



# WOODLAND ELEMENTARY SCHOOL

2025-26 Parent and Student Handbook

Revised 7/1/2025



**Newport-Mesa**  
Unified School District

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## NMUSD MISSION AND VISION

The mission of Newport-Mesa Unified School District, in partnership with the Costa Mesa and Newport Beach communities, is to graduate students who have acquired the knowledge, skills and attitudes necessary to achieve significant career, educational, civic and personal goals, which will enrich our society.

To achieve individual success, Newport-Mesa Unified School District will demonstrate continuous improvement in . . .

- Student Achievement
- Attendance Rates
- Graduation Rates
- Dropout Rates
- Family/Student/Staff/Community Satisfaction
- Responsiveness to those we serve
- Involvement of Stakeholders
- Family Involvement
- Honoring Diversity
- Budget Alignment

## WELCOME TO WOODLAND ELEMENTARY

### Mission Statement

Through ongoing collaboration, Woodland provides an equitable education that ensures all students learn at grade level or above and are challenged to continuously improve.

### Vision Statement

Woodland Elementary School's vision is to provide students with a safe and nurturing school environment that enables all students to learn to their maximum potential. We will implement best practices, across grade levels, to ensure all students learn at grade level or above and are challenged to continuously improve.

### Contact Information

Address: 2025 Garden Lane, Costa Mesa, CA 92627

Main Telephone: (949) 515-6945

Attendance Line (24/7): (949) 515-6945 (press 2)

Principal: Kim Maxwell

Office Staff: Marcela Vega, Administrative Assistant

Michelle Vela, Office Assistant

Nurse: Claudette Ahern

Health Assistant: Toni Taylor

Website: <https://woodland.nmusd.us/>

## Emergency Procedures & 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 may deliver messages via school and district websites, [ParentSquare](#) (in-app notifications), email, phone, text and district social media accounts - [Facebook](#), [X](#), and [Instagram](#).

### Parent Emergency Contact Information

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

In the event that you move, you must verify your new address with your school's front office. Student and parent contact information can be updated throughout the year via the [Aeries Parent Portal](#). The school office cannot be responsible for making those changes.

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

### Emergency Procedures

Our school has emergency procedures in our comprehensive school safety plan and conducts training with staff on a regular basis.



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 Location to pick-up your child. (Reunification is outside the main gate)
- Reinforce the necessity of your child remaining at school until an adult listed as an emergency contact in Aeries arrives to pick them up.

### Safe and Secure Campus

We have a locked campus to ensure the safety and security of students and staff. If school is in session, your child must check in through the office and receive a tardy slip. Do not instruct your child to go directly to class. All parents and other visitors must enter through the front office.

The campus is open to parent volunteers and visitors. In accordance with state law, all visitors must first check in at the office, will be required to be cleared through the Raptor visitor management system, and must wear an identification badge. It is necessary to sign in and out when visiting our school. This procedure gives us a chance to say "hello" to those we know, to meet those we do not know, and to make sure unauthorized access to the school does not compromise the safety of our students or teachers.

**2025-26 DISTRICT SCHEDULE**<https://web.nmusd.us/calendars>**2025-2026 SCHEDULE OF SCHOOL ACTIVITIES**

|   |                         |
|---|-------------------------|
| TK-12+ First Duty Day for TK-12+ Teachers/TK-12+ Staff Development Day..... | (Mon) August 11, 2025   |
| TK-12+ Staff Development Day .....  | (Tues) August 12, 2025  |
| TK-12+ Teacher Prep Day.....  | (Wed) August 13, 2025   |
| TK-12+ Staff Development Day .....  | (Thur) August 14, 2025  |
| TK-12+ Teacher Prep Day.....  | (Fri) August 15, 2025   |
| First Day of School for TK-12+ Students .....                               | (Mon) August 18, 2025   |
| Elementary Student Free Day TK-6 Teachers.....                              | (Fri) October 10, 2025  |
| (TK-6 Students Only - Local Non-Student Day)                                |                         |
| TK-12+ Staff Development Day for Teachers .....                             | (Wed) November 5, 2025  |
| (TK-12+ - Local Non-Student Day)  |                         |
| Secondary Preparation Day for Teachers.....                                 | (Fri) December 19, 2025 |
| (7-12+ Students Only - Local Non-Student Day)                               |                         |
| Last Day of School TK-12+ Students.....                                     | (Thur) June 4, 2026     |
| Last Day of Service TK-12+ Teachers .....                                   | (Fri) June 5, 2026      |

| <u>Instructional Staff</u>          | <u>Legal/Local Non-Student Days</u>                      | <u>Classified Staff Holidays</u>    |
|-------------------------------------|--|-------------------------------------|
| September 1, 2025 .....             | Independence Day Observed .....                          | July 4, 2025                        |
| October 10, 2025 .....              | Labor Day .....  | September 1, 2025                   |
| .....                               | Preparation Day TK-6 Teachers.....                       | .....                               |
| .....                               | <b>(Local Non-Student Day for TK-6 Students)</b> .....   |                                     |
| November 5, 2025 .....              | Staff Development Day TK-12+ Teachers.....               | .....                               |
| .....                               | <b>(Local Non-Student Day for TK-12+ Students)</b> ..... |                                     |
| November 11, 2025.....              | Veterans' Day .....                                      | November 11, 2025                   |
| November 26-28, 2025.....           | Thanksgiving Recess .....                                | November 27-28, 2025                |
| December 19, 2025.....              | TK-6 2-Hour Early Release.....                           | .....                               |
| .....                               | Preparation Day 7-12+ Teachers .....                     | .....                               |
| .....                               | <b>(Local Non-Student Day for 7-12+ Students)</b> .....  |                                     |
| December 22, 2025.....              | Winter Recess .....                                      | December 24-25, 2025                |
| January 2, 2026.....                | .....  | December 31, 2025 - January 1, 2026 |
| January 19, 2026 .....              | Martin Luther King, Jr. Day.....                         | January 19, 2026                    |
| February 16-20, 2026 (5 Days) ..... | Presidents' Recess .....                                 | .....                               |
| .....                               | Presidents' Day.....                                     | February 16, 2026                   |
| .....                               | Lincoln's Birthday Observed.....                         | February 17, 2026                   |
| .....                               | Admission Day Observed .....                             | February 18, 2026                   |
| April 6-10, 2026.....               | Spring Recess.....                                       | .....                               |
| May 25, 2026 .....                  | Memorial Day.....  | May 25, 2026                        |

**ELEMENTARY TRIMESTER DATES**

|                                 |                         |
|---------------------------------|-------------------------|
| October 17, 2025 (43 Days)..... | End of First Trimester  |
| March 6, 2026 (79 Days) .....   | End of Second Trimester |
| June 4, 2026 (58 Days).....     | End of Third Trimester  |

