Please make the time to read it to stay informed.
- Parents/Guardians must have updated email addresses on the contact page of the Aeries Parent Portal.
- You can reach the school office at (714) 424-7955 with any questions you may have. If you wish to speak with your child's teacher, the best time to call is before or after school. We will not interrupt class during instructional time for phone calls.
- If you would like to contact Mrs. Doidge, please call the school office to set up an appointment with her administrative assistant, Cindy Henthorn, or you can speak with her before or after school or e-mail her at [mdoidge@nmusd.us](mailto:mdoidge@nmusd.us).
- **Parent conferences** are scheduled in September and March. These are important meetings between you and your child's teacher to discuss the unique academic development and goals for your child. You may schedule additional meetings with your child's teacher throughout the school year, as needed.
- **Back to School Night and Open House** are important school events. Back to School Night is for parents only. ALL families are invited to Open House which is held during the last month of school.

## Attendance

The attendance of a student is the direct responsibility of the parent. Students should be at school every day to maximize learning. The Education Code of California requires children to attend school regularly. They can be excused from school for illnesses and medical appointments. We strongly discourage early pick-ups unless students have a doctor's appointment or there is a family emergency. Every minute of missed instructional time counts for your child's education.

### Absence from School

If a student must be absent, **PARENTS MUST NOTIFY THE SCHOOL BY TELEPHONE using our 24-hour attendance hotline at (714) 424-4752.** You may also call the school at (714) 424-7995 before 9:00 a.m.

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

Children must be on time to school since being punctual is a life skill that begins in the early years. They need to arrive at school before the 7:55 a.m. bell when the gate is locked. Students are considered tardy after this. Late students must check in at the front office before being admitted to class. Students arriving after 7:55 a.m. will receive a tardy

pass to go to the classroom. Every minute of instructional time counts to help your child meet grade level standards. As a school, we need you to ensure that your child arrives at school on time each day so that your child receives the full instructional program to maximize their learning.

### Releasing Children During School Hours

If a student is to leave school during school hours, the parent(s) or guardian must appear in person at the school office to sign the child out. Only those adults listed on the student's emergency card on file in the school office may sign out a student. Please be prepared to show identification. Please allow a few minutes extra for the sign out time and pick up of your child. We will not call students out of class until their parent/guardian arrives in the office.

### Parent Pick-Up Times and Procedures

Parents or other adults listed on your child's emergency card must pick up their child directly from the after school program on time. Late pick-ups may result in your child's discontinuation in the after-school program. Teachers may provide after school assistance with homework on occasion. When your child stays for this, it is a parent's responsibility to arrange a pickup time and to pick your child up promptly.

### Dismissal from School

School is dismissed at 2:00 p.m. (Kindergarten) and 2:10 p.m. (1<sup>st</sup> - 6<sup>th</sup>) Monday - Friday. Students must be picked up after school within 10 minutes of the bell. Parents will be called to come to school to pick up children who are waiting in front of the school without adult supervision.

The ROCKS program has their own pick-up procedures and schedules. If we cannot reach parents or other responsible adults listed on your child's emergency card when a child is left unattended after the hours of school supervision, our next option is to contact the Costa Mesa Police Department for the child's safety.

### Unexcused Absences / Vacations

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

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

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

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

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

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

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

**Education Code §48205**

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

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

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

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

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

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

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

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

## Supervision Plan

### Before School 7:20-7:50

- One staff member in the MPR during breakfast from 7:20 - 7:45.
- Two staff members on the playground from 7:35-7:50.
- Three staff members on parking lot duty 7:35 - 7:50 for drop off covering parking lot, crosswalk, and bus area.
- One staff member at the main gate (the only entrance onto campus) to greet and supervise.

### During School 7:55-2:10

- Teachers supervise their classes during class time.
- Instructional aides and student supervision assistants are on duty for all morning recess and lunch recess times.
- Student supervision assistants supervise lunch tables during lunch time.

### After School 2:10-2:20

- All teachers walk their students out to the grass in front of the main office.
- Staff members are on parking lot duty 2:00-2:20 covering the parking lot, crosswalk, and bus area.

Staff meetings are held monthly to ensure that each staff member understands his/her supervision duties and to continually refine our safety practices.

