

# **Newport Harbor High School**

## **2023-2024 Academic Planning Guide**



**600 IRVINE AVENUE**  
**NEWPORT BEACH, CA 92663**  
**TELEPHONE: (949) 515-6300 FAX: (949) 515-6375**



**WEBSITE:**  
**<https://nhhs.nmusd.us/>**



## **2023-2024 MISSION STATEMENT**

Since 1930, Newport Harbor has been a beacon of education and enlightenment, serving the community as a space of understanding, respect, and acceptance. Our staff, faculty, and administration have embraced the challenges of history and work every day to address the evolving needs of the students and families we serve. True inclusion takes teamwork, and we are committed to supporting all students--especially traditionally disadvantaged populations--through coalition building, equal representation, policy language, and everyday practice.

Through a variety of innovative and specialized programs, faculty and staff ensure that each student is provided opportunities to reach his or her full potential. Through a process of shared decision-making, the faculty and staff at Newport Harbor High work closely to create a dynamic and challenging school environment that engages the entire Newport Harbor school community. Newport Harbor High School is the largest high school in the Newport-Mesa Unified School District, and as such, the faculty and staff are committed to meeting a wide-range of student needs, and to work more closely with the entire student body.

### **WE ARE:**

**S-Scholarly**

**A-Artistic**

**I-Interconnected**

**L-Leaders**

**O-Outstanding**

**R-Responsible**

**P-Persistent**

**R-Respectful**

**I-Innovative**

**D-Diligent**

**E-Enlightened**

The school has a reputation for academic excellence and offers a wide range of academic and extracurricular programs, such as Advanced Placement (AP College Board), Advancement via Individual Determination (AVID), and an emerging Career Technical Education (CTE) program-business, culinary, TV/Film, and Computer Science round out the four CTE pathways at NHHS. Further, NHHS is an International Baccalaureate (IB) Diploma

Programme school. The fine arts and performing arts programs are exceptionally strong, with award-winning choral and instrumental groups and a highly acclaimed drama production department. Athletics are also a major part of the school culture; the school is competitive in a wide variety of sports in the competitive Sunset League. NHHS athletics also includes field hockey, surf, and sailing as non-traditional CIF competitive athletics. In short, Newport Harbor High School offers a well-rounded high school experience with excellent academic and extracurricular activities, affording students the opportunity to explore various interests and passions in a caring and nurturing atmosphere.

### **COUNSELING AND GUIDANCE SERVICES**

The counseling and guidance department at Newport Harbor High School provides a comprehensive program that assists all students in acquiring the knowledge, skills and attitudes needed to achieve academic success, career readiness, and healthy social/emotional development. The department works with students and families to focus upon the following goals:

- To assist each student in the development of a realistic program of studies based upon individual aptitude, interests, and goals.
- To assist each student in the exploration of post-secondary options.
- To assist each student in social-personal growth.
- To assist educational “stakeholders” (parents and faculty) to understand each student’s unique abilities and characteristics.
- To facilitate the attainment of the above goals, students are assigned to a counselor for all four years of their high school experience.

\*Students can meet with their counselors during nutrition, lunch, or before/after school, to ask questions or to chat - no appointment is necessary!

**2023-2024 Counseling Team:**

**Registrar**

Veronica Perez: [vperez@nmusd.us](mailto:vperez@nmusd.us)

**Counseling Secretary/Support**

Serena Melwani : [smelwani@nmusd.us](mailto:smelwani@nmusd.us)

Sandra Lo Giudice : [Sloguidice@nmusd.us](mailto:Sloguidice@nmusd.us)

**Student Caseload By Last Name :**

Taylor Mabry: A-C

[tmabry@nmusd.us](mailto:tmabry@nmusd.us)

Megan Madden: D-G

[mmadden@nmusd.us](mailto:mmadden@nmusd.us)

Fabiola Hemmerling: H-L

[fhemmerling@nmusd.us](mailto:fhemmerling@nmusd.us)

Cathie Calderon: M-O

[ccalderon@nmusd.us](mailto:ccalderon@nmusd.us)

Nicole Mack : P-R

[nmack@nmusd.us](mailto:nmack@nmusd.us)

Julie Crossen: S-Z

[jcrossen@nmusd.us](mailto:jcrossen@nmusd.us)

Grace Nguyen: AVID and IB

[gnguyen@nmusd.us](mailto:gnguyen@nmusd.us)

## **SCHEDULING**

### **Course Load Requirements:**

**Grade 9-11:** Students must enroll in six classes.

**Grade 12:** Students may enroll in five classes if they have at least 180 credits. Students may not have an “Open Period” in the middle of the school day.

Students may be eligible to concurrently attend classes through the Regional Occupational Program (ROP), college and university campuses, or Alternative Education. However, the student must be enrolled at his/her home school for (180) minutes every day per Ed code. **(Education Code Section 46146)**

**Outside Coursework:** 10 credits per year may be designated for outside coursework, which must be approved by the site administrator prior to enrolling in the outside course. Guidelines and application for outside approved coursework can be [found here](#) and the application must be submitted to the school site administrator for approval.

**Repeating a Course:** With the approval of the parent, and based on space availability, a student may repeat a course in order to raise their grade, only if the student received a grade of D or F. Both grades received shall be entered on the students transcript, but the student shall receive credit only once for taking the course. Only the highest grade received shall be used in determining the student's overall grade point average.

**Physical Education:** Students in grades 9 and 10 must be enrolled in physical education (P.E.) each semester for a total of four (4) semesters. If they do not receive enough credits to meet the requirements for graduation, the units must be made up before graduation. Students coming from schools where P.E. is not required (e.g., private or out-of-state schools) need to make up the units missed. In addition to the regular P.E. curriculum, other courses may receive P.E. credit, such as all types of on campus athletics, drill team, dance, pep squad, modified physical education, PE electives, and marching band.

**\*Administrative Regulation 6146.11\***

### **Independent PE:**

The following limitations apply to Independent Study Physical Education:

- A. No physical education credit or exemption will be issued for any program or activity, including athletic competition, which is offered as part of the district's

regular curriculum or athletic program.

- B. Guidelines and applications for Independent PE are located in the Athletics Office. Once applications are submitted, they will be reviewed and/or approved by the Athletic Director.

### **SCHEDULE/ PROGRAM CHANGE POLICY**

**Prior to the opening of the semester:** Course request changes for the Fall Semester may be made in June for returning students. Schedule change requests for Spring Semester may be made in December. Students should visit their counselor to discuss schedule change options.

**A change in placement during the first two weeks of the semester:** Schedule changes not requested by the student during the first two weeks of each semester may be made by school staff to balance classes, fix errors, and correct misplacements. Requests by students for a change of teacher, moving a period around or accommodating school schedules around work or other outside commitments will not be granted.

**After the first two weeks of the semester:** There should be minimal program/schedule changes. Some changes may occur, as a result of level adjustment or due to class balancing, and are at the direction of site administration. Students requesting a change in schedule are asked to complete the add/drop form and obtain signatures to complete the request. Counselors will review each request and determine availability of such requests.

**Last Day to Enter a Class or Drop Without Penalty:** Schedule changes, level or placement changes, adding or dropping of courses, must be made prior to the 20th school day in order to change without penalty on the official transcript. **Dropping a course after the 20th school day will result in a Withdrawal Fail (WF) Mark noted on the transcript.**

Communication between student, teacher, counselor, and parent is paramount in the program change process. In those cases involving level changes or dropping of coursework, communication and documentation with the Add/Drop form is required and signatures required from the department chair and parent. \*\*All changes are based on space availability. \*\*

### **GRADING**

Official report card grades are issued at nine-week intervals through the school year. The grades given at the completion of the 18<sup>th</sup> and 36<sup>th</sup> weeks will be final semester grades, and are recorded on the student's official transcript. Five weeks prior to an official quarter or semester grading period, progress reports will be available to parents via the aeries portal. During the

school year, parents and students are encouraged to use schoology to monitor student's day to day progress.

### **Grading System:**

College Prep: A=4, B=3, C=2, D=1, F=0

NC=No Credit, CR=Credit, P=Pass, WF=Withdrawal F.

Advanced Placement (AP) /International Baccalaureate (IB): A=5, B=4, C=3,

D=1, F=0,

WF=Withdrawal F

Honors Chemistry/Honors Enhanced Math III: A=4.5, B=3.5, C=2.5,

D=1.5,F=0,WF=Withdrawal F.

Grade point average is computed after seven semesters by using all grades except PE. If a course is repeated, the higher grade is used; however, the first grade must have been a "D" or an "F" to remediate for a higher grade.

For college applicants, **NHHS does not report class ranking**. It should also be noted that the majority of universities do their own GPA calculations.

### **SPECIAL GRADING POLICY**

**Credit/No Credit Grades:** If a student wishes to participate in a course without receiving a grade, enrollment on a credit/no credit basis may be provided for courses that are not part of a specific graduation (or college admission/A-G) requirements.

Credit/no credit grades may be given only with prior approval by an Administrator before the school year starts.

The school staff shall convene a parent/student conference to explain the policy limits and consequences written in this section, and a Grading Contract must be completed before the beginning of each semester for the specific course involving credit/no credit grading.