## SCHOOL BELL SCHEDULE

### Transitional Kindergarten

| Monday, Tuesday, Thursday, and Friday |            | Wednesday (Modified Dismissal) |            | Early Release on 12/19/25 |            |
|---------------------------------------|------------|--------------------------------|------------|---------------------------|------------|
| 7:55 AM - 8:05 AM                     | Gates Open | 7:55 AM - 8:05 AM              | Gates Open | 7:55 AM - 8:05 AM         | Gates Open |
| 8:05 AM - 9:20 AM                     | Class      | 8:05 AM - 9:20 AM              | Class      | 8:05 AM - 9:20 AM         | Class      |
| 9:20 AM - 9:40 AM                     | Recess     | 9:20 AM - 9:40 AM              | Recess     | 9:20 AM - 9:40 AM         | Recess     |
| 9:40 AM - 11:00 AM                    | Class      | 9:40 AM - 11:00 AM             | Class      | 9:40 AM - 11:00 AM        | Class      |
| 11:00 AM - 11:40 AM                   | Lunch      | 11:00 AM - 11:40 AM            | Lunch      | 11:00 AM - 11:40 AM       | Lunch      |
| 11:40 AM - 1:20 PM                    | Class      | 11:40 AM - 1:36 PM             | Class      | 11:40 AM - 12:32 PM       | Class      |
| 1:20 PM - 1:36 PM                     | Recess     |                                |            |                           |            |
| 1:36 PM - 2:32 PM                     | Class      |                                |            |                           |            |

### Kindergarten

| Monday, Tuesday, Thursday, and Friday |            | Wednesday (Modified Dismissal) |            | Early Release on 12/19/25 |            |
|---------------------------------------|------------|--------------------------------|------------|---------------------------|------------|
| 7:55 AM - 8:05 AM                     | Gates Open | 7:55 AM - 8:05 AM              | Gates Open | 7:55 AM - 8:05 AM         | Gates Open |
| 8:05 AM - 9:45 AM                     | Class      | 8:05 AM - 9:45 AM              | Class      | 8:05 AM - 9:45 AM         | Class      |
| 9:45 AM - 10:05 AM                    | Recess     | 9:45 AM - 10:05 AM             | Recess     | 9:45 AM - 10:05 AM        | Recess     |
| 10:05 AM - 11:30 AM                   | Class      | 10:05 AM - 11:30 AM            | Class      | 10:05 AM - 11:30 AM       | Class      |
| 11:30 AM - 12:10 PM                   | Lunch      | 11:30 AM - 12:10 PM            | Lunch      | 11:30 AM - 12:10 PM       | Lunch      |
| 12:10 PM - 1:45 PM                    | Class      | 12:10 PM - 1:36 PM             | Class      | 12:10 PM - 12:32 PM       | Class      |
| 1:45 PM - 2:01 PM                     | Recess     |                                |            |                           |            |
| 2:01 PM - 2:32 PM                     | Class      |                                |            |                           |            |

### 1st Grade

| Monday, Tuesday, Thursday, and Friday |            | Wednesday (Modified Dismissal) |            | Early Release on 12/19/25 |            |
|---------------------------------------|------------|--------------------------------|------------|---------------------------|------------|
| 7:55 AM - 8:05 AM                     | Gates Open | 7:55 AM - 8:05 AM              | Gates Open | 7:55 AM - 8:05 AM         | Gates Open |
| 8:05 AM - 9:45 AM                     | Class      | 8:05 AM - 9:45 AM              | Class      | 8:05 AM - 9:45 AM         | Class      |
| 9:45 AM - 10:05 AM                    | Recess     | 9:45 AM - 10:05 AM             | Recess     | 9:45 AM - 10:05 AM        | Recess     |
| 10:05 AM - 12:15 PM                   | Class      | 10:05 AM - 12:15 PM            | Class      | 10:05 AM - 11:50 AM       | Class      |
| 12:15 PM - 12:55 PM                   | Lunch      | 12:15 PM - 12:55 PM            | Lunch      | 11:50 AM - 12:30 PM       | Lunch      |
| 12:55 PM - 1:45 PM                    | Class      | 12:55 PM - 1:37 PM             | Class      | 12:30 PM - 12:32 PM       | Class      |
| 1:45 PM - 2:01 PM                     | Recess     |                                |            |                           |            |
| 2:01 PM - 2:32 PM                     | Class      |                                |            |                           |            |

**Back to School Night (August 28, 2025), Open House (May 7, 2026), and Conference Weeks (October 20-24, 2025 and March 9-13, 2026) are Modified Schedules:**

TK and Kindergarten dismissed at 1:36 PM

1st Grade dismissed at 1:37 PM

**Last Day of School (June 4, 2026) is a Regular Schedule with TK, Kindergarten, and 1st Grade dismissed at 2:32 PM**

## CAMPUS SPECIFIC DATES

(Subject to Change - Please refer to [our website](#) for the most up to date information)

### **First Day of School**

August 18, 2025 - Full Day

### **Back-to-School Night**

August 28, 2025 - Modified Dismissal 1:36pm for TK/K and 1:37pm for 1st grade

### **Teacher Prep Day - No School**

October 10, 2025

### **Fall Conference Week**

October 20-24, 2025 - Modified Dismissal 1:36pm for TK/K and 1:37pm for 1st grade

### **Staff Development Day - No School**

November 5, 2025

### **Spring Conference Week**

March 9-13, 2026 - Modified Dismissal 1:36pm for TK/K and 1:37pm for 1st grade

### **Open House**

May 7, 2026 - Modified Dismissal 1:36pm for TK/K and 1:37pm for 1st grade

### **Last Day of School**

June 4, 2026 - Full Day

## ACADEMICS

### Academic Honesty

Students 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. Students who compromise their integrity in these ways will be subject to disciplinary action.

**Additionally, using AI-powered digital tools to generate content that is presented as original work is a form of plagiarism.** This includes having AI write essays, answer test questions, or paraphrase existing content without proper citation. Remember, schoolwork is about developing your own knowledge and critical thinking skills. If you're unsure whether a particular use of AI is acceptable, consult your teacher before proceeding. More information regarding citation and appropriate use of AI can be found [here](#).

### Academic Intervention

School sites employ support teachers who work with students who need academic intervention. We use assessment to monitor student progress toward standards. We use a Student Study Team model to meet and plan interventions for students at the school site level.

### Gifted and Talented Education

GATE (Gifted and Talented Education) is an educational program that offers learning opportunities aligned with students' identified needs and abilities. All Newport Mesa students are screened mid-year in grade 3 for qualification into the district's GATE program. Newport Mesa Unified School District offers a Gifted and Talented Education Program for eligible students beginning in grade 4. Classroom instruction begins with the grade level core curriculum and is differentiated based upon student need and ability. The development of critical thinking is emphasized.

### Homework

Homework serves as an essential component of the learning process, designed to reinforce classroom instruction, promote independent learning and enhance academic skills. NMUSD believes that homework plays a valuable role in academic development and NMUSD policies reflect this belief. Please check with your student's teacher to learn more about their homework policy.