Parents are allowed to enter the main gate with their child (children) before school. Parents must leave their child(ren) at the class line up area by the time the first bell rings at 7:50. At the first bell (7:50) parents are asked to exit campus. The staff member at the front gate monitors the ingress and egress for parents and students.

All gates, except the main entrance gate, will remain locked before school.

## 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.
- Ensure the person picking up your child has a valid ID.

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

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

## **School Rules**

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

### **6 Pillars of Character**

The six pillars of character are the core ethical values of character counts. These are values that transcend cultural, religious, and socioeconomic differences. The six pillars of character are trustworthiness, respect, responsibility, fairness, caring, and citizenship. Each of the six pillars of character help instill a positive school climate and a culture of kindness, with students being recognized for one-character trait each month.

### **Student Behavior Expectations**

Positive Behavior Implementation and Supports (PBIS)

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

### **Eagle Bucks**

Eagle Bucks are awarded to students when they demonstrate good conduct and responsible behavior. All staff may give out Eagle Bucks as they find appropriate. Eagle Bucks from each class will be drawn every Friday at our Eagle Rally. Students will be selected to win various prizes!

### **Classroom Behavior**

Each classroom teacher will establish specific standards to fit the needs of the individual classrooms.

### **Classroom Disruptions**

We will not interrupt classroom instructional time to relay a message to staff or students unless it is an emergency. We also will not interrupt instructional time for bringing a lunch to the office. Staff may be reached using their email address which is available on the Sonora website or by leaving a message in the front office.

### **Personal Items/Toys brought to School**

Students sometimes might be asked by their teacher to bring personal items to school for projects or for sharing. We are unable to accept responsibility for the care and safety of personal items; therefore, these items are to be kept in the classroom until share time. Please label personal items with your child's name. Items that are distracting to the educational program or that disrupt others are to be left at home. Students may bring electronic devices for

educational purposes with teacher permission (e.g., Kindle to use for classroom reading, etc.). Your child is responsible for the care of safety of any electronic devices brought to school with teacher permission and they cannot be distracting to the educational environment.

## Money at School

The school is not responsible for money brought on campus.

## School Property

We ask that students treat school property with respect.

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

## Cell Phone Policy

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

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

We understand the importance for some of our students to carry cell phones for emergency use after school. During school hours, students need to check their phones into a safe spot in the classroom, designated and monitored by the teacher. Cell phones must be silenced or off. At the end of the day students will collect cell phones before going home.

Students may use phones in the school office or classrooms only with teacher or staff permission. Students found using a cell phone at school will have it confiscated and returned at the end of the day. If a phone is taken from the same student more than once, the parent must come to the office to pick up the phone. Sonora staff is not responsible if a phone is lost or stolen.

## Dress Code

The Board of Education of the Newport-Mesa Unified School district believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for school. The Governing Board recognizes that the wearing of gang related apparel threatens the health and safety of the school environment. For this reason, the Board finds that the regulation of student dress in general, and gang-related apparel may be necessary to protect the health and safety of students and staff on school campuses. Parents and students have the primary responsibility for satisfactory student dress and/or appearance. Students are encouraged to wear clothes that are in good taste, that promote positive self-esteem, and that are appropriate for a school setting. Teachers and all school staff should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in a school setting.

Students who violate the student dress code will be asked to modify their appearance and may be sent home.

Students may not wear the following to school:

- Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) with writing, pictures or any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions, and likenesses, or which advocate racial, ethnic, or religious prejudice.
- Excessive make up
- Excessively long fingernails
- Open toe shoes or sandals
- We ask that students do not wear hairstyles or hair color that disrupt learning.
- See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh is prohibited.

- Hats or hoodies worn over heads when indoors (but hats are acceptable to be worn outdoors for sun protection).

In summary, students' clothing or appearance must not present a health or safety hazard or a distraction which would interfere with the educational process and learning environment.

\*\*\*It is strongly recommended that students in preschool through first grades keep a simple change of clothing in their backpack just in case of occasional bathroom accidents or lunchtime spills.

## Academic and Behavioral Intervention

### Student Success Team

A team of teachers and specialists meets weekly to collaborate on the best interventions to help individual students experience greater success in school. Parents can play an integral role in this process by meeting with the team.

### School Psychologist

A State credentialed school psychologist is assigned to each school in the district for the purpose of assisting students who have problems that interfere with learning. The psychologist is a member of the Student Success Team in collaboratively deciding if referred students are eligible for special education programs.

