



TeWINKLE MIDDLE SCHOOL

Parent and Student Handbook 2023-2024

Last Revised: July 19, 2023

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Campus Contact Information

3224 California Street
Costa Mesa, CA 92626

Main Telephone:	714-424-7965
Attendance Line:	714-424-7965 (option 2)
Principal:	Dr. Ixchel Sanchez
Assistant Principal:	Mrs. Amber Burkhart
Office Staff:	Mrs. Claudia Chavez
Counseling:	Mrs. Tammy Mielke (A-K) Mrs. Carolina Giraldo (I-Z)
Health Office:	Mrs. Mealynn Tonnu
Website:	www.tewinkle.nmusd.us

Emergency Communications

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

Parent Emergency Contact Information

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

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

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

General Information

- ★ Classroom instruction cannot be disrupted for delivery of personal or medical messages, but will be delivered on breaks, with exception of an emergency situation.
- ★ Use of cell phones is prohibited during school hours.
- ★ Students use their Chromebooks EVERY DAY and should charge them daily and bring their charger with them.
- ★ Students are responsible for bringing everything they need for the day including homework assignments, study materials, uniforms, athletic equipment and food/drinks.
- ★ The delivery of snacks, drinks, and/or lunches (including, but not limited to UberEats, GrubHub, etc.) are not permitted and will be disposed of. Students are not allowed to leave campus to purchase food/drinks.
- ★ Reusable water bottles are highly encouraged, and we have multiple refilling stations available for use.
- ★ The school cannot be responsible for personal items that are lost or stolen. If something is missing, please contact the front office and have your child check our Lost & Found containers.
- ★ Please remind students of doctor or other appointments and make transportation arrangements before the student leaves home in the morning. Students may not be picked up by a rideshare service. A previously authorized adult who must have proper identification is required to sign a student out of school.
- ★ If you have any questions for teachers, please contact them through email (found in Schoology), or call the front office and leave a message for them.
- ★ Any student that has balloons, flowers, gifts, etc. related in observance of a birthday or holiday will need to keep them in the front office area until the end of the school day

Mission Statement

TeWinkle Middle School is a partnership of teachers, students, support staff, parents, and community members where cooperation, respect, learning, and confidence foster personal growth and success for all.

School Motto

“Dare to Dream, Learn, and Achieve”

Message from the Principal

Welcome TeWinkle Trojans,

It is truly an honor to be part of this community and I look forward to partnering with you to ensure all students are supported and celebrated. Being driven by the individual success and growth of every student. I have devoted my career to educating, inspiring, and advocating for students, both as a classroom teacher and as an administrator. As a first-generation college graduate, I understand the importance of removing any limitations or obstacles for students. I am excited to share my passion, eagerness, and experience to cultivate the educational programs at TeWinkle, but above all, I am ecstatic to observe, listen, learn, and understand what makes TeWinkle thrive.

One of my values is the social and emotional development of each child as they transition from their primary years to early adolescence. During middle school, we recognize that students are developing intellectually and are creating their own independent beliefs. We want to foster a positive environment where we empower our students by recognizing their diverse needs and individual strengths and use that knowledge to build lifelong learners who are also compassionate.

TeWinkle is made up of an amazing group of people who enjoy students and have dedicated much of their lives to support and help students grow into passionate learners. At TeWinkle we focus on engaging strategies, innovative practices, 21st century learning, and ensuring our students are prepared to be college and career ready. The success of every child involves the partnership between the school community and families. I look forward to meeting you in-person and having an exciting and productive school year. Please know my door is always open to you and I highly encourage you to build relationships with our TeWinkle team to reinforce the home to school partnership. I am thrilled to continue this journey with you and grateful for the opportunity to strengthen the relationships with the students, staff, families, and community members of TeWinkle.