This contract must have approval signatures from an administrator, the teacher and a parent. Credit grades will not be calculated into overall GPA. No Credit grades will be equivalent to 0 grade points.

- Students may take no more than one course per semester on the credit/no credit basis.
- Students may not take courses required for specific areas of high school graduation requirement (such as Health or PE) for **Credit/No Credit Grade**.



- Students may not take courses for A-G for **Credit/No Credit Grade**. When A-G courses are taken for Credit/No Credit, they will not validate as part of the A-G requirement.

### **Withdrawal Grades:**

- If a student withdraws from school, they will receive the grades they have earned in all courses up to the date of the withdrawal from school.
- If a student withdraws from a course, but remains enrolled in NHHS, the following procedures will apply:
  - If the withdrawal date is by prior to the 20th school day of the semester, there will be no entry on their permanent record.
  - After the 20th school day, students who withdraw will receive a WF grade, and no credit will be recorded on the permanent record.
- If a student is withdrawn by an administrator for disciplinary reasons, a failing grade (WF) will be recorded on the permanent record.

### **Incomplete Grades:**

- An “incomplete” grade is to be issued only in situations wherein legal/excused absences of a student has made it impossible to complete all course requirements. In such situations, the following procedures shall be followed:
- The incomplete grade issued by the teacher shall include a designation of the letter grade that would be given to the student, assuming that the incomplete assignment of work were to eventually receive a failing grade, a zero, etc.
- If the student does not complete the involved work by the conclusion of the following quarter, the incomplete grade will be converted to the letter grade as previously designated by the involved teacher.
- If the student does complete the involved work by the conclusion of the following quarter, the incomplete grade will be converted to the appropriate letter grade by the involved teacher.

**Transfer Grades:** When a student transfers into NMUSD, student transcripts and grades are analyzed and transcribed to match the course codes and GPA weights of NMUSD / site-based courses and GPA weights. (Administrative Regulations 6146.3)



## **COLLEGE PLANNING:**

### **THE UNIVERSITY OF CALIFORNIA AND CALIFORNIA STATE UNIVERSITY**

Each high school site must submit a course list to the University of California (UC) system. All courses offered for that school year must be on the approved course list in order for students applying to UC schools to meet the admissions requirements in each A-G area.

Use your most recent transcript and the UC approved list of courses to track your completion of the required courses for freshman UC/CSU admission.

University approved course lists are available at <https://doorways.ucop.edu/list>.

**Use the web to determine the latest changes in CSU and/or UC admission policies.**

Meeting minimum requirements may not result in admission to some campuses and college majors.

**Please refer to the above 4 year plan for specific requirements relating to UC/CSU admissions.**

**Grade “C” or above:** All “A-G” courses must be completed with a grade of C or above each semester.

**Repeated “A-G” courses:** Courses in which grades of a D/F are earned may be repeated. The highest grade will be used in the GPA calculation. *UC only allows a course to be repeated one time for grade replacement.*

**7th—8th Grade Coursework:** Coursework completed in 7th or 8th grade can be used to satisfy Math or Language “A-G” requirements, however, the credits are NOT counted towards a high school diploma.

**Calculating GPA:** UC/CSU calculate GPA using only “A-G” approved courses taken after the 9th grade, including summer courses. All “A-G” courses and grades must be reported.

**Test Scores:** SAT/ACT test scores may be required by certain colleges and/or majors. It is up to the student to research those requirements.



# NEWPORT HARBOR HIGH SCHOOL

## Graduation & College Requirements

### NHHS Graduation Requirements

<b><u>English</u></b> 40 credits/4 years	<b><u>Mathematics</u></b> 20 credits/2 years	<b><u>Science</u></b> Life - 10 credits/1 year Physical - 10 credits/1 year
<b><u>Social Studies</u></b> World Hist. - 10 credits/1 year US Hist. - 10 credits/1 year Democracy - 5 credits/1 sem. Economics - 5 credits/1 sem.	<b><u>Humanities/Language</u></b> 10 credits/1 year	<b><u>Applied Skills</u></b> 5 credits/1 sem.
<b><u>Health</u></b> 5 credits/1 sem.	<b><u>Physical Education</u></b> 20 credits/2 years	<b><u>Elective</u></b> 80 credits

### UC & CSU "A-G" Requirements

A	History	2 years
B	English	4 years
C	Mathematics	3 years (4 recommended)
D	Laboratory Science	2 years (3 recommended)
E	Language other than English	2 years (3 recommended)
F	Visual and Performing Arts	1 year
G	College-Preparatory Elective	1 year

### Community College Requirements

18+ years old or High School Diploma

## **POST GRADUATE PLANNING TOOLS:**

The college and career readiness platform, SchoolLinks, helps students discover their interests and strengths, explore colleges and careers, and create individual career and academic plan that best reflects their post-secondary goals. SchoolLinks is available to students in 7-12 grade and their parents

### **Features:**

- Assessments, including career interest inventories
- Career exploration
- College search - 2-year and 4-year colleges
- Virtual reality college campus tours
- Local and national scholarships search
- Financial aid resources
- Digital portfolio and resume building resources
- Counselor support

Students in 12th grade will use SchoolLinks to:

- Manage Application Deadlines and required materials
- Track college applications, including Common App applications
- Request letters of recommendation

## **COLLEGE ADMISSIONS DEADLINES**

**The University of California (UC's)** has a deadline of November 30<sup>th</sup> with NO exceptions (subject to change). With no early admissions process, all student applications are reviewed at the same time.

**California State Universities (CSU's)** open applications on October 1<sup>st</sup> with a deadline for submission of November 30<sup>th</sup>.

**For independent or private colleges and out of state institutions**, deadlines vary. Selective colleges often have a deadline before January 2<sup>nd</sup>. Organizing the college list and familiarizing yourself with the admissions deadlines is recommended in advance of senior year.

Some selective colleges allow students to apply early. These deadlines are referred to as Early Decision (ED), Early Action (EA) and Single Choice Early Action (SCEA). **ED applications require a binding commitment.**

Always check each college admissions deadline separately on their website.

Students must work with the counseling office to request transcripts via scribbles and letters of recommendation that are required. Failure to do so may result in an incomplete application.

## WEIGHTED COURSE OUTLINE

Newport Mesa Unified School District	University of California	California State University
Weighted course(s) may be completed in <b>grades 9-12</b> . All honors courses have been approved by the NMUSD School Board.	Weighted course(s) must be completed in <b>10th, 11th or 12th grades</b> . All honors courses must be approved by UC and are outlined on A-G list via the UC doorways portal.	Weighted course(s) must be completed in <b>10th, 11th or 12th grades</b> . All honors courses must be approved by UC.
Any number of available weighted courses may be used in combination with standard courses to determine high school GPA .  Weighted course formula is used in computing all transcript GPA's: <ul style="list-style-type: none"> <li>• 9-12 (excluding PE)</li> <li>• 10-12 (excluding PE)</li> <li>• A-G (10-12 college prep only)</li> </ul>	Up to 8 semesters of weighted courses may be used in combination with standard courses to fulfill the "A-G" subject requirements and "A-G" GPA.  NOTE: Extended enrollment in foreign language, math and lab science is recommended/required for UC admission and/or by competitive majors but <b>is not</b> weighted in GPA unless completed at Honors/AP level(s). See UC certified course lists.	Up to 8 semesters of weighted courses may be used in combination with standard courses to fulfill the "A-G" subject requirements and "overall" GPA.  NOTE: Extended enrollment in foreign language, math and lab science is recommended/required for competitive majors but <b>is not</b> weighted in GPA unless completed at Honors/AP level(s). See UC certified course lists.
High school GPA for commencement recognition and Valedictorian Scholars is based upon all courses in grades 9-12, excluding P.E.	"A-G" GPA for UC admission is based upon only those courses meeting UC "A-G" subject requirements, grades 10-12 (ninth grade courses fulfill subject requirements only).	"Overall" GPA for CSU admission is based upon only those courses meeting "A-G" subject requirements, grades 10-12 (ninth grade courses fulfill subject requirements only).

