



Wilson Elementary School

Parent and Student Handbook 2023-2024

Revised July 10, 2023



Newport-Mesa
Unified School District

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Wilson Elementary School

Campus Contact Information

801 W. Wilson Street
Costa Mesa, CA 92627
Office Hours: 7:30 a.m. - 4:00 p.m.

wilson.nmusd.us

Attendance Line - (949) 515-6826

Office - (949) 515-6995

Transportation - (714) 424-5080

Preschool - (949) 515-6828

Lorena Rubio, Principal lrubio@nmusd.us

Jackie Ceballos-Reyna, Office Manager, Admin. Asst. jceballosreyna@nmusd.us

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Claudia Catoia-Adams, School-Community Facilitator ccatoiaadams@nmusd.us

TBD, Nurse

Emergency Communications

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

Parent Emergency Contact Information

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

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

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

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

Welcome to Wilson Elementary School

Welcome to Wilson Elementary! We provide a safe, nurturing, and caring school community where every child has the opportunity to achieve, develop as a kind citizen, and foster a love of learning. We have a rigorous academic program where we foster the development and skills in our students to become proficient, lifelong learners. Teachers maintain high expectations for students and provide quality instruction to allow them to be successful in all academic areas, particularly Literacy and Mathematics.

In addition to valuing academics, we understand the importance of the healthy emotional well-being of our students and provide support in social-emotional development. At Wilson we have embraced the phrase “A Wildcat ROARS”. This exemplifies our positive behavior and implementation supports system. We instill the qualities of respect, ownership, attitude, responsibility, and safety consistently throughout the school year. Each Friday we hold Wildcat Rallies beginning at 8:15 on the blacktop. This allows students, staff, and parents to show their Wildcat pride and school spirit as we watch different class performances, draw Wildcat Tickets, and acknowledge positive efforts from students, volunteers, and staff members. The Wildcat Rallies allows us to reinforce ROARS and the high expectations we have for our community of learners. Through PBIS and creating a positive school culture focused on kindness, we are committed to creating a safe and bully-free environment.

Students are provided with numerous experiences on and off campus. From the support of the Wilson Street PTA, students are provided extracurricular opportunities that allow them to have additional experiences such as field trips and assemblies. The PTA also hosts events for our families such as Movie Nights, holiday festival, and the Family Night event at the end of the year. Additionally, students at Wilson are encouraged to become involved with the Wildcat Orchestra, which has opportunities to perform outside of campus.

I value trusting relationships and communication with you and work to ensure that effective communication occurs between home and school. If you need to contact me, please call the front office and speak with one of the office staff members. They will be more than happy to assist you in scheduling a meeting with me. I’m also available to be contacted via email at jheckert@nmusd.us You can usually find me on campus before the bell and at dismissal to answer any questions you might have. This will be a wonderful year of learning for each student at Wilson. I sincerely look forward to working with you this year!

Principal

Mission Statement

Our mission is to provide a high-quality, comprehensive, and meaningful education for all students. Each student will be expected to succeed to their highest potential in their academic and personal goals. Students will be given the tools to be a lifelong learner and taught to function as a productive member of society. This will be achieved by demonstrating respect, ownership, attitude, responsibility, and safety.

2023-24 Schedule Of School Activities

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

Instructional Staff

Legal/Local Non-Student Days

Classified Staff Holidays

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

ELEMENTARY TRIMESTER DATES

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

SECONDARY QUARTER DATES

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

Approved by the Board of Education 9/13/22

Campus Specific Dates

Monday, Tuesday, Thursday and Friday (Regular Day)

- TK - 6th Grade8:15 a.m. - 2:50 p.m.

Every Wednesday (Modified Day)

- TK - 6th Grade8:15 a.m. - 1:25 p.m.