Warm Regards,

Dr. Ixchel Sanchez Principal, TeWinkle Middle School

2023-24 NMUSD Schedule of School Activities

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

Instructional Staff

Legal/Local Non-Student Days

Classified Staff Holidays

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

ELEMENTARY TRIMESTER DATES

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

SECONDARY QUARTER DATES

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

Campus Calendar (Subject to Change)

Event	Date
School Picture Day	TBD
Back to School Night	September 21, 2023
Red Ribbon Drug Free Week	October 23-31, 2023
1st Semester Finals Week	December 13-20, 2023
Minimum Day	December 21, 2023
Winter Break	December 22-January 5, 2024
Future Trojan/Open House Night	March 7, 2024
Minimum Day	March 8, 2024
CAASPP (State Exams)	May 13-17, 2024
7th & 8th Grade Awards Ceremony	May 22, 2024
2nd Semester Finals Week	May 28-June 4, 2024
8th Grade Field Trip	TBD
8th Grade Promotion Ceremony	June 5, 2024

Campus Bell Schedule

REGULAR SCHEDULE			
Period	Start	End	Minutes
1st	8:05	8:54	49
2nd	8:58	9:45	47
Nutrition	9:45	9:55	10
3rd	9:59	10:46	47
4th	10:50	11:37	47
5th	11:41	12:28	47
Lunch	12:28	12:58	30
6th	1:02	1:49	47
7th	1:53	2:40	47

WEDNESDAY - LATE START			
Period	Start	End	Minutes
1st	9:24	10:00	36
2nd	10:04	10:40	36
Nutrition	10:40	10:50	10
3rd	10:54	11:30	36
4th	11:34	12:10	36
5th	12:14	12:50	36
Lunch	12:50	1:20	30
6th	1:24	2:00	36
7th	2:04	2:40	36

MINIMUM DAY			
Period	Start	End	Minutes
1st	8:05	8:41	36
2nd	8:45	9:21	36
Nutrition	9:21	9:31	10
3rd	9:35	10:11	36
4th	10:15	10:51	36
5th	10:55	11:31	36
Lunch	11:31	12:01	30
6th	12:05	12:41	36
7th	12:45	1:21	36

Topics A-Z

Academics & Student Responsibilities

In the classroom, students are expected to:

- Attend all scheduled classes.
- Be in the assigned seat and prepared to start class when the bell rings.
- Bring all necessary equipment (including books, paper, pencils, etc.) needed for class.
- Be respectful of the rights of teachers and other students. Teachers and students have the right to an atmosphere appropriate and conducive to learning.
- Be prepared to stay in the class the whole period. Restroom/hall passes are for emergencies only.

On campus, students are expected to:

- Observe the school day by being on campus no sooner than 30 minutes before the first class and being off campus 15 minutes after the last class (unless involved with a before/after school sanctioned activity).
- Never leave campus after you have been dropped off by the bus or parent.
- Have an official hall pass for restroom use or a written note from their teacher for any other out of class reason.
- Do not enter the PE locker rooms during class time, including lunch. Students found inside during class time will be subject to disciplinary action.
- Do not bring valuables to school.

In the event of a disaster:

- Listen to school staff carefully and follow directions during a drill or disaster.
- Remain calm, help keep others calm.
- Know where the evacuation area is for each assigned teacher.
- Know evacuation procedures to use before or after school, during passing periods, or at lunch.
- Upon evacuation, report to the teacher evacuation area, stay with the class, assist in accounting for all students, listen for directions and follow them.

ACADEMIC INFORMATION

Students at TeWinkle Middle School are expected to do their own work in an honest and forthright manner. Looking at another student's test paper, using cheat sheets, obtaining test answers, copying homework, and plagiarizing (copying from a book, magazine, a peer, or the internet) to complete an assignment or project are dishonest acts. The TeWinkle Middle School community (staff, parents, students, and community members) will not condone such acts. Students who compromise their integrity and trust in these ways will be subject to disciplinary action including the possible assignment of an "F" grade in the course where the infraction occurred.