<b>Weighted Courses must be titled:</b> <ul style="list-style-type: none"> <li>• <b>Hnr</b> (in title) 4.5 scale</li> <li>• <b>Advanced Placement</b> (in title) 5.0 scale</li> <li>• <b>Intl. Baccalaureate</b> (in title) 5.0 Scale (including TOK)</li> </ul>	<b>Weighted Courses may be titled:</b> <ul style="list-style-type: none"> <li>• <b>Hnr</b> (in title)</li> <li>• <b>Advanced Placement</b> (in title)</li> <li>• <b>Intl. Baccalaureate</b> (in title)</li> </ul>	<b>Weighted Courses may be titled:</b> <ul style="list-style-type: none"> <li>• <b>Hnr</b> (in title)</li> <li>• <b>Advanced Placement</b> (in title)</li> <li>• <b>Intl. Baccalaureate</b> (in title)</li> </ul>
<b>Formula - High School GPA:</b> <p>A. Compute # of grade points, all semesters (A=4, B=3, C=2, D=1, F=0), divide by the total # of courses.</p> <p>B. Multiply # of passed weighted courses by .2 and divide by the # of semesters completed.</p> <p>C. Add steps A and B to obtain weighted high school GPA.</p> <p><b>This formula approximates one extra grade point per weighted course and half point for HNR courses.</b></p>	<b>Formula - "A-G" GPA:</b> <p>A. Multiply # of best grades (10-12) fulfilling "A-G" subject requirements by grade points. (A=4, B=3, C=2, D=1, F=0)</p> <p>B. Add one extra grade point for each weighted course completed with a grade of C or better.</p> <p>C. Divide total grade points by total grades to obtain weighted "A-G" GPA.</p>	<b>Formula - "Overall" GPA:</b> <p>A. Multiply # of all "A-G" courses (10-12) by grade points. (A=4, B=3, C=2, D=1, F=0)</p> <p>B. Add one extra grade point for each weighted course completed with a grade of C or better.</p> <p>C. Divide total grade points by the total grades for weighted "Overall, 10-12" GPA.</p>

## **OUTSIDE COURSE POLICY**

**Non-Newport Mesa Unified School District Classes:** A maximum of 10 units per school year will be accepted from students who take courses in other districts/institutions while enrolled in a Newport- Mesa school. Prior written approval of the principal/designee is required through completion of the Outside Course Request Form, available with the counselor. The school principal/designee may approve more than 10 units per year if a student has exhausted opportunities for advanced study in particular subjects.

**\*Administrative Regulation 6146.11\***

A student may request to receive high school credit for outside educational courses which will be recorded on their transcript. College credits will be accepted as high school credits towards graduation according to the following table:

- 1-2 unit college class = 2.5 high school credits
- 3-5 unit college class = 5 high school credits
- 6-10 unit college class = 10 high school credits

## **ACADEMIC RECOGNITION**

**Honor Roll:** Newport Harbor students receive the following academic recognition

- Honor Roll 3.0-3.69
- Principal's Honor Roll 3.7-3.99
- Academic Excellence 4.0 or higher

Any student who earns a 3.7 or higher GPA for three semesters receives an Academic Letter. Every semester after that, if they maintain a 3.7 or higher the student will be awarded an academic pin.

**VALEDICTORIAN SCHOLARS** represent the top two percent of the graduating class. The medals they wear symbolize the highest academic achievement possible at Newport Harbor High School. Valedictorian Scholars must have attended a minimum of two semesters at a high school in the Newport Mesa Unified School District by the middle of their senior year in order to be ranked in the top two percent using the weighted GPA. Valedictorian Scholars will be confirmed by the School Site Principal.

**NATIONAL HONOR SOCIETY** recognizes and encourages academic achievement while also developing positive personal skills. The blue and gold cords worn by these students represent scholarship, character, service, and leadership.

**CALIFORNIA SCHOLARSHIP FEDERATION** members have maintained high academic standards throughout high school. Gold Seal bearers have done so, for at least four semesters over the last three years. These students will wear gold cords at commencement ceremonies.

**AP SCHOLARS** are students who score a 3 or higher on three or more AP exams; AP Scholars with honor are students who score three or higher on four or more AP exams and have an average of 3.25 on all AP exams taken; AP Scholars with distinction are students

who score a 3 or higher on five or more AP exams and an average of 3.5 on all exams taken; and National AP Scholars are students who score a 4 or better on eight or more exams and an average of a 4 on all exams taken.

**INTERNATIONAL BACCALAUREATE** full diploma candidates, wearing white stoles, have completed a rigorous academic program. The full diploma is conferred by Geneva, Switzerland, and recognizes that these students have met international academic standards.

**INTERNATIONAL THESPIAN SOCIETY** membership is granted to students for performance of meritorious work and acting and production in theater arts. Thespian students wear sashes.

**ASSOCIATED STUDENT BODY** members wear gray stoles. ASB students preside over the ongoing business of student government and provide activities for all students at Newport Harbor.

**CAREER TECHNICAL EDUCATION** pathways students wear medallions. Each student has completed a full course of study specific to a career goal, and each has participated in an internship or mentor program in that area.

**AVID** program students wear silver stoles. AVID is designed to increase college eligibility for all students through increased organization, time management, and study skills.

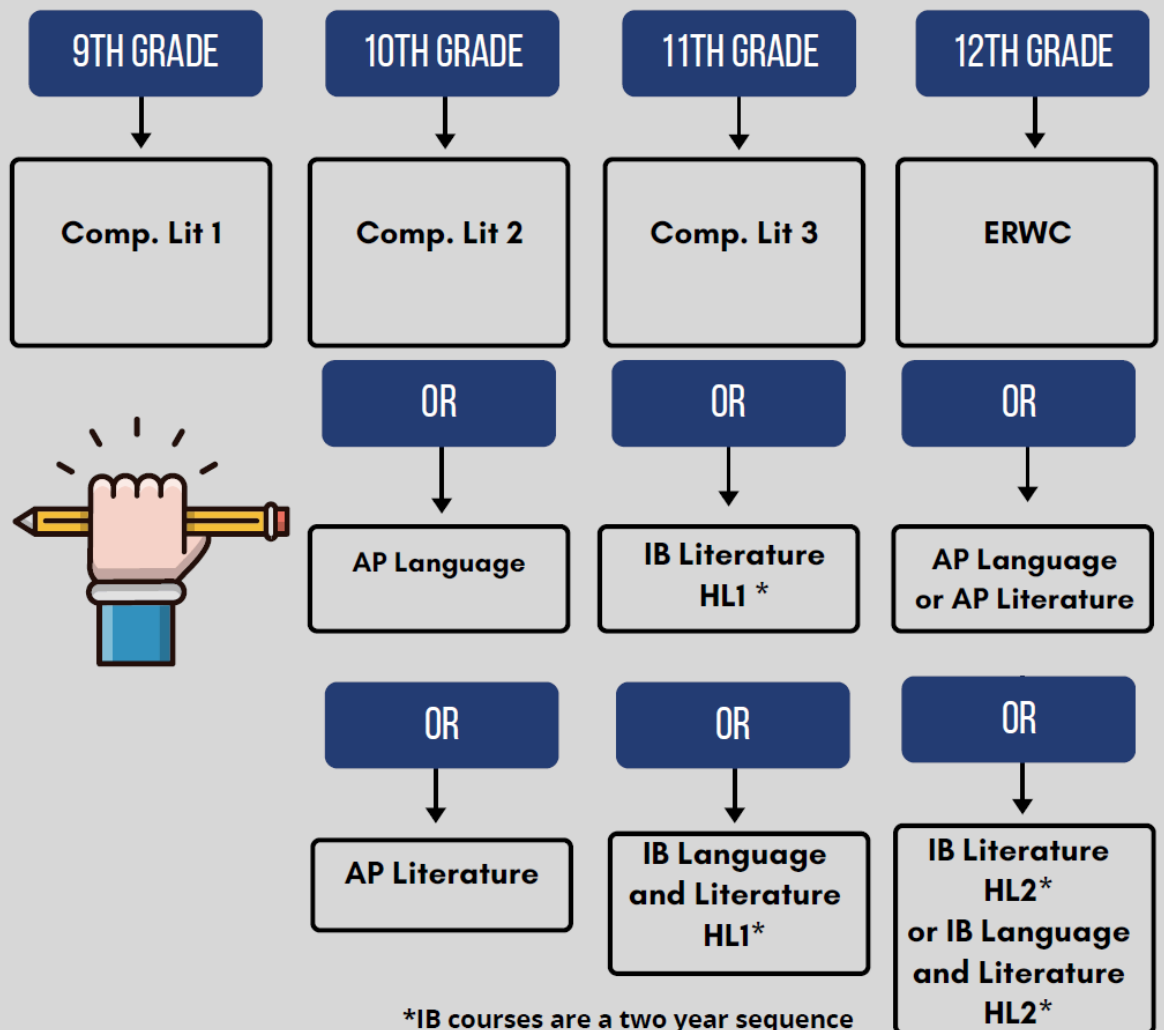
**STATE SEAL OF BILITERACY** candidates have demonstrated proficiency in two or more languages upon graduation. Their diplomas bear a seal recognizing this achievement.

**NEWPORT-MESA UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION SEAL OF EXCELLENCE** is granted to students who have scored a 3 or higher on 3 AP Exams or 4 or higher on 3 IB exams and have completed and passed at least two college courses. Students qualifying for this award receive a seal on their diploma.