### Homework Requests for Absent Students

NMUSD recognizes the importance of maintaining the continuity of learning, even when students are absent from class. Independent study options are available to support students in keeping up with missed coursework. Short-term independent study is offered to students who are going to be out for 3-15 days. Long term independent study is for students who plan to be out longer than 15 days. Please contact your student's school for more information.

If your child is absent from school, please communicate with your child's teacher regarding any work that was missed. Teachers may ask students to complete specific missed assignments, and/or send home missed work for optional completion.

In the event of a planned absence, students may participate in Independent Study to engage in continuous learning during their absence. To participate in Independent Study, please contact the office prior to the start of the absence. We appreciate at least 5 days notice to give teachers time to prepare the schoolwork. Independent Study is for absences of at least 1 day, with a cumulative total of 15 days in a school year.

### Report Cards

Three times per year, report cards are issued for all students in grades TK-6. Students and Parents can access their report card online by logging into the NMUSD Illuminate Home Connect Portal via their ClassLink account.

## ARRIVAL/DISMISSAL

### Parking Lot Rules

We have very limited parking available at Woodland. The parking lot is reserved for staff and vehicles with handicap placards or plates. Parents and visitors are kindly asked to park on the public streets. Please do not double park, park in red zones, or block fire and bus lanes.

When driving and parking near Woodland, please follow all signs and traffic laws. Please respect the neighbors and do not block their driveway access. Do not double park, park in the red zones, or block fire or bus lanes.

### Traffic Flow

Vehicles should follow the arrows to drive through our parking lot in one direction. When using carline for drop off or pick up, please always pull forward as much as possible before stopping to let your child in or out of the car.



### Pedestrian and Bicycle Flow

If arriving or departing on foot or on a bicycle, please use the side gates and do not congregate near the carline loading/unloading zone or the main gate. Adult bicycle parking is located on the side of campus off Woodland Lane.

### Bus Transportation

NMUSD offers fee-based bus transportation on a first-come, first-served basis for eligible students. All students are required to have a bus pass to ride the bus. Students are eligible if they attend their school of residence and meet mileage criteria. (Elementary students must live more than .75 miles from their home school.) For more information, contact the Transportation Department at (714) 424-5065 or visit the [NMUSD Transportation Department website](#).

### Crossing Guards

The City of Costa Mesa provides a crossing guard at the corner of Santa Ana and 21st Street and Garden Lane and 21st Street before and immediately after school each day to assist our students. Please encourage your child to follow all safety laws.

## Morning Arrival

**TK, Kindergarten, and 1st grade arrival is 7:55am-8:05am.** Students will be greeted by their teacher at their classroom beginning at 7:55am, and they are expected to be in class and ready to start their day by 8:05am.

**If arriving by car:** Woodland staff will help students exit their car at the unloading zone and enter campus. The carline will open at 7:45am for students who need breakfast. From 7:45-7:55am, students will enter through the MPR doors and stay in the MPR until 7:55am (or longer if they need more time to eat). At 7:55am, the MPR doors will close and the main gate will open for students to walk directly to class. If a student needs breakfast after 7:55am, they can go to the MPR before going to their class. Please follow all of our carline procedures: Drivers need to stay in their car at all times, and continue pulling as far forward as possible. Students may exit once they are in the unloading zone along the sidewalk. Please do not block handicap parking spaces while waiting in line. Thank you in advance for your patience as we do our best to keep the line moving. Please note that staff are not responsible for a student being tardy due to the speed of the carline.

**If arriving by foot or on bicycle:** The side gate near our Kindergarten classrooms and the side gate off of Woodland Lane will be open at 7:55-8:05am for students to enter campus and walk directly to class. Feel free to use whichever gate is most convenient for your path of travel. Please do not enter through the main gate, and please do not walk or bike through our parking lot or through the carline unloading zone. It is for everyone's safety that we are trying to keep the front entrance of the school clear and eliminate pedestrians, bicycles, and cars crossing paths in our small front entrance area. Adult bike parking is on the side of campus off of Woodland Lane. Students may walk their bikes onto campus and use the student bike parking near classrooms 7 and 16.

**Parents on campus:** Parents are welcome to walk their students to class for the first two days of school. Beginning on the third day of school, students will walk to their classrooms independently. There is staff supervision on campus to ensure students make their way to their classrooms.

**Tardies:** All gates will close promptly at 8:05am. If your student doesn't make it in the gate before it closes, please enter campus through the main office to get a Tardy Slip. This slip is not a punishment, it is simply a communication system between teachers and the office to ensure tardy students are not marked absent.

## Afternoon Dismissal

**TK, Kindergarten, and 1st Grade are dismissed at 2:32pm. On Wednesdays, TK and Kindergarten are dismissed at 1:36pm and 1st Grade is dismissed at 1:37pm.**

**If picking up by car:** Students getting picked up in the carline will line up on the blacktop and be escorted to the carline loading area by a staff member. Please follow all of our carline procedures: Drivers need to stay in the car and continue pulling forward. Please display your carline sign showing your student's name so staff can help prepare students for loading. Please do not block handicap parking spaces while waiting in line. Thank you in advance for your patience as we do our best to keep the line moving.

**If picking up by foot or bicycle:** Parents may enter campus (please leave bicycles outside the gates) to pick up students from their teacher. TK students will be in their classroom, Kindergarten students will be at the lunch tables, and 1st grade students will be in their teacher line. The side gate near our Kindergarten classrooms and the side gate off of Woodland Lane will open when the bell rings for dismissal. Feel free to use whichever gate is most convenient for your path of travel. Please do not enter or exit through the main gate, and please do not walk or bike through our parking lot or through the carline loading zone. On rainy days, all students will be in their classrooms.

**NMUSD Bus:** If your student rides the bus, they will line up and be escorted to the bus by a staff member.

**After School Programs:** If your student attends an after school program with on campus pick up, their teacher will dismiss them to that program's designated gathering area.

With the number of options for student dismissal, it is important that your student's teacher knows their after school plans. Be sure to notify your child's teacher in advance if there are any changes to those plans, or call the office if it is a last-minute change so we can make sure the teacher is aware.

## Early Departure

For the safety and protection of the students, no students are permitted to leave the school grounds at any time during the day unless they are on a school-sanctioned field trip or accompanied by a parent, guardian, or their delegate. Students will only be released to adults listed in Aeries as authorized Emergency Contacts. Please keep this information up to date. Students need to be signed out in the office on the sign-out sheet. To protect our students, please be prepared to show your identification. Please allow enough time for your child to pack their backpack and gather their belongings.

## Doctor's Appointments or Dental Appointments

Appointments should be scheduled after school whenever possible. If you need to pick-up your child during the school day for a scheduled medical or dental appointment, please notify your child's teacher on the date of the appointment, including the pick-up time. When you arrive, please use the sign-out sheet in the office to indicate your child's departure time. Students arriving at school late due to medical or dental appointments should provide a doctor's note to excuse the tardy.