REPORT CARDS

Report cards are available on the Aeries portal (<https://aeries.nmusd.us/aeries.net/parent>) at the end of each quarter. If a parent or student has a question or concern at any time during the year, please call the teacher or counselor. TeWinkle's Schoology website (<https://launchpad.classlink.com/nmusd>) makes it possible for parents/students to have access to progress reports and homework throughout the school year. Registration is required - have a student identification number handy. If you register your email address, the progress reports and homework assignments are delivered to your email every Monday - Friday. There are two categories of assessment on each report:

ACADEMIC CONTENT GRADES

A = Excellent

B = Above Average

C = Average

D = Below Average

F = Failing

CITIZENSHIP/BEHAVIOR RUBRIC

O = Outstanding: CONSISTENTLY meets school standards of behavior













S = Satisfactory: USUALLY meets standards of behavior

N = Needs to Improve: INCONSISTENTLY meets standards of behavior

U = Unsatisfactory: SELDOM meets standards of behavior

HOMEWORK POLICY

The staff at TeWinkle Middle School would like every family to be aware of our homework expectations. Homework is considered an extension of the classroom learning and plays an important role in ongoing learning and reinforcement of skills. Additionally, homework is a task for developing students' organizational and independent study skills, time management, and personal responsibility. Every teacher has the option of including homework into the total grade for each grading period. If homework assignments are not completed, turned in late, and/or not completed as directed by the teacher, it is possible for a student to fall below a passing grade. **Please take each and every homework assignment seriously.** The teachers consider homework important or they would not assign the task.

-  Assignments are announced, posted, and explained in each classroom and on Schoology.
-  Assignments are to be copied into Student Planner (Binder Reminder) daily.
-  If a student has a one-day excused absence, he/she has one day to make-up the assignment (2 days' absence- 2 days to make-up etc.) If extended illness occurs (3 or more days) please make arrangements in the attendance office to obtain missing assignments. Please allow a minimum of 24 hours' notice when requesting assignments.
-  TeWinkle Middle School and the NMUSD place a high value on independent/recreational reading. 15-30 minutes of reading should be encouraged on a daily basis.
-  Projects and reports may require additional time or time on the weekends, depending how students have planned their time.
-  Students enrolled in advanced coursework may be required to put in additional time and/or complete additional assignments.
-  Homework is the shared responsibility of teachers, students, and parents.
-  On average, middle school students should expect approximately: 60 to 120 minutes total, or 20 to 30 minutes of homework, per subject, per night in 7th and 8th grade.
-  It is the student's responsibility to know what homework is required, record it accurately, and complete and return it in a neat and timely manner. Students will take responsibility for having necessary textbooks, materials, and tools for completing homework assignments. Students are responsible for getting homework to and from school and turned in on time to teachers.
-  Parents will make inquiries to their child (and the teacher if there are questions) regarding homework assignments.
-  Parents will give a strong message to their child that homework is important and is to be completed.
-  Parents will support their child's success by monitoring their child's progress in completing assignments, providing encouragement and assistance as needed, seeking additional help and support provided by the school when necessary, and whenever possible will supply a quiet place to study.

- ✎ Teachers will develop meaningful homework assignments that are congruent with the curriculum and are designed to provide independent practice for California State Standards and goals and objectives of their class/grade level.
- ✎ Teachers will fully explain assignments and check for understanding.
- ✎ Teachers will grade and return assignments in a timely manner.
- ✎ Teachers are encouraged to coordinate projects, assignments, and tests within their grade level or department team and will distribute the homework policy to parents each year.
- ✎ Should you have questions with respect to any teacher’s homework policies and procedures, please communicate with the teacher directly.

Athletics

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

After-school sports are a very important part of our comprehensive educational program at TeWinkle. The following activities will be offered to all students and eligibility will be reviewed at the listed marking period. However, athletes must maintain a 2.0 throughout the season or they forfeit playing time until grades are improved. Athletic behavior contracts are utilized by coaches to track grades and citizenship for students as needed.