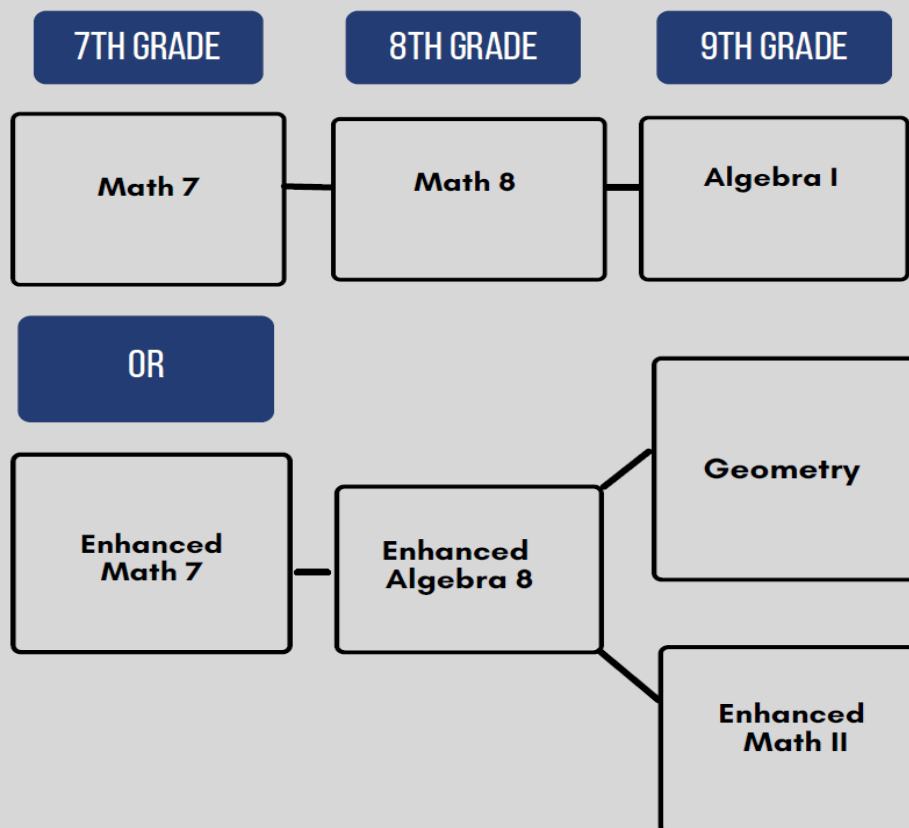


## NEWPORT HARBOR COURSE OF STUDY SEQUENCE

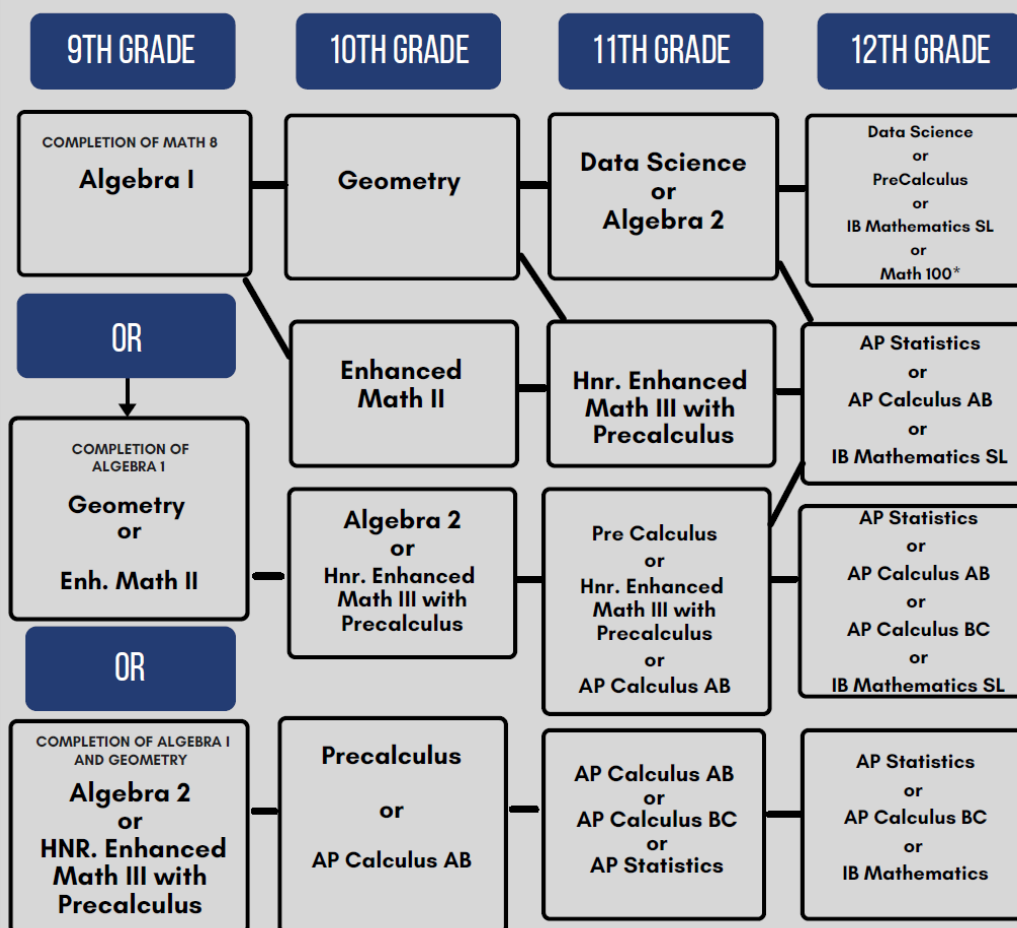
# ENGLISH COURSE SEQUENCING



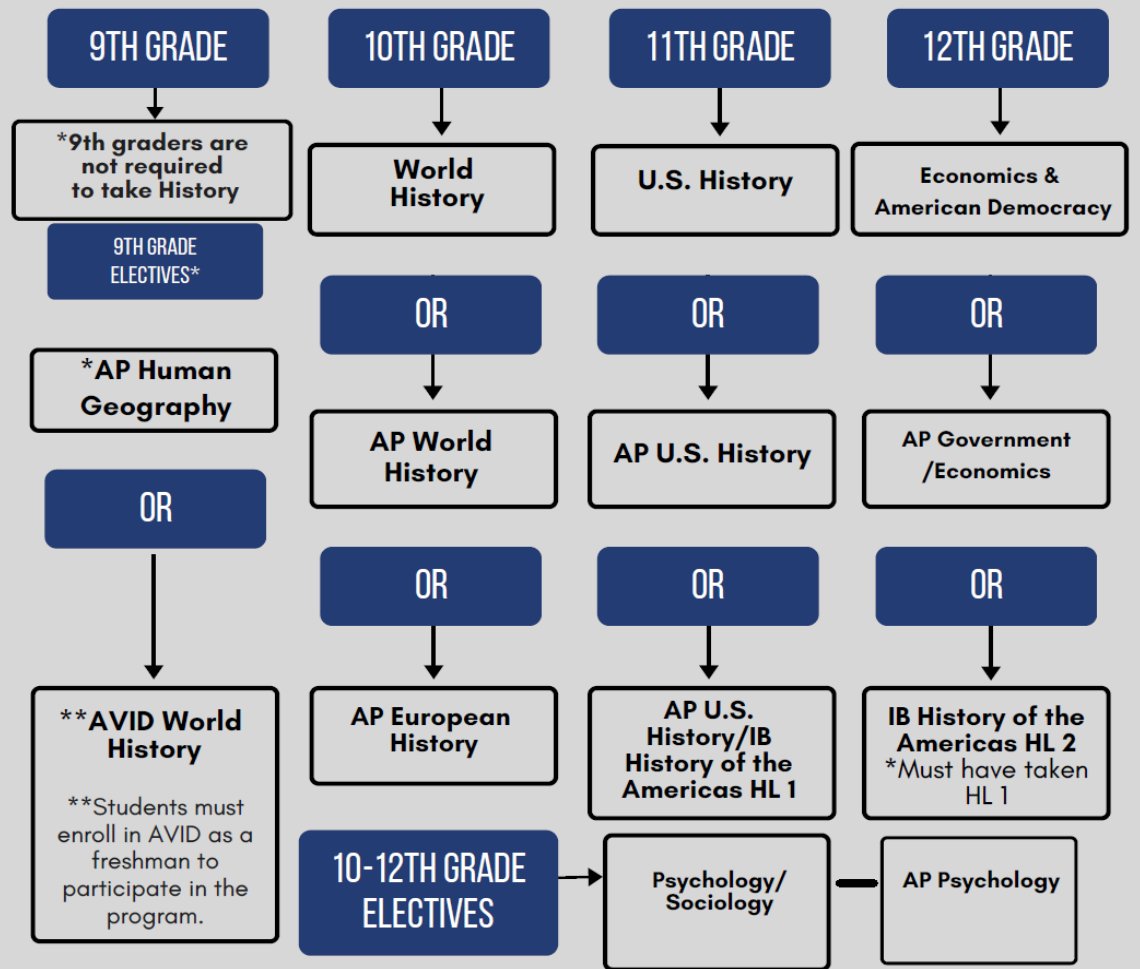
# MIDDLE SCHOOL TO HIGH SCHOOL MATH COURSE SEQUENCING



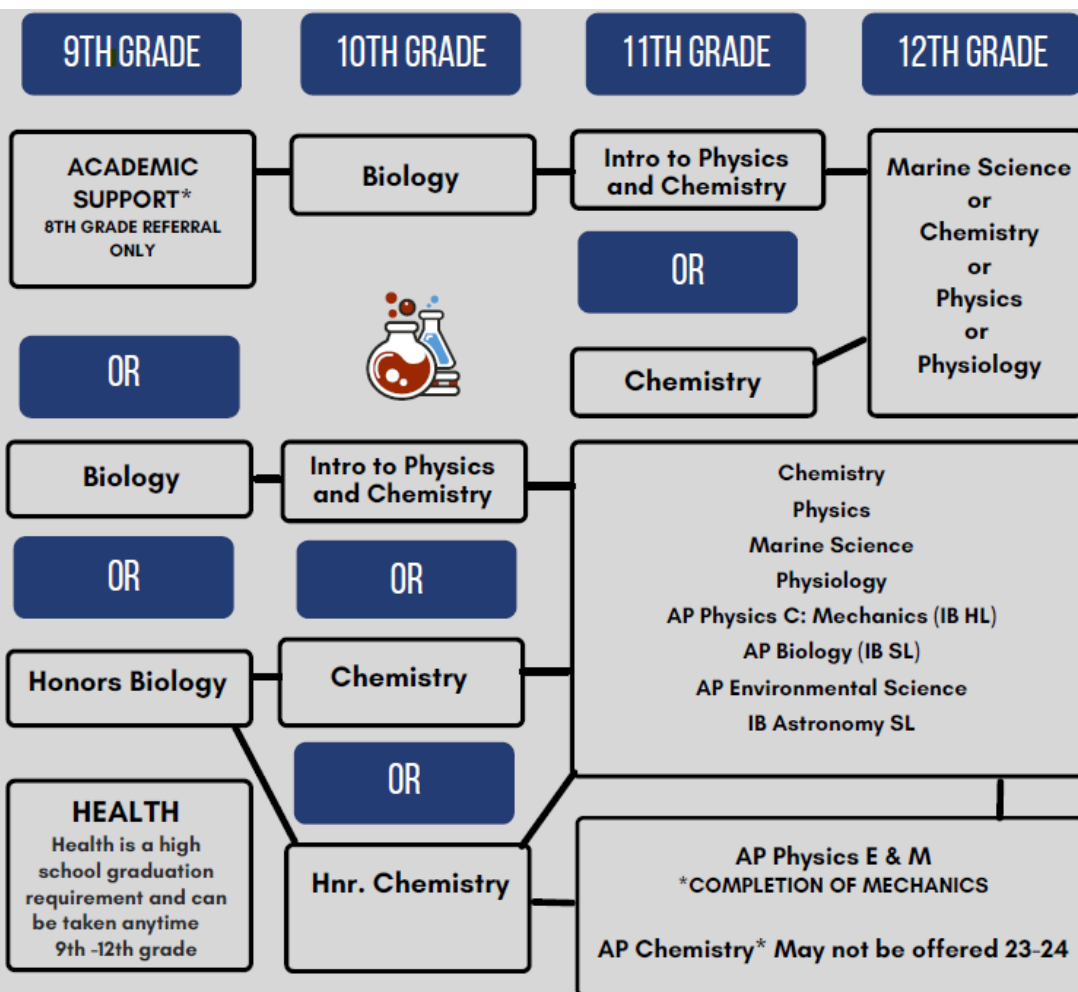
# MATHEMATICS COURSE SEQUENCING



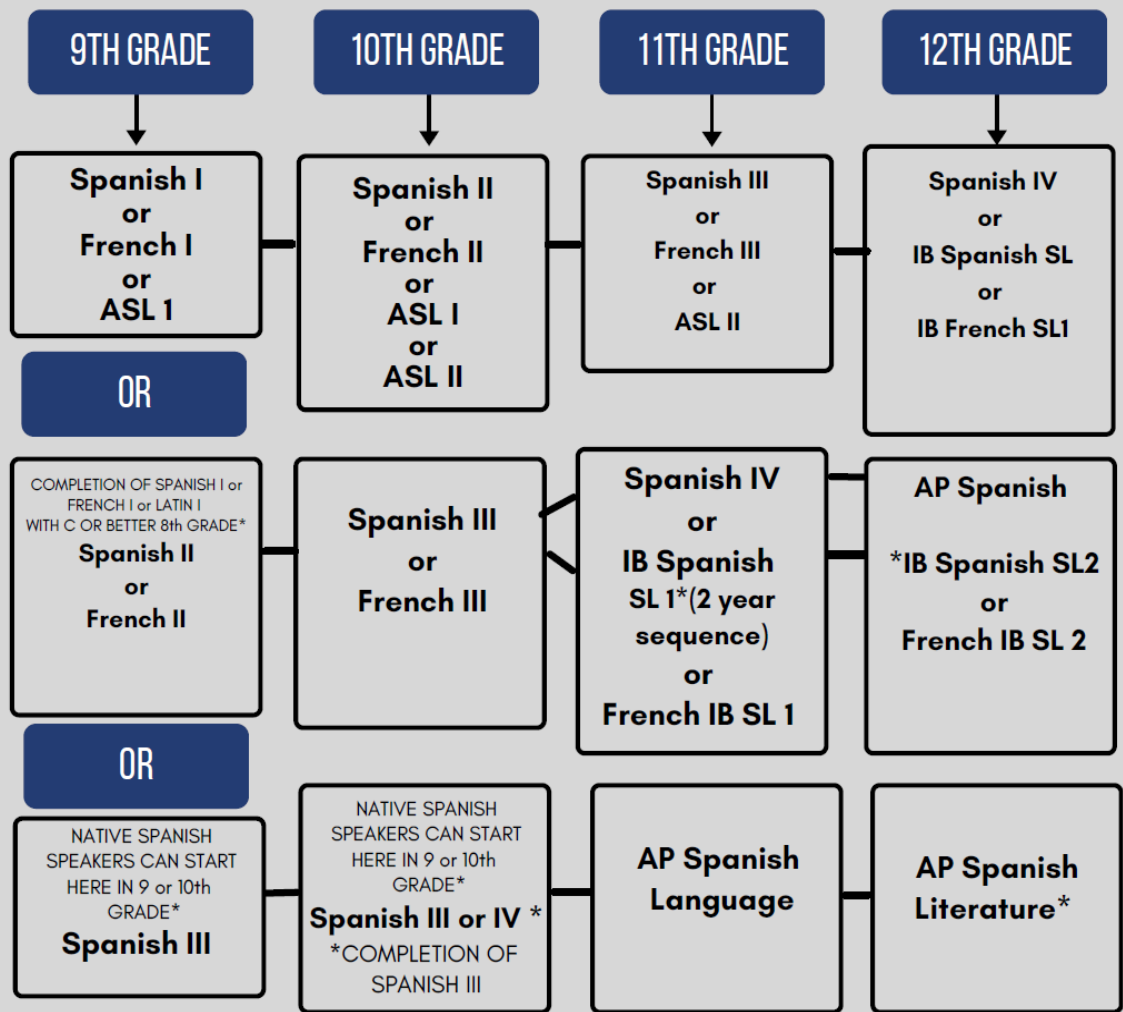
# SOCIAL SCIENCE COURSE SEQUENCING



# SCIENCE COURSE SEQUENCING



# WORLD LANGUAGE SEQUENCING



## **ACADEMIC INTERVENTION**

### **Credit Recovery:**

Credit Recovery is an on campus academic lab that allows students to make up classes they have failed. The students needing remediation of failed coursework will be enrolled by an administrator or counselor into a credit recovery class to give students the opportunity to restore the missing credit. Once students have shown sufficient command of the content standards and/or a sufficient skill level to warrant the replacement of missing credits, they receive credit for the class ***without earning a grade or enhancing their cumulative GPA***. When credits are completed they are entered on the student's transcript with a mark of "P" (pass) in the appropriate subject area using specially created course codes that mirror the course code of the failed course. The original "F" grade stays on the student transcript and replacement credits are added to the transcript and satisfy the graduation requirements of the original course.