# ATTENDANCE

## Absence(s) - How to Report

If a student is absent, parents must notify the school by telephone using the 24-hour Attendance Hotline (949) 515-6945 (press 2). Please leave the following information when calling the hotline:

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

Whenever a student is absent from school or class, the actual reason for the absence shall be confirmed 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. We also offer Short Term Independent Study for planned absences of 1 or more days. Please contact the school office for more information.

Reference: Board Policy [5113](#) and Administrative Regulation [5113](#)

## Tardiness

It is important to be at school on time, every day.

TK, Kindergarten, and 1st grade arrival is 7:55am-8:05am. All gates will close promptly at 8:05am. If you don't make it in the gate before it closes, please enter campus through the main office to sign your child in to school and get a Tardy Slip. This slip is not a punishment, it is simply a communication system between teachers and the office to ensure tardy students are not marked absent. When signing your child in, please include the reason for the tardy arrival. Please provide a doctor's note or dental appointment slip when signing your child in for the tardy to be excused. Tardy students who arrive to class without a tardy slip will be sent back to the office to check-in. Punctuality is an important life skill to teach children, and important learning takes place from the first minute of the school day. Help your child start each day calmly and confidently by arriving to school on time.

## Chronic Absence and Truancy

We believe that regular attendance is vital for your child’s academic success. We are committed to fostering open communication with parents to address any attendance issues that may arise. Our attendance notification system is designed to keep you informed and to work together in supporting your child’s attendance.

### FIRST NOTIFICATION OF TRUANCY

If your child has missed school without a valid excuse on three full days in one school year or has been tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, you will receive a “FIRST NOTIFICATION OF TRUANCY.”

### SECOND NOTIFICATION OF TRUANCY

If attendance has not improved since the issuance of the “FIRST NOTIFICATION OF TRUANCY”, you will receive a “SECOND NOTIFICATION OF TRUANCY.” A conference may be scheduled to discuss attendance concerns and develop strategies for improvement.

### SCHEDULED CONFERENCE

After the issuance of the “SECOND NOTIFICATION OF TRUANCY,” a conference may be scheduled with you and your child to address attendance concerns and collaborate on improvement strategies.

### THIRD NOTIFICATION OF TRUANCY

If attendance has not improved since the “SECOND NOTIFICATION OF TRUANCY,” and your child continues to miss school without a valid excuse, you will receive a “THIRD NOTIFICATION OF TRUANCY.”

### CHRONIC ABSENCE NOTIFICATION

Students who are chronically absent, missing 10% of their instructional days, will receive a “CHRONIC ABSENCE NOTIFICATION.”

### FIRST EXCESSIVE EXCUSED ABSENCE NOTIFICATION

When your child has accumulated a number of excused absences, they will receive a “FIRST EXCESSIVE EXCUSED ABSENCE NOTIFICATION.”

### SECOND EXCESSIVE EXCUSED ABSENCE NOTIFICATION

If your child continues to miss school after receiving the “FIRST EXCESSIVE EXCUSED ABSENCE NOTIFICATION,” they will receive a “SECOND EXCESSIVE EXCUSED ABSENCE NOTIFICATION.”

We understand that there are unavoidable circumstances that may lead to absences. However, consistent attendance is essential for your child’s academic progress. If you have any questions or concerns regarding attendance notifications, please don’t hesitate to contact us.

Reference: Board Policy [5113.1](#) and Administrative Regulation [5113.1](#)

Reference: [NMUSD Attendance Website](#)

## Doctor Appointments or Dental Appointments

Appointments should be scheduled after school whenever possible. If you need to pick-up your child during the school day for a scheduled medical or dental appointment, please send a note to your child’s teacher on the date of the appointment including the pick-up time. When you arrive, please use the sign-out sheet in the office to indicate your child’s departure time. Students arriving at school late due to medical or dental appointments should provide a doctor’s note to excuse the tardy.

## Unexcused Absences / Vacations

The Newport-Mesa Unified School District is committed to providing each student a world-class education. This commitment can only be realized if all stakeholders, parents, students, and the school participate fully in the educational process. The academic school year consists of 180 days of instruction for students. In addition there are 30 student holidays during the 2025-26 school year. They are listed below for your reference.

September 1, 2025

Labor Day

|                                     |  |
|-------------------------------------|--|
| October 10, 2025                    | Conference Prep Day (TK-6)                             |
| November 5, 2025                    | Staff Development Day                                  |
| November 11, 2025                   | Veterans' Day  |
| November 26-28, 2025                | Thanksgiving Recess                                    |
| December 22, 2025 - January 2, 2026 | Winter Recess<br>(School resumes Mon, January 5, 2026) |
| January 19, 2026                    | Martin Luther King, Jr. Day                            |
| February 16 - 20, 2026              | President's Recess                                     |
| April 6 - 10, 2026                  | Spring Recess  |
| May 25, 2026                        | Memorial Day   |

We encourage families to plan vacations on the dates listed above. A vacation absence is considered to be an unexcused absence. Each individual school site will determine the academic responsibility of students absent due to vacation and will assign student work as appropriate.

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

[California Education Code Section 48205](#), states students may be excused from school for several reasons, including illness, medical or dental appointments, or attendance at a funeral. Additionally, absences are allowed for justifiable personal reasons, such as court appearances or religious observances, with the principal's approval. Students can also be excused for participation in certain civic or cultural events, as long as these absences meet specific criteria outlined by the school.

The law also provides for absences due to a student's role as a parent for their own child's medical appointment. Absences for religious retreats (not exceeding four hours per semester) or other approved religious activities. Furthermore, students can be excused for serving on a jury or participating in an election as a precinct worker.

Students excused under these provisions are allowed to make up missed work, and excused absences will not affect their enrollment status.

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

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

## Education Code §48205

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

- (1) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For purposes of having medical, dental, optometrical, or chiropractic services rendered.
- (4) For purposes of attending the funeral services or grieving the death of either a member of the pupil's immediate family, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five days per incident.
- (5) For purposes 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 attendance or 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 purposes of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- (9) For purposes 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. 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 purposes of attending the pupil's naturalization ceremony to become a United States citizen.

(11) For purposes of participating in a cultural ceremony or event.

(12) (A) For purposes 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) (A) For any of the purposes described in clauses (i) to (iii), inclusive, if an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, has died, so long as the absence is not more than three days per incident.

(i) To access services from a victim services organization or agency.

(ii) To access grief support services.

(iii) To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, including, but not limited to, temporary or permanent relocation.

(B) Any absences beyond three days for the reasons described in subparagraph (A) shall be subject to the discretion of the school administrator, or their designee, pursuant to Section 48260.

(14) Due to the pupil's participation in military entrance processing.

(15) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

(b) A pupil absent from school pursuant to 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 for those assignments and tests. 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 one schoolday 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 practices, habits, 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.