Quarter	Boys	Girls	Eligibility Determination
1	Volleyball	Basketball	Previous year - 4th quarter GPA and current year 1st quarter progress report
2	Basketball	Volleyball	1st quarter report card and 2nd quarter progress report
3	Soccer & Cross Country	Soccer & Cross Country	2nd quarter report card and 3rd quarter progress report
4	Track & Golf	Track & Golf	3rd quarter progress report and 3rd quarter report cards

ATHLETIC PARTICIPATION POLICY

The middle school athletics program at TeWinkle is a supplemental after school activity that provides an opportunity for students to develop physical skills, learn about teamwork, and contributes to being a well-rounded student. After a brief tryout period, team rosters are posted in order to inform students who have made the team. Students selected for the team are typically those that exhibited the strongest skills in that sport during the tryout period and/or students that have had the most formal training in that sport. They **must be academically eligible and meet attendance requirements as well.**

ACADEMIC ELIGIBILITY REQUIREMENTS

Students must have and maintain a 2.0 (“C”) Grade Point Average and have satisfactory citizenship (2 or more “N’s/U’s” in citizenship will automatically disqualify a student).

ATTENDANCE ELIGIBILITY REQUIREMENTS

• Students must attend school for a minimum of 4 periods on the day of the event to be eligible to participate in that day's athletic event and/or extra-curricular activity. An absent student is not eligible to play on the day of his/her absence.

STUDENT PICK-UP AT SPORTING EVENTS

Students are allowed to have another student's parent take them home from an athletic event as long as the student has presented the coach with a note (signed by the parent authorizing pick up by the other adult) 24 hours in advance.

Attendance/Absences

Regular and punctual attendance is required and expected to each class every day.

HOW TO REPORT AN ABSENCE

☎ PARENTS & GUARDIANS MUST CALL THE ATTENDANCE OFFICE EACH DAY THEIR STUDENT IS ABSENT.

☎ YOU MAY CALL THE ATTENDANCE LINE (714-424-7965 option 2) 24 HOURS A DAY (ENGLISH AND SPANISH) AND CAN LEAVE A MESSAGE IF THERE IS NO ANSWER.

☎ All absences should be called in and cleared before the first bell at 8:05 a.m. on that day.

☎ **An unverified absence becomes a truancy after three days following the date of absence.**

☎ Any classwork or tests missed during an *excused* absence may be made up within the number of days of each excused absence. For example, if absent two days, two extra days will be allotted upon return to turn in work or take tests. Classwork or tests missed during an *unexcused* absence may be made up at the discretion of the teacher. During an absence students and parents can check Schoology or email teachers for assignment information and directions.

☎ Students tardy to first period, must report directly to the Attendance Office for a Tardy Permit. First period tardies will be regarded as unexcused, except those resulting from an illness, injury or necessary visits to health providers and is verified by a parent, guardian, and/or health provider.

☎ Unexcused tardies will result in parent notification, conference, possible behavior contract, lunch and/or after school detention. Six unexcused tardies will result in a thirty-minute lunch detention. Excessive unexcused tardies may result in additional administrative consequences.

☎ Off-Campus Permits will be issued only for medical or dental appointments during school hours. It is necessary for the student to return with a note verifying the appointment upon return to school. Students must be signed out by an authorized adult in order to leave campus.

☎ Extended absences are considered after the fifth day and a doctor's note is required to be considered excused. The school reserves the right to make home visits in an effort to verify any extended absence.

☎ SART/SARB (School Attendance Review Team/School Attendance Review Board) Students with excessive truanancies and or uncleared/unexcused absences will be referred to the SART/SARB process when other interventions fail to improve the student's attendance.

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

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

UNEXCUSED ABSENCES / VACATIONS

The Newport-Mesa Unified School District is committed to providing each student a world-class education. This commitment can only be realized if all stakeholders, parents, students, and the school participate fully in the educational process. Student holidays are listed below for your reference.

- | | |
|---|-----------------------------|
| • September 4, 2023 | Labor Day |
| • November 1, 2023 | Staff Development Day |
| • November 10, 2023 | Veterans’ Day |
| • November 22 - 24, 2023 | Thanksgiving Recess |
| • December 22, 2023 | Preparation Day (7-12) |
| • December 25, 2023 - January 5, 2024
(School resumes Monday, January 8, 2024) | Winter Recess |
| • January 15, 2024 | Martin Luther King, Jr. Day |
| • February 19 - 23, 2024 | President’s Recess |
| • April 8 - 12, 2024 | Spring Recess |
| • May 27, 2024 | Memorial Day |

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

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.