**Credit Recovery taken for credit towards high school graduation requirements may NOT improve a student's GPA, is not A-G approved and is designed for students whose pathway to higher education will be through community college.**

The goal of credit recovery is for students to catch up on credits and successfully graduate with their classmates.

In certain subjects, credit recovery may be an option for students wishing to remediate an A-G College Preparatory course in which they have earned a grade of D or F. Students who are wishing to remediate an A-G college preparatory/ entrance requirement may speak with their counselor to determine course availability.

### **Student Study Team Process**

The primary purpose of this process is to streamline the flow of information regarding a student who is having academic, behavior, social-emotional, physical/mental health and/or attendance concerns in the general education setting and to be proactive in meeting students' needs within the general education program. The Newport-Mesa Unified School District uses a Multi-Tiered System of Support for positive early identification and intervention for students who demonstrate a need for support.

The Process itself is guided by the foundation of the MTSS (Multi-Tiered System of Support) with the idea of offering supports to all students and tiering up in greater supports

to those who demonstrate need in any area that is affecting their ability to be successful in school.

For Further information about MTSS supports, please contact your child's counselor.

### **Section 504:**

Section 504 of the Rehabilitation Act of 1973 is designed to eliminate discrimination on the basis of disability in any program or activity receiving Federal financial assistance.