(4) "Victim services organization or agency" has the same meaning as defined in subdivision (j) of Section 12945.8 of the Government Code.

*(Amended by Stats. 2024, Ch. 967, Sec. 2.3. (AB 2499) Effective January 1, 2025.)*

## BEFORE AND AFTER SCHOOL PROGRAMS

There is no before or after school care provided by Woodland. Students in need of before or after school care attend various local before and after school programs, such as AlphaBest (on campus at Woodland in a partnership with NMUSD), Catalyst Kids (direct neighbor to Woodland), Boys and Girls Club (they pick up at Woodland and walk to their center), and St. Andrews WATCH (they pick up at Woodland and take their bus to the church). For more information on these local programs, please call the office or contact them directly. Also, the KWPF0 offers fee-based enrichment programs throughout the year that take place after school. More information will come from the KWPF0 in the Fall and Spring.

## 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:

- Walk your eBike, scooter, skateboard, and bike at all times on campus.
- With your own lock, secure your eBike, scooter, skateboard, and bike locked in the designated lock up area.
- Do not leave your eBike, scooter, skateboard, or bike in the designated lock up area overnight.

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

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

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

## eBikes

\*All rules and regulations noted above apply.

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

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

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

## Skateboards

\*All rules and regulations noted above apply.

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.

## Transportation Not Allowed on Campus

For safety reasons, the following items are not allowed on campus. Signs are posted as a reminder.

- Skateboards
- Rollerblades
- Razor Scooters
- Roller Skates/Roller Shoes

# COMMUNICATION

## Contacting the Classroom Teacher

Please make every effort to contact your student's teacher through [ParentSquare](#). As a reminder, teachers may not be able to respond during the instructional day. There is an expectation that teachers will respond in a timely manner. In case of emergencies, please contact the school office at 949-515-6945.

## Contacting Your Student

Should you need to reach your student, please contact the school office and a message will be given to your child. Phone calls and messages cause an interruption to student learning. We make every effort to not interrupt the classrooms during the instructional day; however, emergency messages will be delivered as soon as possible.

## Conferences

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

## Campus Visits/Forgotten Items

For the safety of our students and staff, all visitors are required to check in at the office with a current driver's license to be cleared through the Raptor Visitor Management System. All classroom visits must be scheduled with the classroom teacher. Formal classroom observations/student monitoring must be scheduled with the principal.

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

Please label lunches and snacks very clearly with the student's name and the teacher's and leave it in the office for students to pick-up during recess or lunch time. Parents may not interrupt classes to drop off lunches nor deliver to students at the lunch tables. For the safety of our students, we have a closed campus and parents cannot join their student at the school lunch tables, but you are always welcome to check your student out to enjoy lunch off campus.

## School/Home Communication

Our school district utilizes a variety of tools to ensure effective communication between students, parents, and teachers. The following platforms are used for TK-6 students:

- **Aeries Parent Portal:** For test scores, attendance, emergency contacts, and other information
- **ParentSquare:** Official communication system for teachers, school, and district to communicate with parents
- **Illuminate Home Connect:** For report cards and test scores
- **Schoology:** For course management, assignments, and classroom resources (see [Schoology Message to Parents](#))
- **Seesaw:** For TK-3 student portfolios and interactive family engagement

## 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 your principal.

Reference: [NMUSD Discipline Matrix](#)

Reference: Board Policies [5144](#), [5131](#), [5144.1](#) and Administrative Regulations [5144](#), [5144.1](#), [5144.2](#)

## DRESS CODE

### NMUSD Student Dress Guidelines

Appropriate dress contributes to a productive learning environment. Please reference Board Policy [5132.16](#) and Administrative Regulation [5132](#) for guidelines.

### Woodland Elementary School Dress Code

Woodland students are encouraged to arrive at school dressed appropriately for learning and in accordance with the weather. Student appearance must not distract from the learning process. Shoes must be worn at all times. Students are asked to wear closed-toe shoes while on the playground and in physical education classes for safety reasons.

It is helpful to send a change of clothes in your child's backpack (including socks and shoes) in case of a potty accident, food/drink spills, or encounters with mud or puddles. If one of these accidents occurs, you will be called to bring new clothes unless there is a spare set in their backpack.

## FIELD TRIPS

Field trips/overnight trips provide valuable opportunities for students to enhance their learning experiences beyond the classroom. To ensure the success and safety of all participants, it is essential that students understand and agree to the behavior expectations before, during, and after field trips. Students who fail to adhere to the expectations may lose their privilege to participate in field trips. For more information, please contact the school.

All participating students must have a signed permission slip to attend the field trip.

All field trip volunteers must be approved as NMUSD volunteers. Any parent/guardian who is participating is considered a volunteer. Volunteers and chaperones will be coordinated in advance with names submitted to the site administrator.

Overnight Field Trip Chaperones Require Level 1 Clearance.

- Non-classroom volunteers with more than limited contact with students, who are not always directly supervised by a certificated employee
- Examples: volunteer coaches, mentors, paraprofessional counselors, overnight field trip chaperones
- Requirements:
  - 1. Provide a Tuberculosis (TB) assessment/test\*\*\*
  - 2. Submit Fingerprints for a criminal background/records clearance prior to working with students

\*\*\*Tuberculosis (TB) assessment/test: TB clearance must obtained within the last 60 days

## GENERAL SCHOOL RULES

### Student Behavior Expectations

- Treat others with courtesy and respect.
- Use acceptable language, avoid the use of obscenities, and avoid obscene gestures.
- Do not take or use anything that belongs to someone else.
- Keep hands, feet, and objects to yourself.
- Stay on school property the entire school day.
- Complete your own schoolwork and homework with your best effort.
- Bring only what is necessary for learning.

### School Property

We ask that students treat school property with respect.

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

## Theft/Lost and Found

Woodland Elementary School is not responsible for items that are lost, stolen, or damaged at school. Please leave all valuable and sentimental items at home. Be sure to label all items that are sent to school: jackets, water bottles, lunchboxes, hats, backpacks, etc.

All lost articles should be turned in to the front office or placed in the Lost and Found. Unclaimed items in the Lost and Found will be donated on the Fridays before Winter Break, President's Recess, and Spring Break and on the last day of school.

## Dogs and Other Animals

Dogs and all other animals are not permitted on campus during school hours. Exceptions will be made for service animals, police dogs, and animals that a teacher has requested on campus for instructional purposes. To request an exception, please contact the school office.

Reference: Board Policy [6163.2](#) and Administrative Regulation [6163.2](#)

## 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 the [Health Services website](#) 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 student'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 recommended and/or required at specified grade levels. Please refer to student enrollment information located on the [Health Services website](#) for information about school health requirements.

## Independent Toileting

The district recognizes that some students may need occasional assistance with toileting and seeks to provide a supportive, hygienic, and inclusive environment for all students. Parents are encouraged to notify and collaborate with the school of attendance if their student does not use the toilet independently.