GRADE REDUCTION/LOSS OF ACADEMIC CREDIT (EC §§48205, 48980)

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

EXCUSE TO OBTAIN CONFIDENTIAL MEDICAL SERVICES (EC §46010.1)

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

PREGNANT AND PARENTING PUPILS (EC §§ 222.5, 46015, 48205, 48980)

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

EDUCATION CODE §48205

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

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

- (B) (i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one schoolday-long absence per school year.
 - (ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- (13) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

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

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

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

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

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

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

Bicycles (including eBikes), Scooters, And Skateboards

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

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

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

EBIKES

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

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

Middle Schools – Class 3 eBikes (Per CA AB1096), and any other motorized vehicle are prohibited on campus by middle school students. Any students with a Class 3 eBike on campus will have the eBike confiscated and parent pick-up will be required. [*Use of Class 3 eBikes (Per CA AB1096) requires the operator to be a minimum of 16 years old.]

SKATEBOARDS

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

Cell Phones

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

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

Electronics (cellular phones, headphones, earbuds, smart watches, etc.) are **NOT PERMITTED for use during school hours**; however, are allowed before and after school. They are also permitted for use at teacher and staff discretion. If students use an electronic device during an instructional period without authorization, it will be confiscated by staff. The school is not responsible for lost or stolen items. Confiscated electronic devices will be held in the front office and cataloged. On the first offense the device, will in most cases, be returned to the student at the end of the school day. On the second offense, in most cases, the device will be returned **ONLY** to a parent or guardian. On the third offense, the student will be required to participate in an electronics contract in which the student will secure the device in the front office before the school day begins and retrieve the device at the end of the day for a period of time as determined by the administrator

Discipline

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

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

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

School-wide expectations for behavior and attitude are reviewed with students by staff at the beginning of each semester. The TeWinkle staff has high expectations of their students and wish them a successful and positive year. There will be a continual effort by the administration, teachers, staff to have a year that everyone can be proud of.

Teachers have created a set of universal behaviors and consequences that are expected in every classroom based on the school-wide basic conduct expectations. Students who do not follow these expectations will be referred for disciplinary intervention support which might include parent conference, detention, counseling, etc.

School-Wide Standards of Basic Conduct

According to district & state policies, TeWinkle students will not:

- Cause damage (vandalism) to or steal private or school property.
- Cause, attempt to cause, or threaten to cause physical injury to another person. This includes the inappropriate use of social media to harm or threaten to harm others in any way.
- Possess, sell, or otherwise furnish any firearm, knife, explosive, or any other dangerous object • Possess, use, sell, or otherwise furnish, or be under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
- Smoke or be in the possession of tobacco, lighters, electronic cigarettes, vapes, or matches during school or at any school events
- Commit an obscene act, public display of affection (PDA) or engage in habitual profanity or vulgarity.
- Disrupt school activities or otherwise willfully defy the valid authority of supervisors, security personnel, teachers and/or administrators.
- Loiter on the school grounds. Loitering is discouraged before or after the school day including unauthorized areas.
- Be without their school identification card. Student ID cards must be carried at all times while on campus for the school day.
- Be in classrooms without faculty supervision. A staff member must be present at all times.
- Forge notes/signatures or any falsifying of school forms or phone calls.
- Be in the parking lots between classes or at any time during the school day without an off-campus pass from the Attendance Office. This policy is for the protection of the cars, personal property, and students.
- Possess or use laser pointers or laser devices.
- Engage in any form of gambling.
- Have any form of gang-associated writing/artwork on backpacks, binders, notebooks, or body parts.
- Engage in sexual harassment whether through verbal, physical, suggestive, in person or using online methods.