Answers to frequently asked questions about 504 can be found in the link here: [504 FAQ](#)

US Fact Sheet on Section 504:

<https://www.hhs.gov/civil-rights/for-individuals/disability/section-504-rehabilitation-act-of-1973/index.html>

### **Special Education:**

A pupil shall qualify as an individual with exceptional needs, pursuant to Section 56026 of the Education Code, if the results of the assessments as required by Section 56320 demonstrate that the degree of the pupil's impairment as described in section 3030 (a through j) requires special education in one or more of the service options authorized by Section 56361 of the Education Code. The decision as to whether or not the assessment results demonstrate that the degree of the pupil's impairment requires special education shall be made by the Individualized Education Program (IEP) team, including assessment personnel in accordance with Section 56341(d) of the Education Code.

Referral for the education assessment takes place after the Student Study Team determines that the accommodations made in the student's general educational program have not been successful and there may be a need for an education evaluation to determine if special education and related services are needed.

All referrals for special education and related services shall initiate the assessment process and shall be documented as per EC 3021. When a verbal referral is made, staff of the school district shall offer assistance to the individual in making a request in writing, and shall assist the individual if the individual requests such assistance. The special education staff at the school site or the Education Center can assist with an explanation of required timelines to maintain compliance with California Education Codes. Upon the development of the assessment plan following the referral, within 50 calendar days, the initial evaluation and the IEP meeting with parent participation will be completed.



## **ALTERNATIVE EDUCATIONAL OPPORTUNITIES**

All student transfers are referred by an administrator and/or counselor from the home school to the appropriate Alternative Education placement.

### **Back Bay High School**

**390 Monte Vista Ave Costa Mesa, CA 92627**

**949.515.6900**

**<http://backbay.nmusd.us/>**

Back Bay Continuation High School for N-MUSD offers students a shortened school day, small classes, and instruction based on a student's individual level of ability. Back Bay is a model Continuation High School, as named by the state of California, after a rigorous application process. Over ninety percent of the students who choose to attend graduate during their senior year.

**Entrance Requirement:** Students who are deficient in credits (no minimum requirement), have attendance concerns and are unable to access resources provided for them (credit recovery, summer school). RSP students accepted with proper IEP (no Special Day) and special referrals for students who are unable to handle the high school curriculum due to mental or physical challenges.

**Referral Process:** Referrals from the Office of Student Services or site administrator or counselor at current school. Referral must include transcript, discipline and attendance (and IEP if special education). Referrals are sent to Back Bay, then passed on to the principal at Back Bay. Students stay enrolled in their home school while the application for acceptance is evaluated.

**Concurrent Enrollment:** Students may enroll at Back Bay and take a concurrent class (eg: drama, band, choir) at their home school with the permission of the sending school's administration and class teacher. The official transcript will reflect the respective school site where each course is completed.

**School Structure:** The school day is from 8:30am to 2pm, 5 periods per school day. Students may enroll in a sixth period class to earn additional credits.

**Credits:** Credits are earned on a trimester basis (60 days in a trimester), 5 credits per trimester for a completed class. During a full year at Back Bay a student can earn up to 75 credits vs. 60 at a comprehensive school.

**Transportation:** OCTA has several bus stops within walking distance. For complete bus

routes check out [www.octa.com](http://www.octa.com). The district offers a bus from Wilson and Placentia to Back Bay at 7:45 a.m., leaving Back Bay when school lets out at 2:00 p.m., returning to Wilson and Placentia.

**Co-Curricular:** Currently there are no sports offered at Back Bay. They do offer work experience and outside PE credit completed as independent study.

### **Monte Vista Independent Study**

**1003 Presidio Square**

**Costa Mesa, CA 92626**

**949.515.6695**

**<http://montevista.nmusd.us/>**

Monte Vista Independent Study School is an alternate education option for students in grades 7-12. This educational option is a mutually voluntary agreement within the NMUSD attendance area to provide for students whose educational needs are met in an independent study format. Independent study is designed to respond to the student's unique needs, interests, and abilities. Students who participate in independent study have the same course and graduation requirements as comprehensive Newport-Mesa schools. Courses in independent study are of the same standards and rigor as the in-person equivalent.

Students at Monte Vista complete coursework at home through learning management systems, and attend in-person one day per week at Presidio Learning Center for a meeting with their supervising teacher, who oversees their independent study coursework. Students also take tests on site, proctored by a certificated teacher. Students have daily opportunities for support in the core content areas of math, science, social studies, world languages, and English-language arts.

Monte Vista Independent Study students will work on their course work independently, meeting the specified due dates for each course. Students will be provided with a weekly meeting day and time, to be coordinated with the supervising teacher. Content support teachers will be available daily, and each teacher will communicate their content support hours. There is no period bell schedule. Students are expected to work approximately one hour per subject per day in order to make academic progress. Some students may require more or less time, depending on academic preparation and work habits.

Monte Vista Independent Study is an alternate format, not an alternate curriculum, and is designed to provide students with the academic preparation needed for a variety of post-secondary options. Students have access to core courses, a variety of electives, and

CTE, ROP and Dual Enrollment classes in order to provide students with robust and quality learning experiences.

### **Enrollment:**

Monte Vista Independent Study offers two options for Students enrolled in our school:

### **Full-Time Option:**

Monte Vista Independent Study offers a full-time option for students in NMUSD. In this option, students take all of their required and elective courses through Monte Vista. Students in this model attend Monte Vista one day per week to meet with their supervising teacher and have their tests proctored on-site at Presidio Learning Center. Students may attend more than one day per week to obtain content support and work in the independent study lab.

### **Single-Course Option (Concurrent Enrollment):**

Monte Vista Independent Study offers a single course option, or concurrent enrollment option for students in NMUSD. In this option, students take 1-2 of their required core or elective courses with Monte Vista and the remaining courses with their neighborhood school. Students in this model are required to meet with their supervising teacher weekly and have tests proctored on-site. Students may attend more than one day per week to obtain content support and work in the independent study lab. Students in this option must have counselor approval in order to determine if concurrent enrollment is appropriate for their course needs and schedule.

## **Early College High School**

**2990 Mesa Verde Dr.**

**Costa Mesa, CA 92626**

**(714) 424-7990 Phone | (714) 424-4789 Fax**

**<http://earlycollege.nmusd.us/>**

ECHS is an inclusive school community including students, teachers, parents and community members who support our students in the pursuit of their academic endeavors. The teachers and support staff are a great group of dedicated individuals who are committed to providing quality education and maintaining high expectations for all students. Our students experience a college educational environment beginning in the ninth grade. We are a bold approach, based on the principle that academic rigor, combined with the opportunity to save time and money, are powerful motivators for students to work hard.

Our commitment is to help each student learn to be complex thinkers, responsible self-directed learners, collaborative workers and effective communicators. We expect ECHS students to perform at their personal best. This not only applies to academic achievement, but behavioral expectations as well. We want the students to develop intellectually, learn interpersonal skills and establish personal connections to their world in pursuit of their post-secondary goals.

ECHS is a California Distinguished School and we have received the top rank of 10 in the California Standardized Test ranking in the state. The ECHS website will provide you with more practical and interesting information about the school.

**Entrance Requirements:** Early College students are interested in a small learning environment with academic support. They must demonstrate the maturity to take college level courses. They might be students who have not experienced their full academic potential and are the first in their family to have the desire to go to college.

**Referral Process:** Students during their 8th grade year with reference documents from teachers and counselors. Students will undergo an interview process and must be approved to attend Early College High School. Application information may be found online: <https://earlycollege.nmusd.us/enrollmentandregistration> and will specify application deadlines for admission consideration.

**Concurrent:** Students take all classes at Early College and from Coastline Community College. Many of the college courses taken will be for dual credits counting for both high school and college. College classes are free.

**Hours of Attendance:** School day is 9:15am to 4:15pm and begins in mid August. Vacations and school coordinated with the Coastline Community College Schedule.

**Transportation:** Buses provided by the school district.

**Co-Curricular:** No Athletic programs at this time.

**Home Hospital Instruction:**

Students, who because of a prolonged illness or other physical disability are unable to attend regular class for four continual weeks or longer, may be eligible for home/hospital teaching.

The process is initiated at each individual school site. Students who are eligible are given one hour of home teaching for each school day, excluding vacation or holidays. A home teaching form must be completed and signed by the parent, school nurse, physician, special education IEP team if applicable and appropriate school administrators. A new application is required at

the end of each quarter of the school year to determine if the student will continue on home/hospital teaching.

In determining eligibility, it is essential for the school nurse to be involved in dialogue with the physician and to assist with the ultimate goal of facilitating the student's return to school as soon as possible. The more informed the nurse is on the situation and the needs of the student, the better the school is able to work with the student and ensure a quality education. Students receiving home instruction due to inability to attend their regular school program may not participate in any extra-curricular activities or events. This includes but is not limited to: sports, clubs, leadership groups, dances, sport events etc. **For more information, please contact your school site nurse.**

#### **California High School Proficiency Examination (CHSPE):**

Passing the California High School Proficiency Examination (CHSPE) does not exempt a student from attending school unless the student is 16 years of age or older and has verified parental permission to withdraw. Students may take the CHSPE if, on testing day, they:

- Are 16 years of age or older (no upper limit), or
- have been enrolled in grade ten for one academic year or longer, or
- will complete one academic year of enrollment in grade ten at the end of the semester during
- which the next regular administration will be conducted. (Regular administrations are the fall and spring administration each school year.)

