



PUPIL DISCIPLINE

RULES PERTAINING TO PUPIL DISCIPLINE (EC §§35291, 48980): The District Governing Board has prescribed rules for the government and discipline of the schools under the Board's jurisdiction. Rules pertaining to pupil discipline are available at <http://www.gamutonline.net/district/newportmesa/> .

DUTY CONCERNING CONDUCT OF PUPILS (EC §44807): Every District teacher has a responsibility to hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess.

DUTIES OF PUPILS (EC §48908, 5 CCR §300): Every pupil must attend punctually and regularly, conform to the regulations of the school, obey promptly all the directions of his/her teacher and others in authority, observe good order and propriety of deportment, be diligent in study, be respectful to his/her teacher and others in authority, be kind and courteous to schoolmates, and refrain entirely from the use of profane and vulgar language.

DRESS CODE (EC §§35183, 35183.5, 51101): The District Governing Board has approved a dress code policy adopted by your child's school. A copy of the dress code is available at the Principal's office.

ATTENDANCE OF SUSPENDED CHILD'S PARENT/GUARDIAN (EC §48900.1, LC §230.7): The District Governing Board has adopted a policy authorizing teachers to require the parent/guardian of a pupil who has been suspended by a teacher, to attend a portion of a school day in the child's classroom. No employer may dismiss or in any manner discriminate against an employee for taking time off from work to comply with this requirement.

TRANSFERS (EC §§48929, 48980): As stated in its policy, the governing board may transfer to another school within the District a pupil enrolled who has been convicted of a violent felony, as defined in Penal Code (PC) 667.5(c), or convicted of a misdemeanor listed in PC §29805 if the pupil to be transferred and the victim of the crime for which the pupil was convicted are enrolled at the same school.

CIVILITY POLICY (EC §44050): A written copy of the district's section on employee interactions with pupils in its code of conduct is attached to this notice. Please refer to Attachment #1.

CODE OF CONDUCT (EC §44050): A written copy of the district's section on employee interactions with pupils in its professional standards Board Policy is attached to this notice. Please refer to Attachment #2.

PUPIL RECORDS

RIGHTS OF PARENTS/GUARDIANS (EC §49063 *et seq.*):



- *Types of Pupil Records:* A pupil record is any item of information directly related to an identifiable pupil, other than directory information, which is maintained by the District or required to be maintained by a District employee in the performance of his/her duties, whether recorded by handwriting, print, tapes, film, microfilm or other means. Pupil records include a pupil's health record.
- *Responsible Officials.* Your child's Principal is responsible for the maintenance of pupil records located at your child's school. For pupil records maintained at the District office, the responsible official is the Custodian of Records, Sarah Coley.
- *Location of Log/Record:* The law requires that a log or record be maintained for each pupil's record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate interests therefor. For records maintained at your child's school, the log is in your child's file located in the Principal's office. For records maintained at the District office, the log is located in the Office of Student and Community Services, Student Records.
- *School Officials and Employees/Legitimate Educational Interests:* School officials and employees who are authorized to review pupil records are school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, certificated employee, or support staff member (including, but not limited to, paraeducator, health or medical staff and school law enforcement personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, educational consultant or therapist); a vendor, contractor, or other party to whom the District has outsourced institutional services or functions; an agency caseworker of a state or local child welfare agency that has legal responsibility for the care and protection of a pupil, other public agencies providing services to pupils, as well as employees of other public schools or school systems where educational programs leading to high school graduation are provided or where a District pupil intends to or is directed to enroll; a minor's counsel of record. Access to pupil records is permitted only for records that are relevant to the legitimate educational interests of the requester. Upon request, the District discloses educational records without consent to officials of another school district in which the pupil seeks or intends to enroll. Legitimate educational interests are described in California Education Code section 49076 and in District Board Policy 5125 and Administrative Regulations 5125 and 5125.1.
- *Right of Access and Review/Expungement:* You have an absolute right to access to any and all pupil records related to your child, which are maintained by the District. A homeless child or youth or an unaccompanied youth who is 14 years of age or older may access his/her pupil records. If you wish to review records located at your child's school, please contact the Principal's office, or submit a written request that identifies the record(s) you wish to inspect. If you wish to review records located at the District office, please contact Director of Student Services, Sarah Coley. The Principal or District office has five (5) business days from the day of the receipt of a request to provide access to the records. Upon satisfactory completion of the rehabilitation assignment of a pupil whose