Students who habitually disrupt classes infringe on the rights of others and should realize that their actions will have consequences! Additionally, students can and may lose privileges such as field trips, dances, school and class-related activities throughout the school year including, but not limited to participating in promotional ceremonies!

Dress Code

Appropriate dress and grooming contribute to a productive learning environment. Newport-Mesa expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school

activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

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

The clothing you wear at school should be comfortable and clean. Your overall appearance must be appropriate and must not disrupt the educational process at TeWinkle. It is expected that students dress in a manner conducive to good behavior and to the creation of a positive educational atmosphere in the school. Students in violation of the dress code will be assigned appropriate consequences. For inappropriate clothing, parents may be called to bring appropriate dress items or to take the student home to correct violations. Repeat offenses will result in further disciplinary action, including, but not limited to detention, PE uniform substitution, parent pick-up, or suspension.

THE FOLLOWING GUIDELINES ARE CONSIDERED **MINIMUM STANDARDS**. PARENTS ARE ENCOURAGED TO SET STANDARDS FOR THEIR OWN STUDENTS WHICH MAY BE MORE RESTRICTIVE THAN THOSE INDICATED IN THIS CODE, BUT CANNOT BE LESS RESTRICTIVE.

- No excessively sagging shorts or pants.
- No excessively short shorts/skirts.
- No inappropriate wording or images on accessories and/or apparel. These include logos, words or pictures that promote alcohol, tobacco, drugs, illegal activities, violence, tagging, bigotry, or sexual connotations.
- Jeans may have rips, but nothing above mid-thigh.
- No sheer, revealing clothing exposing midriff and undergarments.
- No chains hanging from clothing.

TeWinkle Administration will use discretion and reserves the right to determine whether any specific article of clothing or hairstyle meets the requirement of “disrupting the educational process” and to amend the dress code during the school year to protect the school learning environment.

Emergency Procedures

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

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

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

Message from the Nurse

The Health Office

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

Immunizations

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

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

Medical Exemptions for Immunization Requirements

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

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

Physical Exams and Oral Health Assessment

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

Medication and Medical Procedures

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

Illness Prevention and Health Checks Prior to School

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

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

- New loss of taste or smell
- Unusual fatigue or irritability

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

Current Health and Contact Information

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

911 Calls

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

Health Screenings

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

Medi-Cal Program for Local Education Agencies

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

Nutrition

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

Contact Information:

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

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

Parent and Family Engagement

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

The school followed this process to develop the policy: Parent Orientation held in August and Back to School Night held in September.

The school distributes the policy to parents and family members of Title I students by doing the following: Changing locations to give proximity to families without transportation, providing childcare, translation, and flexible meeting times. Involvement of Parents in the Title I Program to involve and engage parents and family members in the Title I program at TeWinkle Intermediate School, the following practices have been established:

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

(20 USC 6318 (c)(1))

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

(20 USC 6318 (c)(2))

The activities the school will carry out to address this requirement include: Meetings are held at Pomona and Rea Elementary; child care is provided with meetings in early evening.

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: Student/Parent/Teacher conferences, Back to School Night, IEP, and SST meetings, TeWinkle Information Night, school loop grades, goal setting.

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: Offering district resources at various locations, parenting classes, general information meetings, internet communication in English and Spanish.

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

The activities the school will carry out to address this requirement include: Parenting classes, local resources, counselor, SST meetings, conferences.

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: PTA Meeting, ELAC Meeting, parent surveys, parent meetings.

7. Additional Parent/Family Input on Schoolwide 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: School Site Council, parent surveys, PTA

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: Parent Advisory Council, PTA, ELAC, School Site Council, Challenge Days, Positive Behavior Committee, Technology Committee.

If you have any questions, please contact the school at (714) 424-7965. ***Please note: all policies and/or dates subject to change***

Committee, Registration Meetings, TeWinkle parent survey.

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: ELAC and English Learner Program

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: School to home messages in home language through broadcast system, through Blackboard, and through School Loop.

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: PTA, School Site Council, ELAC meetings, Parent surveys.