TK-6th School Calendar

First day of school for students	(Mon.) August 21, 2023
Back to School Night - Early dismissal	(Thurs) August 31, Kinder - 6 th grade
Labor Day - No school	(Mon.) September 4, 2023 Kinder - 6 th grade
Parent - Teacher Conferences - Early dismissal	(Mon. /Tue. /Thu./Fri.) October 23, 24, 27, 28, 2023
Parent - Teacher Conferences - No school	(Wed.) October 25, 2023
Veterans Day - No school	(Fri.) November 10, 2023
Thanksgiving Recess - No school	(Wed. - Fri.) November 23 - 24, 2023
Winter Recess - No school	December 25, 2023 - January 5, 2024
Martin Luther King, Jr. - No school	(Mon.) January 15, 2024
Presidents' Recess - No school	(Mon. - Fri.) February 19 - 23, 2024
Parent - Teacher Conferences - Early dismissal	(Mon. /Tue. /Thu./Fri.) March 11.12.14.15, 2023
Parent - Teacher Conferences - No school	(Wed.) March 13, 2024
Spring Recess - No school	(Mon. - Fri.) April 8 - 12, 2024
Open House - Early dismissal	(Thur.) May 30, 2024
Memorial Day - No school	(Mon.) May 27, 2024
Last day of school	(Fri.) June 7, 2024
6 th Grade Promotion	(Fri) June 7, 2024

Daily Bell Schedule

Grades TK - 6

7:55	Gate Open for breakfast only*
8:00	Gate Open for all students
8:10	First Bell
8:15	School Begins
9:55-10:15	Recess: TK/K
10:00 - 10:15	Recess: 1st - 3rd grade
10:20 - 10:40	Recess: 4th - 6th grade
11:15 - 11:59	Lunch/Recess: TK/K
11:30 - 12:19	Lunch/Recess: 1st grade
11:40 - 12:29	Lunch/Recess: 2nd grade
11:50 - 12:39	Lunch/Recess: 3rd grade
12:10 - 12:50	Lunch/Recess: 4th grade
12:20 - 1:00	Lunch/Recess: 5th grade
12:30 - 1:10	Lunch/Recess: 6th grade
1:40 - 1:55	Recess: TK/K
2:00 - 2:15	Recess: 1st - 3rd grade
2:50	Dismissal Dismissal on Wednesdays 1:25 *

Parking Lot

Parking Lot Safety Procedures

As you know, the arrival and dismissal times are very busy in front of our school. Our main priority is ensuring that children are safe. We need all parents to follow parking lot procedures. As a school community, we work together so that each child can arrive and leave school each day in a safe environment. We understand the sense of urgency to drop off or pick up your child as quickly as possible, and while we understand your needs, our first priority is the safety of every child on our campus.

1. Children and adults crossing through the parking lot on foot need to use the designated crosswalk and/or sidewalk areas. Do not cross through the middle of the parking lot.
2. Cars driving in the parking lot at any other times must adhere to the speed limit of 5 mph or less. Always watch for children and follow the directions of the adult supervisors.
3. Parents driving children to school may drop off the children in front of the school onto the sidewalk near the building. Please pull your car forward to the end of the curb.
4. You may not park your car in the designated drop off area. Please find a parking spot in the parking lot or park on Wilson Street.

If you have additional concerns about our parking lot safety, please contact the office staff. Planning for safety requires modifications, and we will notify you of any changes.

Crossing Guards

The City of Costa Mesa provides a crossing guard at the corner of Placentia Avenue and Wilson Street before and immediately after school each day to assist our students. Please encourage your child to follow all safety laws.

Bicycles (Including eBikes), Scooters, And Skateboards

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

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

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

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

eBikes

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

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

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

Skateboards

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

Bicycles, scooters and skateboards will be confiscated if above rules are violated. Parents will need to pick them up from the school office.

Attendance

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

Absence(s) - How to Report

Every student is expected to attend school every day, arrive on time, and remain at school for the entire day.