### Specialized Academic Instruction (SAI)

SAI is a special education program designed for students with minimal to moderate learning disabilities. The homeroom teacher refers students, and a comprehensive variety of tests is given by the psychologist and SAI teacher for placement. An individualized education program (IEP) is written for each qualifying student. Depending on identified student needs, the student may receive additional assistance in the regular classroom and/or small group setting for a portion of the school day.

### Tier 2 Intervention

The hourly support teachers provide small group instruction in reading and mathematics as a supplement to the core instruction. Tier 2 Intervention supports are scheduled to supplement core instruction and occur throughout the instructional day.

### Speech

The speech and language pathologist identifies and assesses students suspected of having communication difficulties. Those identified as having difficulties of speech and/or language are provided with speech and language services within the school day.

### English Learner Program

The program is designed to develop English language skills and to provide English Learners with access to the core curriculum. Each teacher has certification to teach students that are designated as English Learners. Students are provided English Language Development instruction, as well as ongoing monitoring to assess their growth in the acquisition of English with the goal of reclassification as Fluent English Proficient.

### GATE: Gifted and Talented Education

Students in grades 4-6 who qualify for GATE are placed in clusters in classrooms at Sonora Elementary. Teachers trained in differentiated instruction deliver a challenging curriculum to all students. Students qualify for GATE through assessment in third grade for fourth grade placement. Students in grades 4-6 may also be referred. Testing for GATE

referrals are conducted by teachers at the site in the spring and the results are forwarded to the District GATE office for evaluation and placement. Parents may discuss possible referral at the fall parent-teacher conference.

## Playground Rules

### Climbers

- Students may only climb on the playground equipment meant for climbing.
- Students may climb on the inside of the jungle gym only.
- Students may climb up and down the wavy bars one at a time.
- Students must not climb on fences, walls, backstops, benches, and buildings.

### Bars

- Students on the traveling bars must have always at least one hand on the bars and travel one way.
- Only one student may travel across the bars at a time.
- Students may never sit on top of the traveling bars, nor hang from their knees on the traveling bars.
- Students on the bars must always have one hand on the bars.

### Swings

- Students may only swing forward and back (not side-to-side) on the swings.
- Students must stand at a safe distance (at the edge of the wood chips) and count to twenty full (up and back) swings when waiting for a turn on the swings.
- Students who are on the swing must get off the swing after the 20 counts and allow the next student to take a turn.
- Sit on the swings facing the blacktop, not the grass.
- Come to a complete stop before getting off swings.
- Students should not jump off swings.

### Slide

- One student may climb the ladder of the slide at a time and only one student at a time may go down the slide.
- A student must always be facing forward, sitting, and slide feet-first.
- There is no climbing up the slide.

### Balls

- Hit balls against the handball wall.
- A student may not hit or kick balls against any buildings.
- No kicking balls on the blacktop.
- Playground balls are red balls (no balls from home are allowed).

### Tetherball

- Use the tetherballs properly.
- No sitting on the tetherballs or swinging from the chain.
- No “ropies” when playing tetherball.
- Two students may play tetherball at one time.
- While waiting for a turn, students must stand outside of the painted circle.

### Blacktop and Field

- “Freeze” when the bell rings at the end of recess.
- Stay on the blacktop and the field during recesses and lunch.
- A student may not play around or behind the classrooms.
- Students may not pick up other students off the ground.
- No “play fighting.” Students are not allowed to point their fingers like a gun or any type of weapon.
- Eat snacks at first recess on the lunch tables and throw all trash into the trashcans.
- A student may not throw rocks, dirt, sand, wood chips, pinecones, sticks, or any article that could be dangerous to others.
- A student may not play with sticks.



- Soccer is to be played on the grass field.
- Respect the rules of the game. No “slide tackles,” “trips,” or “kicks.”
- Students may only throw the football on the grass field and may not tag or tackle.

## 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).

If your child is bringing a lunch from home, we highly encourage the consumption of nutritious fruits, vegetables, whole grain snacks, etc. Junk food including chips, candy, and soda are not permitted on campus. If you’re choosing to pack your child’s lunch, please include ice packs and send it with them in the morning when they arrive to school. The teacher has a designated place in the classroom to keep lunches. We ask that you do not drop off lunch for your child after the bell, especially fast food. The front office will not call students to deliver a lunch as it is disruptive.