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: Letter, web home page, 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: Student/Parent/Teacher Conference Training, training on Blackboard school to home communication system and School Loop training.

Accessibility

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

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.

Any person who is interested in volunteering at the school is encouraged to contact the school office at 714-424-7965. All volunteers must register and complete district volunteer procedures.

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).

TeWinkle Middle School is a closed campus. Students must remain on campus during the entire day, including lunch. All parents, visitors, and volunteers to the school must sign in and wear a pass obtained from the front office. Friends, former students and students from other campuses are not permitted to visit during the school day. Parents are welcome to talk with staff members. Each teacher has a conference period daily for this purpose. Teachers cannot be called from class for conferences; therefore, to avoid unnecessary waiting, we ask that you call the teacher and set up an appointment.

WeTip

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

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

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

Educational Rights & Required Notices

Bullying Policy

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

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

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

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

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

Civility Policy

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

This policy promotes mutual respect, civility, and orderly conduct among members of the school community including all employees, parents/guardians, students, and the public at all schools, district facilities, and at athletic and extracurricular events. This policy is not intended to deprive any person of his/her right to freedom of expression that is protected from governmental restriction on school grounds and district facilities/activities. Uncivil conduct does not include the expression of controversial or differing viewpoints.

The basic purpose of this policy is three-fold:

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

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

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

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

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

this policy is intended to interfere with the ability of school officials to maintain order and discipline in the schools or to enforce school rules and applicable laws.

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

Dangerous Objects/Weapons

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

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

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

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

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

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

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

Drugs/Alcohol/Tobacco/Other Controlled Substances

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

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

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

English Learner Supports/Reclassification

Language Acquisition Programs

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

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

Requesting a Language Acquisition Program

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

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

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

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

Language Assessment

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

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

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

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

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

Reclassification (Exit) Criteria

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

GRADE	1. PROFICIENCY ON LANGUAGE ASSESSMENT	2. DEMONSTRATION OF "BASIC SKILLS"		3. TEACHER EVALUATION & EL COORDINATOR RECOMMENDATION
		OTHER MEASURES	REQUIRED SCORE	
7	ELPAC: Overall Performance Level 4	CAASPP ELA <u>or</u>	3 or 4	<p>A. Students will qualify on the teacher evaluation criterion based on report card grades grade of C or better in ELD or ELA.</p> <p>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.</p>
		STAR IRL	5.8	
8	Same as Above	CAASPP ELA <u>or</u>	3 or 4	Same as Above
		STAR IRL	6.2	
9	Same as Above	8 th grade CAASPP ELA <u>or</u>	3 or 4	Same as Above
		STAR IRL	6.6	
10	Same as Above	STAR IRL <u>or</u>	7.1	Same as Above
		8 th grade CAASPP ELA	3 or 4	
11	Same as Above	STAR IRL <u>or</u>	8.2	Same as Above
		8 th grade CAASPP ELA	3 or 4	
12	Same as Above	11 th grade CAASPP ELA <u>or</u>	3 or 4	Same as Above
		STAR IRL	8.8	

Homeless Liaison/McKinney Vento

Homeless Liaison

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

McKinney-Vento Homeless Education Assistance Act

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

Does your living situation meet the definition of homelessness?

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

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

Additional Definition:

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

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

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

Immigration Status of Pupils

Your Child has the Right to a Free Public Education

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.
- In California:
 - All children have the right to a free public education.
 - All children ages 6 to 18 years must be enrolled in school.
 - All students and staff have the right to attend safe, secure, and peaceful schools.
 - All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.

- All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

Information Required for School Enrollment

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

Confidentiality of Personal Information

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

Family Safety Plans if You Are Detained or Deported

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

Right to File a Complaint

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

Mental Health and Wellness

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

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

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

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

NMUSD Parent and Family Engagement Policy

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

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

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

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

Title I Schools

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

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

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

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

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

Non-Title I Schools

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

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

Non-Discrimination

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

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

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

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

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

Married/Pregnant/Parenting Students

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

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

Any student who feels he/she is being or has been discriminated based on their actual or potential parental, family, or marital status that treats students differently on the basis of sex is encouraged to immediately

contact his/her teacher, the principal, or any other available school employee. The allegation of unlawful discrimination may also be reported under BP [1312.3](#) - Uniform Complaint Procedure to the District's Uniform Complaint Officer.