## 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 the [Health Services website](#). 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 and must be provided in the original container. 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.

## LIBRARY

Welcome to NMUSD's school libraries, where every book is a gateway to adventure! We invite you to join us in nurturing a love for reading. Please encourage your child to be responsible when borrowing books by doing two things: handling all books with care and returning books on time.

- We expect students to keep books free from drawing, coloring, or snacks.
- Please use bookmarks for saving spots and preserving pages.
- Keep track of all library books (at your house or in your backpack) so they don't get lost.
- Return books on time. Depending on grade level, students can borrow one to three books at a time. When students return books on time (typically within a week) everyone has a chance to enjoy great books.
- Should a book go missing or get damaged, talk to your school librarian. Your librarian will be there with a friendly smile and a solution.

## NUTRITION

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

For questions or concerns, please contact Nutrition Services at 714-424-5090.

Reference: Administrative Regulations [3550](#) and [5141.27](#)

Breakfast is served in the cafeteria from 7:45 AM-8:05 AM.

### Birthday Treat Policy

If you would like to celebrate your child's birthday at school, please check with your child's teacher for their preferred classroom celebration traditions. We encourage treats to be reasonable, non-food items such as donating a book to the classroom library in lieu of goody bags or sweet treats for every student.

## PARENT AND FAMILY ENGAGEMENT

### Kaiser Woodland Parent Faculty Organization (PFO)

The Kaiser Woodland PFO (Parent Faculty Organization) supports both Woodland and Kaiser Elementary Schools in Costa Mesa by furthering the reach of arts, technology, enrichment and experiences beyond the scope of the schools' established budgets. Our non-profit organization creates multiple fundraising opportunities throughout the school year and provides volunteer planning and support to help make our schools the best possible places for students to learn and grow.

[Parent Faculty Organization \(PFO\) - Kaiser Elementary School](#)

### School Site Council

California law mandates a School Site Council (SSC) for every public school. Woodland's SSC participates in goal setting for the school and oversees the direction of various state funding. SSC is composed of staff and parents. Elections are held each year.

[School Site Council \(SSC\) - Woodland Elementary School](#)

### English Learners Advisory Committee (ELAC)

The families of English Learners are provided with informative presentations and the opportunity to network at a series of ELAC meetings each year. A district-wide group, DELAC, also holds regular meetings and educational opportunities that are open to all parents.

[English Learners Advisory Committee \(ELAC\) - Woodland Elementary School](#)

### Woodland Elementary School Parent and Family Engagement Policy

Woodland Elementary School has a written policy jointly developed with parents on parent rights and responsibilities [Education Code 1101(b)] and has distributed the policy to parents of students. Woodland Elementary School policy describes the means for carrying out the following parental involvement requirements [Education Code 11501].

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

Woodland Elementary School promotes student academic achievement on state standards and will assist parents with the manner in which they may support achievement and the learning environment of their children including:

a. Monitoring attendance of their children

In the Woodland Student Handbook posted on the school website, it is clearly stated that the attendance of each student is a direct responsibility of the parent. Students must also be at school on time, as tardy students lose instructional time, and disrupt the entire classroom. All parents get attendance updates on the fall and spring report cards and parent conferences. Attendance concerns are addressed with the individual parents and may be referred to the Department of Child Welfare, Residency and Attendance for further assistance. In the event of a planned absence, families are encouraged to participate in Independent Study to provide continuous learning for their student.

b. Working with their children at home in learning activities that extend classroom learning. Woodland teachers provide parents ideas and resources to extend the classroom experience and provide opportunities to reinforce learning at home. Specific strategies are discussed by the teachers at Back-to-School night and parent conferences. Teachers are available for additional support or clarification via notes, emails or phone calls. Woodland views at home learning practice as an opportunity for parents to engage with their students around the curriculum. Teachers may send home intentional work and activities for practice, however homework is not a required component of our instructional plan. Students who are unable to complete these activities at home are not penalized.

c. Encouraging and facilitating the participation of children in extracurricular activities Woodland's PFO helps sponsor and offer many extracurricular enrichment activities including a school carnival, skate nights, family restaurant nights, and book fairs. PFO will sponsor students if participation is a financial hardship. Events are intended to be accessible to all students, with accommodations made when possible for students with sensory challenges or other disabilities.

d. Monitoring and regulating the television and computers viewed by their children Information is given to parents at Back-to-School Night and throughout the year about the importance of monitoring and regulating television and other media sources viewed by children.

e. Volunteering in their child's classrooms or for other activities at home

Woodland has parents that volunteer in their student's classes, in the library and on the playground. They also accompany their child's classes on field trips and often volunteer for special school projects both at school and at home. All volunteers will be cleared at the appropriate level through the NMUSD volunteer clearance system prior to volunteering.

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

\*Parent input is encouraged through participation in School Site Council, ELAC, the PFO, and through surveys.



## PBIS (POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS)

At Woodland, we are proud to be respectful, responsible, and safe! PBIS is an evidence based, three tiered system to improve and integrate data, systems, and practices affecting student outcomes every day. Tier 1 practices and systems establish a foundation of regular, proactive support while preventing unwanted behaviors. These universal supports are provided to all students, school-wide. Tier 2 practices and systems support students who are at risk for developing more serious problem behaviors before those behaviors start. These supports help students develop the skills they need to be successful at school. In Tier 3, students receive more intensive, individualized support to improve their behavioral and academic outcomes. At this level, formal assessments may be used to help determine a student's need.

The foundation of PBIS is based on students understanding expected behaviors in all areas of the school. At Woodland, students know to demonstrate the following behaviors in order to be respectful, responsible, and safe in the classroom:

| Woodland Classroom Behavior Matrix |  |  |   |   |
|------------------------------------|--|--|---|---|
| Respectful                         | <br>Ready Body                | <br>Quiet Voices            | <br>Personal Space      | <br>Listen to Others       |
| Responsible                        | <br>Follow directions quickly | <br>Use materials correctly | <br>Complete your work  | <br>Clean up your space    |
| Safe                               | <br>Walking feet            | <br>Calm Body             | <br>Hands to yourself | <br>Focus your attention |

In addition to classroom behavior, students are taught respectful, responsible, and safe behavior for outside, the eating area, and bathrooms. We also have a matrix parents can use at home to help students get ready for school each day.

Students who demonstrate respectful, responsible, and safe behavior are rewarded with Dragon Dollars, with they can save to buy prizes and fun experiences with friends and staff members.

Please visit the [PBIS & Student Support section of Woodland's website](#) for more information about PBIS at Woodland.

## STUDENT AND FAMILY SERVICES

### School Counselor

An elementary school counselor plays a crucial role in supporting students' academic, social, and emotional development. NMUSD counselors work to provide students with academic support, conflict resolution skills, crisis intervention and restorative practices. Additionally, counselors participate in parent education workshops, parent-teacher collaboration and student success teams. Counselors help students succeed in the classroom, on the playground and in their community.