- Parents must call the 24-hour Attendance line: **949-515-6826** before 9:00 a.m. each day your child is going to be absent for ANY reason. Please speak clearly. Identify yourself; leave your child's first and last name, grade, teacher, date of absence and reason for being absent (illness, trip, doctor appointment, etc.). **Do not call the school's main number.**
- If a parent does not call in for an absence, a student must bring a note back to school the following day, stating the dates and the reason for the absence. **The parent or guardian must sign this note.**

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

It is the responsibility of both parent and student to be at school on time every day. Not only does the tardy student miss important instructional time, but the entire classroom is disrupted when the child enters late. Students who arrive late to school must report to the office to obtain a tardy slip prior to entering the classroom. Tardies are recorded as unexcused unless the child was ill or visiting a medical doctor.

Early Departure

Early pickup is discouraged. Every effort should be made to arrange appointments after school in order for students to complete their day. For the protection of the student, no student is permitted to leave the school grounds at any time during the day unless accompanied by a parent/guardian or emergency contact indicated on the emergency card and who is at least 18 years of age or older.

You must first come to the office to sign the child out; then, we will call for him/her in the classroom.

If someone other than a parent/guardian will pick up the child, a written request from the parent/guardian must be submitted indicating who will pick them up. This is to protect the child from being taken from school without your permission.

The person signing the student out in the office must be prepared to show proper ID.

Arrival and Dismissal

- The campus is closed until 7:45 a.m. when breakfast supervision begins. Please do not drop off your child earlier than 7:45 a.m.
- For safety reasons, parents are not permitted in the MPR during breakfast.
- Parents are not permitted to sit at the outside lunch tables, with the exception of Fridays for the Wildcat Rally starting at 8:15.
- A drop off/pickup zone is implemented for all students who are dropped off or picked up in cars. Pull in slowly to the parking lot and follow the instructions of the parking lot staff. Please be careful of pedestrians. Do not park or leave your car unattended in the drop off/pickup zone.
- When dismissed, students must promptly walk to the bus loading zone, to the curbside to be picked up, or to line up for the afterschool program.
- Students not picked up within 15 minutes of dismissal will be warned, followed by parent conference and potentially leading to police custody. Please arrange to have your child picked up on time.
- Parking in the **bus zone** on Wilson Street is prohibited and you will be asked to move.

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
(School resumes Monday, January 8, 2024) | Winter Recess |
| • January 15, 2024 | Martin Luther King, Jr. Day |
| • February 19 - 23, 2024 | President's Recess |
| • March 13, 2024 | Conference Day (TK-6) |
| • April 8 - 12, 2024 | Spring Recess |
| • May 27, 2024 | Memorial Day |

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

Excused Absences (EC §§48205, 48980)

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

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

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

Education Code §48205

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

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

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

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

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

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

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

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

Emergency Procedures

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

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

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

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

Emergency Contact Information

Your child’s emergency contact information is used to notify parents/guardians in the event of an illness, injury, or emergency on campus. **It is important that the information is kept accurate and up-to-date. Any changes in telephone numbers, address, people who have permission to pick-up your child or any other emergency card information must be promptly made through the parent portal.** Students will ONLY be released to people listed on the emergency card and at least 18 years of age or older.

Student Behavior Expectations

Positive Behavior Interventions and Supports (PBIS) Wilson has begun the process of implementing the Positive Behavior Interventions and Supports (PBIS) approach. This is a research-based approach to teach and reinforce positive behavior and improve school climate for students. We have a matrix of specific school wide behavioral expectations and a school wide system for recognizing and reinforcing positive behavior that was created collaboratively by staff, parents and students. Please see the behavior expectation matrix on our school website.

School Rules

General School Rules

- Treat others with courtesy and respect.
- Use acceptable language, avoid the use of obscenities and avoid obscene gestures.