Cafeteria Manager: Peggy Pfeifer

## Building Healthy Habits and Birthday Treat Policy

We encourage students to develop healthy habits, including daily exercise and good nutrition. We understand the importance of children celebrating special occasions, such as birthdays and special events. We respect parents may wish to send something to school to honor your child’s birthday. **We do not allow food to be sent into the classroom or brought to the front of the school to recognize student birthdays.** If you wish to send something to celebrate your child’s birthday, you may send a non-food item or recognize your child’s birthday in one of the other ways listed below. Please remember that you must coordinate the time with the teacher ahead of time that does not impact instruction for students.

Ideas for Birthday Recognitions that do not include food:

1. Consider fun pencils, erasers, stickers, or other small learning tools to be used in class without causing a disruption to learn.
2. Donate a book to the school library in honor of your child.
3. Donate a book to your child’s classroom library. Consider bringing it wrapped and unwrap it in front of the class. The student may personalize the gift by writing a message, dating it, and adding a photo to the inside cover.
5. Consider a Birthday Shout Out on our school marquee. Inquire about this in the front office.

## 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**

Sonora 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.

## **After School Programs**

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

The City of Costa Mesa Recreation Division offers an after-school recreation program on the campus at Sonora Elementary. This program is available daily for students in kindergarten through 6<sup>th</sup> grades. This program is available from 2:00 until 5:30 p.m. on school days. Pre-registration and completion of emergency information documents is required. For additional information, contact the Parks and Recreation Department at (714) 754-5128 or (714) 754-5300. You may also visit their website: [www.costamesaca.gov](http://www.costamesaca.gov)

### **Think Together**

This after school expanded learning program provides meaningful academic and enrichment activities to TK - 6 students. Think Together's curriculum is focused on English Language Arts, Math, STEM, Youth Development, and Arts & Enrichment. For more information, call (714) 797-9333 or you may also visit their website: [thinktogether.my.site.com](http://thinktogether.my.site.com)

## **Parent Involvement**

### **Supporting High Expectations**

One of the most important things you can do to ensure your child's success in school is to have high expectations for his or her effort and behavior in school. Open and consistent communication with the teachers, principal, and school will allow you to be informed of what is occurring in your child's classroom and on campus.

### **Homework**

Homework contributes toward building responsibility, self-discipline, and life-long learning habits. We expect that students, parents/guardians and staff view homework as a meaningful part of students' daily lives that support learning in the classroom. Homework includes time for reading at home! We acknowledge that time for homework should be balanced with time for family, activities, and friends.

### **School Policy**

The homework schedule for each individual classroom is explained at "Back to School Night." Homework is designed to reinforce classroom instruction. In accordance with the school board policy, homework assignments are designed to take between 10 and 30 minutes each night in kindergarten through third grade and between 40 and 60 minutes each night in fourth through sixth grade. We encourage daily reading for all our students to build foundational skills in reading.

### **N-MUSD Parent Involvement Policy**

The N-MUSD Board of Trustees has a Board Policy to encourage active Parent Involvement in our school programs (Board Policy #6020). A copy of the complete policy can be found on the school district website.

## Visitors

To ensure the safety of all students, Sonora Elementary School is a CLOSED CAMPUS. All visitors must check in at the school front office and will be required to be cleared through the Raptor visitor management system. Visitors must sign in upon arrival and sign out when leaving. Visitors will wear a sticker to show that they have checked in at the front office. Visitors to campus may be limited due to health and safety restrictions.

## Volunteers

At Sonora, we recognize the positive impact that volunteers have in our school programs and the level of involvement you can have in your child's education. We love to have parents to assist in working with our children. Volunteers may work with small groups of students in the classroom, run copies, prepare materials, grade papers, work in the library, assist with field trips or in a variety of other ways at school.

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>).

## Volunteer Guidelines

1. All parents, guardians and adult family members are always welcome to contact their child's teacher or the principal to arrange a time to volunteer.
2. All volunteers must sign in and out in the school office and wear a volunteer badge.
3. The restrooms in the staff lounge will be available for volunteers.
4. For safety and liability reasons, young children will not be allowed to accompany volunteers on campus or on field trips.