**High School Equivalency Exams:** California has approved the use of three high school equivalency (HSE) exams for students 18 years or older (17 years old in some instances) for the purpose of receiving a California High School Equivalency Certificate. Students are encouraged to research online at <http://www.cde.ca.gov/ta/tg/gd>

If the student passes one of the HSE exams and leaves the Newport-Mesa Unified School District without completing graduation requirements, the student does not receive a diploma, nor does s/he participate in the graduation ceremonies. To take a HSE exam in California, an individual must be a California resident or a member of the armed forces assigned to this state and meet any one of the following criteria:

- 1) The individual is 18 years of age or older, or within 60 days of his or her 18th birthday (regardless of school enrollment status).
- 2) The individual is within 60 days of when s/he would have graduated from high school had s/he remained in high school and followed the usual course of study.

- 3) The individual is 17 years of age, has been out of school for at least 60 days, and provides a letter of request for the test from the military, a post-secondary education institution, or prospective employer.

Persons who pass the HSE exam at age 17 will not receive the equivalency certificate until their 18th birthday. A letter of intent is issued which states that the certificate is being held pending the examinee's 18th birthday. Contact Huntington Beach Adult School for test prep classes: [www.hbas.edu](http://www.hbas.edu) or (714) 842-4227.

## **ACADEMIC PROGRAMS:**

### **INTERNATIONAL BACCALAUREATE:**

[www.ibo.org](http://www.ibo.org)



**“I think, therefore IB”**

**IB Diploma Coordinator: Alma Di Giorgio [adigiorgio@nmusd.us](mailto:adigiorgio@nmusd.us)**

International Baccalaureate (IB) at Newport Harbor High School is a two-year, comprehensive and rigorous pre-university program, the IB Diploma Program provides one of the most respected secondary education available. Successful IB candidates are typically granted advanced placement credit at the finest universities and colleges in the nation. Students who participate in the full diploma program are actively engaged in a liberal arts curriculum that includes:

- Curriculum containing six subject groups (see course sequencing below)
- Research paper (Extended Essay)
- Critical thinking class (Theory of Knowledge)
- Participation in extracurricular activities and community services (CAS)

#### **How do I find out more?**

- o More information about NHHS's IB program is available at <http://goo.gl/D91YZi>
- o More information about IB in general is available at <http://www.ibo.org>
- o Check us out on YouTube at <https://youtu.be/Zn-auj93Ntl>

## **ADVANCED PLACEMENT**

### **Advanced Placement Exams and College Credit:**

The goal of the Advanced Placement (AP) Program is to provide an opportunity for students to rise to college- level challenges in high school, receive both high school and college credit for their accomplishments, and enter higher education well prepared for its academic demands.

For more information please visit:

<https://apstudents.collegeboard.org/what-is-ap>

## **ADVANCEMENT VIA INDIVIDUAL DETERMINATION (AVID)**

**<http://www.avid.org/>**



The AVID program targets students in the academic middle - B, C, and even D students - who have the desire to go to college and the willingness to work hard. As well as the high achiever. AVID is open to ALL students. These are students who are capable of completing rigorous curriculum but are falling short of their potential.

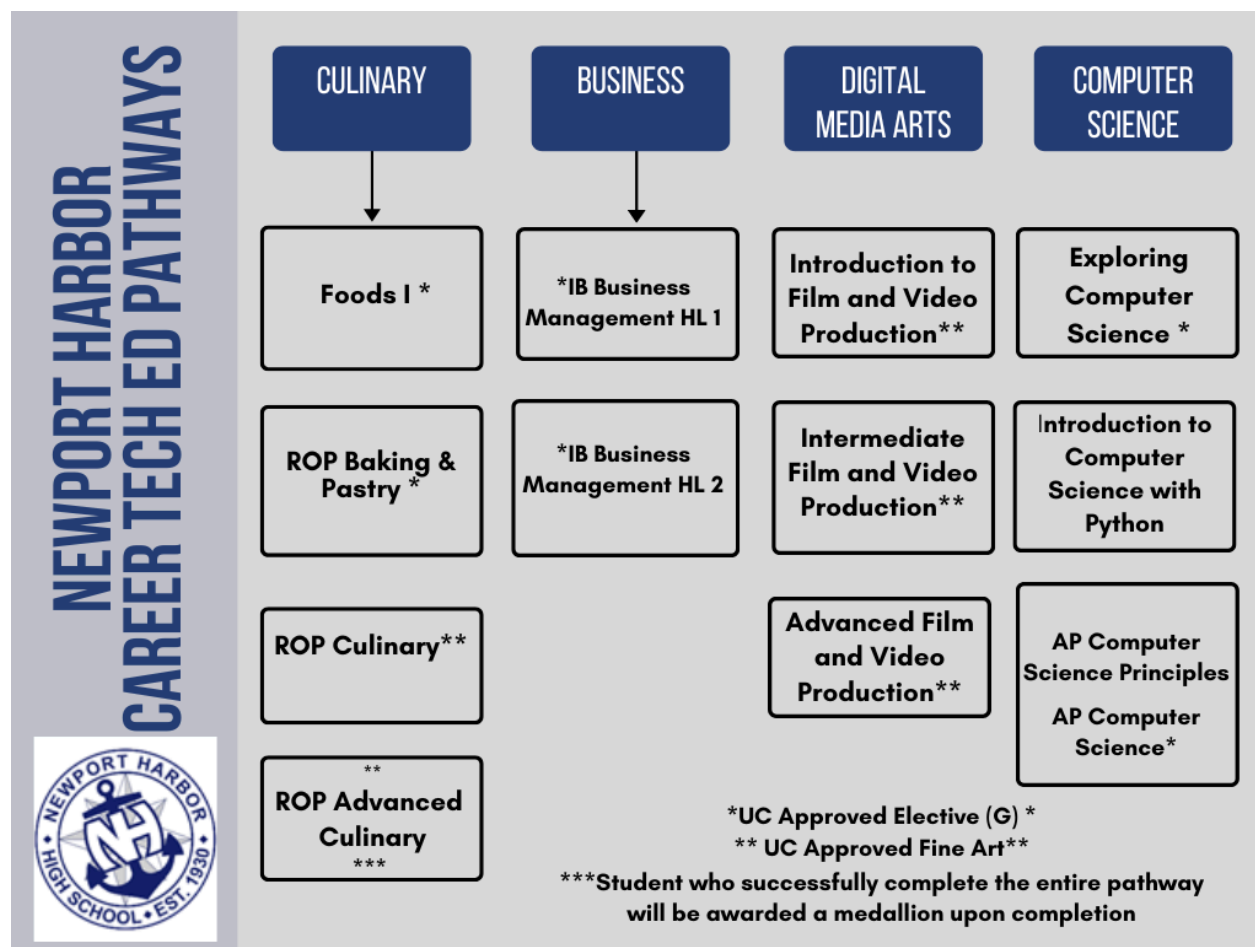
For questions regarding admission into the AVID program, please contact AVID Director, Ms. Angela Newman.

## **CAREER TECHNICAL EDUCATION/ROP**

The Career Technical Education (CTE) program in the Newport-Mesa Unified School District offers elective courses in a sequential CTE pathway, within an industry sector that incorporates science, math, English Language Arts (ELA), and CTE common core standards. Increasingly, states and districts are organizing educational opportunities along with experiential learning through a coherent career pathway system. This secondary school strategy ensures students receive career knowledge combined with rigorous academics and hands-on learning resulting in deeper engagement, attainment of workplace skills, and academic achievement for students. Career pathways encourage student choice in the direction and alignment with local industry and career opportunities;



they also help students transition from school to post-secondary education and careers through purposefully designed courses and services. Learn more about our middle school and high school NMUSD CTE programs <https://web.nmusd.us/cte>



## **REGIONAL OCCUPATIONAL PROGRAM (ROP)**

### **\* University of California Approved Courses\***

Coastline Regional Occupational Program (ROP), in partnership with NMUSD, provides practical, hands-on career preparation, career guidance, and job placement assistance to high school students (and adults). ROP courses fulfill requirements for graduation in the areas of applied curriculum, visual and performing arts. ROP offers courses that meet various UC/CSU requirements for admission.

### **What is ROP? \*Coastline ROP\***

- State-funded public education, providing career technical education and guidance to meet identified educational standards and industry needs.
- Accredited by Western Association of Schools and Colleges.
- Partner with Newport-Mesa, Huntington Beach Union, Irvine, Saddleback Valley and Tustin Unified School Districts.
- Career preparation and sequential learning designed to improve academic skills.
- Elective courses that may include (*unpaid*) internships.
- Cooperative courses that combine employment with advanced instruction (*for high school students only*).
- Fully credential teachers, experienced in their related industries.

### **Who can take ROP classes?**

The program is available to high school seniors, juniors, and sophomores who are at least 15 years old, and adults; priority is extended to residents within the geographical region.