- Do not take or use anything that belongs to someone else.
- Keep hands, feet, and objects to yourself.
- Obtain permission from a teacher or noon supervisor to go to the office.
- Stay on school property the entire school day.
- Stay inside designated areas before school and during recess times. Stay on the blacktop and field during recess times; do not cross the yellow lines into the hallways.
- Complete your own school work and homework with your best effort.
- Bring only what is necessary for learning.
- Do not bring anything to school that can be considered a weapon.

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.

Cell phones and other personal devices must be turned off and kept in backpacks during the school day, or turned into the classroom teacher during the day. Exceptions to this are if the device is being used for a teacher-directed academic activity with teacher permission and direct supervision after parents/guardians have signed our District's Acceptable Use agreement. The school is not responsible for any phones and/or devices that may be lost, damaged or stolen. Any pictures taken or recordings made without the prior consent of the teacher and the principal is prohibited. Cell phones will be confiscated if turned on and used without the permission of their teacher, including making calls, texting, taking pictures, playing games, etc.

Dress Code

The quality of work students produce at school as well as their attitude is affected by their personal appearance. Appropriate dress and grooming contribute to a productive learning environment. 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. With these principles in mind, Wilson parents have voted to adopt a voluntary uniform dress code for the entire student body.

Please follow these guidelines with regards to the school uniform, general dress code, and personal appearance:

- Always present an acceptable standard of cleanliness and neatness; demonstrate a standard of personal hygiene free from dirt and disorder.
- Navy blue or black long pants, shorts, skirts, skorts, jumpers or dark blue, black jeans
- White, red, light blue or navy blue collared shirt or spirit shirt
- Skirts, dresses, and shorts need to be long enough to touch the end of the fingers when arms are down by the child's thighs
- Pants should fit well (not overly baggy or tight or too low on hips)
- Shirts must cover the belly when arms are extended over the head
- Blouses/shirts should not be see-through
- No spaghetti straps
- Hats are allowed to be worn on campus when outside to keep the sun off their faces, but must be removed inside all buildings
- No inappropriate slogans on clothing. Printing should not include slogans or referenced to drugs/alcohol, inappropriate, obscene, or profane words or symbols
- No wallet chains or chains hanging from clothing
- No dangling earrings (only posts or tiny hoops)
- No make-up is allowed
- We ask that students do not wear hairstyles or hair color that disrupt learning.
- Closed-toe shoes must be worn at all times and should be practical to allow for running, jumping, and kicking while participating in various school activities. Slippers or flip-flop type sandals, elevated heels or open-toed shoes are not permitted. Leather soled shoes are discouraged because of the danger of slipping.

When a student is not in uniform or wears unacceptable clothing to school, the parents will be contacted to bring the appropriate clothing to school or the student may be sent home.

Personal Belongings/Lost and Found

Students must assume responsibility for loss or damage to property belonging to them. Make sure all student personal belongings are labeled with their first and last names for proper and quick identification. Students have access to the Lost and Found in the MPR during school hours. When not claimed after reasonable time, all articles are donated to a community charitable agency. Lost wallets, glasses and other small items are kept in the office.

Assemblies & Wildcat Rally

School wide Wildcat Rallies and awards assemblies are held each Friday throughout the school year (weather permitting). The assemblies generally feature a variety of academic, school-community activities, and various awards to celebrate student successes. Parents are welcome to attend the assemblies beginning promptly at 8:15.

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.nmsd.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.nmsd.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.nmsd.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

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

Nutrition

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

Contact Information:

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

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

Breakfast is served from 7:45-8:15 a.m. in the cafeteria and lunch is provided for all students without charge. If you prefer, you may send a lunch to school with your child if they choose not to eat the cafeteria food. Please be sure all food sent with your child is nutritious. All students are expected to abide by the following rules:

- Students are responsible for disposing of all trash in their area.
- Students are to stay outside and away from classrooms before school and during the entire lunch period.
- Students are to use good manners at all times and a quiet voice when talking to others during lunch.
- Students are to raise their hand to get up from the table.