## Confidentiality

As a parent and/or volunteer at our school, you may observe the learning and behavior of other children. We ask that you sign our volunteer agreement form where you respect the confidentiality of each child at our school by not discussing other children's academic achievement or behavior. Teachers and other school staff cannot discuss another child's academic achievement or behavior with you. All Sonora staff is expected to maintain strict confidentiality regarding students and their families. Confidential information includes, but is not limited to, anything regarding the child's health, learning, personal information (address, family income, etc.), and family situations. Student files and assessment information are kept in locked file cabinets and only accessed by appropriate staff (teachers, office staff, administrator, and support specialists).

## Lost and Found

Sonora Elementary has a Lost and Found rack for lost clothing, lunch boxes, backpacks, etc. It is kept outside the Multi-Purpose Room. Also, any small lost items that are turned in by someone are kept in the school office. It is important for all jackets, sweaters, lunch boxes, etc. to have the student's name on them. All items left in the Lost and Found rack will be donated to charity at the end of each trimester.

## Parent and Family Engagement Policy

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

The school followed this process to develop the policy:

Parent input is solicited annually through School Site Council, PTA, ELAC and the Title I Parent Meeting. Recommendations for revision are reviewed and incorporated into subsequent policies, as appropriate. The school distributes the policy to parents and family members of Title I students by doing the following:

Monthly opportunities for parents to attend PTA, ELAC, and SSC meetings. Translation is provided to involve Spanish speaking parents. Meetings are offered both during school hours and evenings to provide opportunities for all parents.

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

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

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

The annual meeting is scheduled for August 30, 2023 to inform parents of the school's participation in Title I programs, explain requirements and the right of parents to be involved.

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

The activities the school will carry out to address this requirement include:

Meetings and parent education sessions are held throughout the year both during school hours and in the evening. The types of meetings include parent education workshops, PTA general meetings, English Learners Advisory Committee meetings, and School site Council meetings. Child care is provided at selected meetings when there is not a parent-child activity.

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

The activities the school will carry out to address this requirement include:

Parents are provided opportunities to give input on the NMUSD Local Control and Accountability Plan (LCAP). A survey is sent out to all parents at the end of the school year, and the results are shared with the School Site Council, ELAC, and other parent groups. The information from the survey is used to guide and assist the SSC in the planning, review, and improvement of the school-parent compact and the parent involvement policy.

#### 4. Information about the Title I Program:

The school provides parents of participating students with timely information about the Title I program. (20 USC 6318 (c)(4)(A))

The activities the school will carry out to address this requirement include:

Parents receive information about the school's curriculum, types of assessments, and standards students are expected to meet by attending Back to School Night in the fall, parent-teacher conferences, and Open House in the spring. The school parent compact is sent home and reviewed both at Back to School Night and parent-teacher conferences as well as the annual Title 1 meeting. Information about the Title 1 program is provided to parents at ELAC, PTA, and School Site Council meetings throughout the year. Assessment data, curriculum, and budgets are discussed at these meetings.

5. Title 1 Parent Involvement funds are used to purchase educational books and materials for parents, a description and explanation of the curriculum utilized at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging CA state standards. (20 USC 6318 (c)(4)(B))

The activities the school will carry out to address this requirement include:

Parent involvement funds are utilized to purchase materials for parent-child events. The description of the curriculum, assessments, and achievement levels is embedded into the variety of parent meetings including parent workshops, ELAC meetings, and other meetings. The Goal setting conferences in September and Parent conferences in March provide parents and teachers with specific strategies to support students to succeed in the CA state standards.

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

The activities the school will carry out to address this requirement include:

Parents are members of all groups that meet regularly to make decisions regarding the education of children at Sonora Elementary School and parent/family input is solicited through both in-person meetings and online surveys. In addition, parents and teachers meet on a regular basis to make divisions and develop educational plans to meet the needs of students. Additional meetings are planned by request of the parents or teachers.

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

The activities the school will carry out to address this requirement include:

Parents are active members of our School Site Council, ELAC, and PTA that meet throughout the school year to review the Single Plan for Student Achievement, Title 1 Parent Engagement policy, and other schoolwide programs. Parents are surveyed each year and the results of the survey are used to make adjustments to school programs to better serve and meet the needs of all students. Annual improvement goals are communicated in our Single Plan for Student Achievement, as well as during parent meetings.