Woodland's School Counselor is Jodie Palmer. She can be reached at [jmpalmer@nmusd.us](mailto:jmpalmer@nmusd.us) or by calling the office.

## School Community Facilitator

The School Community Facilitator (SCF) coordinates parent education and encourages involvement in school programs and activities, assists with communication between the school and parents, and connects families with school services and community agencies. Woodlands's SCF is Paula Gordon and can be reached at [pgordon@nmusd.us](mailto:pgordon@nmusd.us). The SCF speaks Spanish.

## School Psychologist

School Psychologists are uniquely qualified members of school teams that support students' ability to learn and teachers' ability to teach. They apply expertise in mental health, learning, and behavior, to help children and youth succeed academically, socially, behaviorally, and emotionally. School Psychologists partner with families, teachers, school administrators, and other professionals to create safe, healthy, and supportive learning environments that strengthen connections between home, school, and the community.

Woodland's School Psychologist is Naomi Johns. She can be reached at [npjohns@nmusd.us](mailto:npjohns@nmusd.us) or by calling the office.

## Foster Youth & Homeless Liaison

Foster youth and homeless students 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- 424-7553.

## 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](#). In addition, NMUSD has partnered with Hazel Health for students to be able to access teletherapy mental health services, at no out-of-pocket cost. For more information, visit the [NMUSD Hazel Health 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.

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.

Reference: Board Policy [6164.2](#) and Administrative Regulation [6164.2](#)

## TECHNOLOGY

### Cell Phone Policy

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

Reference: Board Policy [5131.8](#)

### Acceptable Use Agreement & Digital Safety

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. Students who violate digital safety policies may face disciplinary action. 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 at [www.nmusd.us/etua](http://www.nmusd.us/etua).

### Student Use of Technology

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](#).

Reference: Board Policy [6163.4](#) and Administrative Regulation [6163.4](#)

## VISITORS/VOLUNTEERS

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

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

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

## EDUCATIONAL RIGHTS & REQUIRED NOTICES

### Bullying Policy

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 [5131](#), [5131.2](#), [5137](#), [5144](#), [5145.3](#) and [1312.3](#), and Administrative Regulations [5144](#), [5145.3](#) and [1312.3](#) define and govern bullying and intimidation.

- 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.
- 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.
- School personnel shall immediately intervene if they witness an act of harassment, discrimination, intimidation or bullying, provided it is safe to do so.
- 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.
- Complaints of harassment, discrimination, intimidation and bullying will be considered confidential. However, it may be necessary to disclose certain information in order to investigate.
- Students who violate the District's policies on these matters may be subject to discipline, including suspension and/or expulsion.
- 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 and Compliance Officer  
714-424-5016 | [scoley@nmusd.us](mailto: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.

Reference: Board Policy [1313](#) and Administrative Regulation [1313](#).

## 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 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.

Reference: Board Policies [3515.7](#), [5131.7](#) and Administrative Regulation [5131.7](#)

## 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.

Reference: Board Policies [5131.6](#), [5131.62](#) and Administrative Regulations [5144.11](#), [5144.1](#).

## 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 and Spanish Dual-Immersion. The 2025-26 dual immersion programs are offered to students in grades K through 10. To learn more about NMUSD dual immersion programs, please visit the [NMUSD Dual Immersion webpage](#).

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

The [NMUSD ELPAC webpage](#) 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 student 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:

### ENGLISH LEARNER RECLASSIFICATION CRITERIA: 2025-2026



| GRADE  | 1. PROFICIENCY ON LANGUAGE ASSESSMENT | 2. DEMONSTRATION OF “BASIC SKILLS” |                          |                          | 3. TEACHER EVALUATION & EL COORDINATOR RECOMMENDATION  | 4. PARENT OPINION & CONSULTATION |
|--------|---------------------------------------|------------------------------------|--------------------------|--------------------------|--|----------------------------------|
|        |                                       | OTHER MEASURES                     | REQUIRED SCORE (Aug-Dec) | REQUIRED SCORE (Jan–Jun) |  |                                  |
| Kinder | ELPAC: Overall Performance Level 4    | DIBELS 8 <sup>th</sup> Composite   | 306                      | 371                      | A. Students will qualify on the teacher evaluation criterion based on grades: ELA Report card grades of mostly 3s or 4s, with some 2s (and no 1s).<br>B. If grades are lower than above, teacher may complete a “Grade Exception” form to determine if the student’s grade is not due to language acquisition issues in order to satisfy this requirement. | ✓                                |
| 1      | ELPAC: Overall Performance Level 4    | DIBELS 8 <sup>th</sup> Composite   | 330                      | 389                      | SAME AS ABOVE  | ✓                                |
| 2      | ELPAC: Overall Performance Level 4    | STAR IRL <u>or</u>                 | 1.6                      | 2.1                      | SAME AS ABOVE  | ✓                                |
|        |                                       | DIBELS 8 <sup>th</sup> Composite   | 329                      | 389                      |  |                                  |
| 3      | ELPAC: Overall Performance Level 4    | STAR IRL <u>or</u>                 | 2.9                      | 3.5                      | SAME AS ABOVE  | ✓                                |
|        |                                       | DIBELS 8 <sup>th</sup> Composite   | 332                      | 393                      |  |                                  |
| 4      | ELPAC: Overall Performance Level 4    | CAASPP ELA <u>or</u>               | 3 or 4                   |                          | SAME AS ABOVE  | ✓                                |
|        |                                       | STAR IRL <u>or</u>                 | 3.8                      | 4.4                      |  |                                  |
|        |                                       | DIBELS 8 <sup>th</sup> Composite   | 331                      | 399                      |  |                                  |
| 5      | ELPAC: Overall Performance Level 4    | CAASPP ELA <u>or</u>               | 3 or 4                   |                          | SAME AS ABOVE  | ✓                                |
|        |                                       | STAR IRL <u>or</u>                 | 4.4                      | 4.9                      |  |                                  |
|        |                                       | DIBELS 8 <sup>th</sup> Composite   | 335                      | 394                      |  |                                  |
| 6      | ELPAC: Overall Performance Level 4    | CAASPP ELA <u>or</u>               | 3 or 4                   |                          | SAME AS ABOVE  | ✓                                |
|        |                                       | STAR IRL <u>or</u>                 | 4.9                      | 5.5                      |  |                                  |
|        |                                       | DIBELS 8 <sup>th</sup> Composite   | 336                      | 386                      |  |                                  |

## 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 714-424-7553.

### McKinney-Vento Homeless Education Assistance Act

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

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

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

Temporarily staying with other people, often called "doubled up", because you cannot afford to live alone. This can include sharing another person's house, such as a friend or relative, because you lost your housing or don't have another safe place to go.