Students may bring healthy snacks to eat at their first recess. Candy, chips, cookies, sodas and other non-healthy foods are not allowed at school. Snacks must be eaten at the lunch benches and all trash should be thrown into the trash cans.

Building Healthy Habits

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 holidays. Our school encourages ways for students to celebrate without food, or through healthier food options that reinforce good nutrition. Please help us model lifelong healthy habits with our children. If you wish to send a healthy snack for your child's birthday, you must coordinate the time with the teacher ahead of time to be a time that does not impact instruction for students.

After School Programs

Students in grades 1st-6th at Wilson Elementary have the option to attend our after school program Project Kidz Connect. Project Kidz Connect provides students with structured activities from organized recreation to assistance with homework and a nutrition break. Project Kidz Connect is held on the Wilson Elementary campus daily from 3:00-6:00 p.m. Monday-Friday. For more information, call 949-515-6786.

Parent and Family Engagement

Wilson 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:

The annual Title 1 Meeting will be held during the first trimester of the 2023-2024 school year.

The school distributes the policy to parents and family members of Title I students by doing the following: Parents are provided the opportunity to increase their involvement through events, meetings, and educational workshops/classes held throughout the school year occurring on different days and times.

Involvement of Parents in the Title I Program

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

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

The annual meeting is scheduled for/was held on: September-October 2023-2024

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

The activities the school will carry out to address this requirement include: Surveying parents to determine availability, offering meetings in the mornings and evenings, and using Blackboard to communicate to parents on a weekly basis.

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: Back to School Night in early fall; Parent conferences in November and March Parent education workshops and classes

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

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

The activities the school will carry out to address this requirement include: With the input of yearly Family Surveys and via discussion at PTA and ELAC meetings, the School Site Council develops and approves the development of this plan.

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

The activities the school will carry out to address this requirement include: Parent Education workshops and classes

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: Parent input is requested on an ongoing basis at meetings including PTA, School Site Council, and ELAC. Parent requests for decisions involving their children are responded to openly with the resolution to problem solve.

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 involved in the joint development of the Single School Plan through their participation in School Site Council and ELAC.

Building Capacity for Involvement

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

a) Understanding the School System: The school provides parents with assistance in understanding such topics as the challenging State academic standards, State and local assessments, the requirements of Title I, Part A, and how to monitor a child's progress and work with educators to improve the achievement of their children. (20 USC 6318 (e) (1))
The activities the school will carry out to address this requirement include: Back to School Night in early Fall; Parent conferences in November and March; Monthly PTA meetings; Quarterly School Site Council meetings; ELAC meetings

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: Classroom volunteer procedures, ELPAC testing and progress portfolio information.

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: Weekly Wildcat assembly (flag deck) with announcements and student recognition; School marquee with information updated weekly; Weekly Wildcat news in English and Spanish; School Loop, parent link, and school website; Blackboard to communicate in English and Spanish

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: School-parent compact is reviewed at School Site Council and Staff meetings.

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: Parents are informed through the school's website, as well as verbally during Back to School Night.

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: Teachers receive information via staff development, individual conferences, and reports by PTA and School Site Council representatives. PTA Board members visited a staff meeting to offer help.

Visitors/Volunteers

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

A volunteer is a parent, community member or other adult who is assisting at a school site or program before, during or after school hours. To be considered as a volunteer, you will need to submit an application for review. The application and more details on this process can be found at: www.nmusd.us/volunteers.

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

Educational Rights & Required Notices

Bullying Policy

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

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

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

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

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

Civility Policy

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

This policy promotes mutual respect, civility, and orderly conduct among members of the school community including all employees, parents/guardians, students, and the public at all schools, district facilities, and at athletic and extracurricular events. This policy is not intended to deprive any person of his/her right to freedom of expression that

is protected from governmental restriction on school grounds and district facilities/activities. Uncivil conduct does not include the expression of controversial or differing viewpoints.