8. Building Capacity for Involvement:

To ensure effective involvement of parents and to support a partnership among the school involved, parents and the community to improve student academic achievement, each school and school district assisted with Title 1, Part A funds, the school has established the following practices:

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

The activities the school will carry out to address this requirement include:

Our school provides parent presentations during ELAC meetings, Back to School Night provides an overview of the program in their child's classroom, all families receive a copy of our parent/school/child compact and all parties sign to indicate commitment to maintaining high standards at Sonora. Report cards are standards based and are discussed with parents during conferences and goal setting meetings that occur twice a year. Standardized test scores are mailed to parents in the summer and teachers discuss these results with parents during the conference. Teachers additionally communicate with parents informally and on numerous occasions throughout the school year.

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

The activities the school will carry out to address this requirement include:

Our School Community Facilitator provides resources on parenting strategies, both in English and Spanish and provides parent education sessions for all parents to assist their child to be successful at home. Classroom teachers offer suggestions and materials to parents to help support the instructional program in the home.

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

The activities the school will carry out to address this requirement include:

Sonora staff members participate in professional development on family involvement. The School Community Facilitator participates in some staff meetings to update staff and coordinate closely with school staff to support parent involvement.

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

The activities the school will carry out to address this requirement include:

On site state preschool and local providers of services to families including the various resources provided from the local hospital and non-profit organizations.

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

The activities the school will carry out to address this requirement include:

Communication with parents is ongoing and provided in print, digital, and in person methods. All parents are informed of school events and programs in writing and these communications are shared with the community both in English and Spanish. The weekly Sonora Eagle News is sent out digitally and can be translated in more than 150 languages. Parents are encouraged to contact the school office with any questions about communication from the school. The School Community Facilitator and other bilingual staff, provide interpretation in Spanish to support parent participation in parent conferences, parent meetings, and daily interactions with staff members.

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

The activities the school will carry out to address this requirement include:

Child care is provided for parent education events that do not involve a parent-child activity so parents can fully participate in educational sessions.

## 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

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>.

## Sonora Home-School Compact

It is important that families and our school work together to help students achieve high academic standards. Through a process that included teachers, families, and students, the following are agreed upon roles and responsibilities that we, as partners, will carry out to support student success in school and in life.

### Family/Parent Pledge

*I agree to execute the following responsibilities to the best of my ability:*

- ♦ Provide a quiet time and place for homework.
- ♦ Monitor electronics, including what my child is accessing and the amount of time on a device.
- ♦ Read to my child and encourage my child to read every day for at least 20-30 minutes.
- ♦ Ensure that my child attends school every day; arrives **on time**, gets adequate sleep, maintains good hygiene, and eats nutritional meals and snacks.
- ♦ Emphasize the importance of education and learning to my child.
- ♦ Communicate openly with my child’s teacher, principal, and front office.
- ♦ Attend all parent-teacher conferences, Back to School Night, and Open House.
- ♦ Participate in the school (i.e., helping in classrooms, helping for special events, preparing materials at home).
- ♦ Respect the school, staff, and students by honoring all rules outlined in the Sonora handbook.

### Staff Pledge

*I agree to execute the following responsibilities to the best of my ability:*

- ♦ Provide relevant and challenging instruction that promotes student achievement.
- ♦ Have high expectations and help *every* child make adequate progress toward grade level standards and beyond.
- ♦ Communicate regularly with families about student progress.
- ♦ Provide a warm, safe, and caring learning environment.
- ♦ Provide meaningful homework assignments to reinforce and extend learning.
- ♦ Actively participate in professional development that improves teaching and learning.
- ♦ Participate in collaborative decision-making and consistently work with families and colleagues to make Sonora an accessible and welcoming place for families.
- ♦ Respect the school, staff, students, and families.

### Student Pledge

*I agree to execute the following responsibilities to the best of my ability:*

- ♦ Come to school **on time**, ready to learn, and show my best effort.
- ♦ Bring necessary materials, a **charged** Chromebook, and completed homework.
- ♦ Know and follow school, playground, and classroom rules.
- ♦ Demonstrate the six pillars of character and treat others with kindness and compassion.
- ♦ Communicate regularly with my parents, teachers, and the principal about school experiences so they can help me be successful in school.
- ♦ Limit my screen time and read 20-30 minutes every day after school.
- ♦ Respect the school, staff, and students by honoring all rules outlined in the Sonora handbook.

\_\_\_\_\_  
Student’s Name (Printed)

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher’s Signature

\_\_\_\_\_  
Date