- Staying in emergency housing, like emergency or transitional shelters. This can include domestic violence shelters, trailers provided by FEMA (Federal Emergency Management Agency), housing paid for by programs such as Rapid Re-Housing, transitional living facilities, etc.
- Staying in a hotel/motel, cars, parks or any public or private places not designed for humans to live in. This can include camping grounds, cars, or any place outside/not meant for human habitation (abandoned buildings, bus or train station).
- Staying in substandard housing or housing with inadequate space for the number of occupants.

### Additional Definition:

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

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

For more information, including rights and services, visit the McKinney-Vento Homeless Education Program website at [www.nmusd.us/homeless](http://www.nmusd.us/homeless) or contact the district's McKinney-Vento liaison Christy Flores at [cflores@nmusd.us](mailto:cflores@nmusd.us) or 714-424-7553.

## 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.

## Resources

Resources for immigrant students and family members developed by the California Attorney General are accessible at <https://oag.ca.gov/immigrant/resources>. Additional resources are available on the [NMUSD Immigration Resources webpage](#).

## 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)

Reference: Board Policy [6020.2](#) and Administrative Regulation [6020.2](#)

### District Strategies for Title I Schools

To ensure that parents/guardians of students participating in Title I programs are provided with opportunities to be involved in their children's education, the Superintendent or designee shall:

1. Involve parents/guardians of participating students in the joint development of the Title I local educational agency (LEA) plan pursuant to 20 USC 6312 and the process of school review and improvement pursuant to 20 USC 6316 (20 USC 6318)
2. Provide coordination, technical assistance, and other support necessary to assist Title I schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance (20 USC 6318)
3. Build the capacity of schools and parents/guardians for strong parent involvement (20 USC 6318)

The Superintendent or designee shall: (20 USC 6318)

- a. Assist parents/guardians in understanding such topics as the state's academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children
- b. Provide materials and training to help parents/guardians work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement
- c. Educate teachers, student services personnel, principals, and other staff, with the assistance of parents/guardians, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools
- d. To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with programs such as Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, Parents as Teachers Program, public preschool, and other programs, and conduct other activities, such as parent resource centers or coordinated plans, that encourage and support parents/guardians in more fully participating in their children's education
- e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand
- f. Provide other such reasonable support for parent involvement activities as parents/guardians may request

- g. Inform parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students
4. Coordinate and integrate Title I parent involvement strategies with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Program for Preschool Youngsters, Parents as Teachers Program, public preschool, and other programs (20 USC 6318)
5. Conduct, with involvement of parents/guardians, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the schools served by Title I (20 USC 6318)  
The Superintendent or designee shall:
  - a. Ensure that the evaluation include the identification of barriers to greater participation in parent involvement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background (20 USC 6318)
  - b. Use the evaluation results to design strategies for more effective parent involvement and, if necessary, to recommend changes in the parent involvement policy (20 USC 6318)
  - c. Assess the district's progress in meeting annual objectives for the parent involvement program, notify parents/guardians of this review and assessment through regular school communications mechanisms, and provide a copy to parents/guardians upon their request (Education Code 11503)

The district's Board policy and administrative regulation containing parent involvement strategies shall be incorporated into the LEA plan and distributed to parents/guardians of students participating in Title I programs. (20 USC 6318)

### School-Level Policies for Title I Schools

At each school receiving Title I funds, a written policy on parent involvement shall be developed jointly with and agreed upon by parents/guardians of participating students. Such policy shall describe the means by which the school will: (20 USC 6318)

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved
2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent involvement
3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent involvement policy and, if applicable, the joint development of the plan for schoolwide programs pursuant to 20 USC 6314  
The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.
4. Provide the parents/guardians of participating students all of the following:
  - a. Timely information about Title I programs
  - b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet
  - c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education, and, as soon as practicably possible, responses to the suggestions of parents/guardians
5. If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district
6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards. This compact shall address:
  - a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's student academic achievement standards
  - b. Ways in which parents/guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television viewing; volunteering in the classroom; and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time
  - c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
    - i. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement

- ii. Frequent reports to parents/guardians on their children's progress
  - iii. Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities
7. Build the capacity of the school and parents/guardians for strong parent involvement by implementing the activities described in items #3a-f in the section "District Strategies for Title I Schools" above
  8. To the extent practicable, provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand

Each school's parent involvement policy shall be made available to the local community and distributed to parents/guardians of participating students in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent involvement policy. Such evaluation may be conducted during the process of reviewing the school's single plan for student achievement in accordance with Education Code 64001.

The principal or designee, jointly with parents/guardians of participating students, shall periodically update the school's policy to meet the changing needs of parents/guardians and the school. (20 USC 6318)

### District Strategies for Non-Title I Schools

For each school that does not receive federal Title I funds, the Superintendent or designee shall, at a minimum:

1. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504)
2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504)
3. Build consistent and effective communication between the home and school so that parents/guardians may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)
4. Train teachers and administrators to communicate effectively with parents/guardians (Education Code 11502, 11504)
5. Integrate parent involvement programs into school plans for academic accountability

Reference: Board Policy [6020.2](#) and Administrative Regulation [6020.2](#)

## 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 Administrative Director of Student Services 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 and Compliance Officer  
714-424-5016 | [scoley@nmusd.us](mailto:scoley@nmusd.us)

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

Reference: Board Policies [0410](#), [5145.3](#), and Administrative Regulation [5145.3](#)

## 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.

Reference: Board Policy [3260](#) and Administrative Regulation [3260](#)

## 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 [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
4. or has the effect of creating an intimidating, hostile, or offensive working or learning environment;
5. 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 [5145.7](#), [4119.11](#), [4219.11](#) and Board Policies [4319.11](#), [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 and Compliance Officer  
714-424-5016 | [scoley@nmusd.us](mailto:scoley@nmusd.us)

## State Testing/Level of Achievement

During the spring, students in grades 3-8 and 11 will take the annual state exams. Parents may annually submit to the school a written request to excuse their child from any or all parts of the CAASPP (California Assessment of Student Performance and Progress).

Parent resources for CAASPP are available at <https://ca.startingsmarter.org/>.

The District will provide timely information on the level of achievement of your student 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>.

## 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 [1312.3](#) - Uniform Complaint Procedures (UCP) has been adopted to resolve complaints which cannot be resolved through the informal process. Board Policy [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 and Compliance Officer  
714-424-5016 | [scoley@nmusd.us](mailto:scoley@nmusd.us)

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

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

A complaint form may be obtained at the school office, district office, or downloaded from the [NMUSD UCP website](#).

Reference: Board Policy [1312.3](#) and Administrative Regulation [1312.3](#).

### **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 and Compliance Officer  
714-424-5016 | [scoley@nmusd.us](mailto: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 misassignments. 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.

“Misassignment” 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 UCP website](https://www.nmusd.ucp.website). You may also download a copy of the California Department of Education complaint form from <https://www.cde.ca.gov/re/cp/uc/>.