### **Why take an ROP class?**

- Earn grades and credits toward high school graduation.
- Enroll in classes that satisfy a-g requirement for UC and CSU.
- Gain experience required for immediate employment.
- Participate in courses that offer internships if they are at least 16 years of age.
- Earn certificates of recognition.
- Experience careers that may assist in choosing college majors and enhance college admission applications.
- Upgrade skills, change careers, or prepare for re-entry into the workforce.
- Prepare for post-secondary education.

## When and where are classes offered?

Classes are held in businesses, industries and high schools located within five participating districts, during and after school, evenings and Saturdays. The school year is divided into two 18 week semesters, fall and spring, plus a six week summer semester. Classes are generally one semester in length. See course schedule for start dates.

## How can you register for courses?

High school students see the ROP career specialist on campus.

## What is the cost?

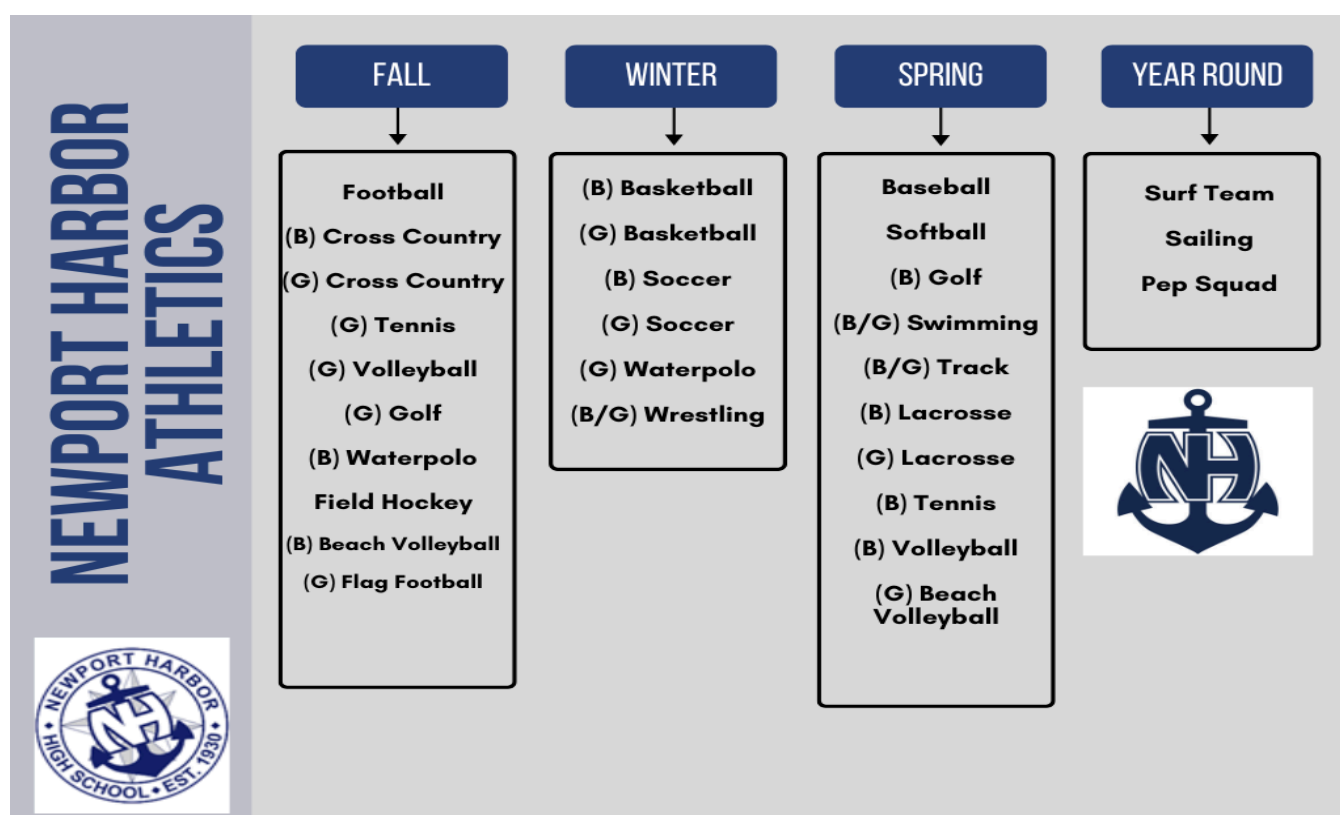
- Courses are free to high school students.

## ATHLETICS

Athletics are an important part of the extra-curricular program at Newport Harbor High School.

All students are encouraged to participate in as many athletic activities as possible in their time at NHHS. In addition to the athletic teams listed below, students at Newport Harbor can participate in Dance, Yoga and PE year round.

**Athletic Director:** Dr. Jerry Murray



## **REMINDERS FOR ATHLETES**

- Each school year you play a sport, you must fill out and submit an **Athletic Clearance Packet** available here: <https://www.homecampus.com/>
- Some sports may seek a donation towards operating costs. You are NEVER required to make that donation. There are NO penalties to student-athletes who are unable to donate financially to a sport they have qualified to play.
- There are tryouts for most sports, as teams need to be of a manageable size. Even sports considered "non-tryout" sports have participation caps, and require base-level skills (ex: swimming) in order to participate. Other teams have certain requirements to determine placement within a program (ex: Varsity vs. JV).
- During a season, 7th or 8th period is designated as the class period for each sport; coaching staff will communicate the practice schedule with athletes. Students may play more than one sport during a school year, but not within the same season.

## **CITIZENSHIP & ACADEMIC ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

For Citizenship and Academic eligibility as it relates to extra-curricular activities, please visit the NHHS Athletic Page [here](#)

## **RECORDS AND ENROLLMENT**

### **FERPA**

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The ***Family Educational Rights and Privacy Act*** (AKA the Buckley Amendment or FERPA) guides our handling, releasing, and storing of students' educational records. The main points of consideration are:

- Student educational records are considered confidential and may not be released without the written consent of the parent/guardian or student (if 18 or older).
- As a faculty or staff member you have a responsibility to protect educational records in your possession.
- Some information is considered public (sometimes called "Directory Information"). This info can be

released without written permission. However, the parent/guardian or student (if 18 or older) may opt to consider this info confidential as well. Directory Information is: name, address, phone, dates of attendance, degrees received, major program, height, weight of athletes, email address, full or part time status, date of birth.

- You have access to information only for legitimate use in completion of your responsibilities as a school employee. Need to know is the basic principle.

**Caregivers/Residence:** In California, a student may establish residency for school attendance purposes by living with a person who is 18 years of age or older. The Caregiver's Authorization Affidavit must be completed and signed by the caregiver. The process does not establish the caregiver as the legal guardian of the student in question.

### **Access to Records**

#### **\*Board Policy 5125\***

Student Records and Release of Information Concerning Students. The parent or legal guardian shall be permitted to inspect the written records of the student. This inspection shall take place in the presence of a certificated employee of the District in order to ensure accurate interpretation of information concerned. *This includes non-custodial parents.*

\*Refer to BP hyperlink for further information on:

- Foster Parents, Surrogate Parents
- Student Records for Transfer Students who have been suspended/expelled
- Withholding of Grades, Diplomas, or Transcripts
- Challenging Student Records

**Release of Student Records:** Information contained in a student's record will not be released by any employee of the school district to any person, except under judicial process, unless the recipient is one of the following:

- 1) Parent or guardian;
- 2) An adult designated in writing by parent/guardian (or student if 18 years of age);
- 3) An officer or employee of a court agency responsible for protective services; or
- 4) A school to which a student is transferring.

The principal or designee may confirm with an authorized law enforcement officer that a student is enrolled and may release the address of the student to an authorized law enforcement officer.

## **TRANSCRIPT REQUESTS**

### **HOW TO PRINT YOUR UNOFFICIAL TRANSCRIPT USING AERIES (CURRENT STUDENTS ONLY)**

1. Visit the [Aeries Portal Login](#)
2. Log in with your username and password
  - i. Your username email is your Student ID # @nmusd.us (ex. [123456@nmusd.us](#))
  - ii. Click on sign in with Google, then click Next
  - iii. Your password is your network login ID that is used to get on the computers at school. If you do not know your network login ID, please visit the front office.
3. Click on the Grades tab, then select Transcripts
4. Print your unofficial transcript

### **HOW TO REQUEST YOUR OFFICIAL TRANSCRIPT(S) BE SENT (CURRENT STUDENTS):**

1. [Visit the NMUSD Student Records Scribbles website](#)
2. Click on "Request my student records"
3. Select the "Current Student" option
4. Complete the online application - you do not pay for your transcript(s)
5. Track your order through Scribbles with the order number you receive via email

### **Prior Students:**

- In order to comply with privacy laws, proper identification is required for all requests.
- Adults 18 years of age or older must request their own records. School records will not be released to a parent, guardian or responsible person without the student's written consent. Per The Family Educational Rights and Privacy Act (FERPA) student records are only available to those who have authorization from the student or parent, guardian or responsible person if the student is under 18 years of age.
- All responses to records requests are mailed. We do not fax or email records.
- Processing time for records requests is 5 business days.
- All requests must be submitted through scribbles <https://nmusdca.scribborder.com/>