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

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

Participation in Extra Curricular and Cocurricular Activities

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

Extracurricular or cocurricular programs or activities are available to all persons, without regard to race, color, ancestry, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression or the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics.

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

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

Participation in Athletic Competition

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

Interscholastic, intramural, and/or club athletics participation is open to all persons, without regard to race, color, ancestry, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression or the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics.

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

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

Guidance/Counseling Services

Newport-Mesa Unified School District Governing Board recognizes that a comprehensive counseling program promotes academic achievement and serves the diverse needs of all district students. Academic programs and/or courses are available to all persons, without regard to race, color, ancestry, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression or the perception of one

or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics.

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

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

Professional Qualifications of Teachers

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

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

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

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

Pupil Fees

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

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

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

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

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

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

School Accountability Report Card

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

Sexual Harassment

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

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

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

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

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

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

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

State Testing/Level of Achievement

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

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

Student Use of Technology

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

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

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

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

Uniform Complaint Procedure

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

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

- Accommodations for pregnant and parenting students
- Adult education programs
- After School Education and Safety programs
- Agricultural career technical education
- Career technical education
- Childcare and development programs
- Compensatory education
- Consolidated categorical aid programs
- Course periods without educational content
- Discrimination, harassment, intimidation, and bullying in district programs and activities
- Educational and graduation requirements for students in foster care, homeless students, students from

- military families, and students formerly in a juvenile court school
- Every Student Succeeds Act
- Local Control Accountability Plan
- Migrant education
- Physical education instructional minutes
- Student fees
- Reasonable accommodations to a lactating student
- Regional occupational centers and programs
- School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding
- School safety plans
- School site councils as required for the consolidated application for specified federal and/or state categorical funding
- State preschool programs
- State preschool health and safety issues in license-exempt programs
- Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
- Any other state or federal educational program the State Superintendent of Public Instruction or designee deems appropriate

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

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

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

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

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

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

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

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

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

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

Williams Complaint Classroom Notice

Notice to Parents, Guardians, Pupils, and Teachers

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

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

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

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

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

TeWinkle Middle School Home-School Compact

We at TeWinkle Middle School believe that each stakeholder in our community plays a critical role in our students' overall success. For that reason, we created a contract to nurture those roles to ensure academic and social achievement. Working in partnership is what we believe in and what we promise we will promote. Each Title I school develops a school-parent compact that outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the way in which the school and parents will build and develop a partnership to help children achieve the state's high standards.

As a school, we will:

- Provide a high-quality effective learning environment that is safe and that enables the student to meet student academic achievement standards
- Provide ongoing two-way communication between teachers and parents through parent-teacher student conferences and frequent reports to parents
- Provide reasonable access to staff through an "open door" policy
- Provide a mutually respectful relationship between all parties (students, parents, teachers, volunteers, and administration)

As a parent, I will:

- Support my child's learning by ensuring that he/she has proper rest and nutrition and attends school on time and on a regular basis
- Help set a positive tone for learning with my child
- Strive to make positive use of my time with my child ("quality" one-on-one time) • Participate in decisions relating to the education of my child through a mutually respectful relationship with school staff
- Provide a mutually respectful relationship between all parties (students, parents, teachers, volunteers, and administration)
- Provide a time for homework completion ("perfect practice")

As a student, I will:

- Proudly be the best student I can be and demonstrate a growth mindset
- Proudly follow the behavioral expectations
- Ask questions when I am not sure about a lesson or an assignment
- Make good choices like paying attention in class, staying on task, doing my best, and working hard at my schoolwork

Parent/Student Acknowledgment:

Parent Name/Signature: _____ Date: _____

Child's Full Name: _____ Date: _____