The basic purpose of this policy is three-fold:

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

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

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

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

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

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

Dangerous Objects/Weapons

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

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

Weapons and dangerous objects include, but are not limited to any firearm, stun gun, air gun, spring activated gun, toy guns (imitation firearms), slingshots, bludgeons, brass knuckles, any knife (including pocket knives and cutting blades),

chains, clubs, stars, explosives, fireworks, etc. Also included are articles designed for other purposes but which could easily be used to inflict bodily harm and/or intimidate (examples are belts, files, compasses, Scissors, bats, etc.). The Federal Gun Free Schools Act requires that any student bringing a firearm to school is subject to one calendar year of expulsion and referral of the student to law enforcement.

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

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

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

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

Drugs/Alcohol/Tobacco/Other Controlled Substances

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

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

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

English Learner Supports/Reclassification

Language Acquisition Programs

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

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

Requesting a Language Acquisition Program

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

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

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

Parents of English learners have a right to decline or opt their children out of the school district's language acquisition program or opt out of particular English learner service(s) within a language acquisition program. However, districts

remain obligated to provide the student meaningful instruction until the student is reclassified, inform the parent when progress is not made, and offer the parent programs and services to consider at that time.

Language Assessment

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

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

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

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

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

Reclassification (Exit) Criteria

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

GRADE	1. PROFICIENCY ON LANGUAGE ASSESSMENT	2. DEMONSTRATION OF "BASIC SKILLS"			3. TEACHER EVALUATION & EL COORDINATOR RECOMMENDATION
		OTHER MEASURES	REQUIRED SCORE (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 or contact the district's McKinney-Vento liaison Christy Flores at cflores@nmusd.us or 714-424-3691.

Immigration Status of Pupils

Your Child has the Right to a Free Public Education

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

Information Required for School Enrollment

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

Confidentiality of Personal Information

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

Family Safety Plans if You Are Detained or Deported

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

Right to File a Complaint

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

Mental Health and Wellness

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

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

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

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

NMUSD Parent and Family Engagement Policy

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

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

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

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

Title I Schools

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

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

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

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

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

Non-Title I Schools

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

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

Non-Discrimination

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

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

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

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

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

Professional Qualifications of Teachers

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

- (1) whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

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

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

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

Pupil Fees

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

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

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

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

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

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

School Accountability Report Card

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

Sexual Harassment

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

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

- (1) Submission to such conduct is explicitly or implicitly a term or condition of a student's academic status or progress or an employee's term or condition of employment;

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

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

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

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

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

State Testing/Level of Achievement

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

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

Student Use of Technology

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

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

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

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

Uniform Complaint Procedure

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

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

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

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

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

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

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

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

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

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

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

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

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

Williams Complaint Classroom Notice

Notice to Parents, Guardians, Pupils, and Teachers

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

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

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

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

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

Wilson Elementary Home-School Compact

School Responsibilities

- A. Provide an environment at the school that is safe and orderly.
- B. Provide rigorous and quality instruction in all curricular areas.
- C. Provide instructional programs to meet the needs of all students.
- D. Offer social-emotional support and guidance at all times.
- E. Celebrate and accept multicultural similarities and differences.
- F. Maintain open lines of communication between home and school.
- G. Hold at least two parent conferences per year.
- H. Make home visits as needed to offer support to students/families.
- I. Inform parents of state, district, and school policies.
- J. Provide communication during emergencies.

Parent Responsibilities

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

Student Responsibilities

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

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

Teacher’s Name (print)

Teacher’s Signature

Date

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

Parent’s Name (print)

Parent’s Signature

Date

I realize my education is important to me. It will help me to be a happy and productive member of my community. I know I am the one responsible for my success and will demonstrate my best efforts and ROARS.

Student’s Name (print)

Student’s Signature

Date