expulsion has been suspended by the District Governing Board, the Board may order the expungement of any or all records of the expulsion proceedings. If the Orange County Board of Education enters an order reversing the decision of the District Governing Board to expel a pupil, the County Board may direct the District Governing Board to expunge the record of the pupil and records of the District of any references to the expulsion action. When you submit a written revocation of consent after the initial provision of special education and related services for your child, the District is not required to amend the education records of your child to remove any reference to your child's receipt of special education and services.

- *Challenging the Content of Records*: You have the right to challenge the content of any pupil record by filing a written request with the District Superintendent to correct or remove any information recorded in the written records concerning your child which you allege to be any of the following: (1) inaccurate, (2) an unsubstantiated personal conclusion or inference, (3) a conclusion or inference outside the observer's area of competence, (4) not based on the personal observation of a named person with the time and place of the observation noted, (5) misleading, or (6) in violation of the privacy or other rights of the pupil.
- *Copying Costs*: The Newport-Mesa USD does not charge for copying costs related to obtaining copies of your child's pupil records.
- *Transfer of Records*: The District is required to transfer a copy of your child's permanent pupil records within 10 schooldays to the school your child intends to enroll.
- *Complaints*: You have the right to file a complaint with the United States Department of Education, concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (20 USC §1232g).
- *Prospectus of School Curriculum*: The curriculum for your child's school is compiled at least once annually in a prospectus which is available at the Principal's office.
- *Statement or Response to Disciplinary Actions*: Whenever information is included in a pupil record concerning any disciplinary action taken in connection with your child, you have the right to include a written statement or response concerning the disciplinary action in your child's pupil record.
- *Destruction of Pupil Records*: The Governing Board of the District is required to retain indefinitely the original or an exact copy of mandatory permanent pupil records (Class 1 - Permanent Records) which schools have been directed to compile by California regulations; maintain for stipulated periods of time mandatory interim pupil records (Class 2 - Optional Records) until the information is no longer needed to provide educational services to a child and are retained until reclassified as Class 3 – Disposable Records, and then destroyed as per California regulations (5 CCR 432). Prior to destroying pupil records of a child who has received special education services, the IDEA requires parental notification when the District decides that personally identifiable information is no longer needed to provide educational services to a child. Once



parents/guardians have been notified that personally identifiable information is no longer needed, they have the option of requesting access to and/or copies of pupil records prior to destruction, and to request that pupil records be destroyed, unless the District determines that the information could be needed to provide educational services in the future or is needed for auditing purposes (34 CFR 300.624, 5 CCR 16026). Unless classified as permanent records, all other pupil records are destroyed five years after the information is no longer needed to provide educational services (5 CCR 16027).

RELEASE OF DIRECTORY INFORMATION (EC §49073): The District has designated the following items as “Directory Information”: pupil’s name, address, telephone number, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil; not pictures. Directory information may also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks; a playbill, showing your pupil’s role in a drama production; Honor roll or other recognition lists; graduation programs and sports activity sheets. However, no information may be released to a private profit making entity other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. The names and addresses of pupils enrolled in grade 12 or who have terminated enrollment prior to graduation may be provided to a private school or college. No directory information regarding your child may be released if you notify the District that the information shall not be released. Please submit a written notice to the Principal of your child’s school if you wish to deny access to directory information concerning your child. Release of directory information of a homeless child or youth is prohibited unless a parent or eligible pupil has given written consent that such information may be released.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (“FERPA” 20 USC §1232g): United States law set forth in FERPA grants parents certain rights with respect to their student’s records. Please refer to Attachment #3.

RELEASE OF INFORMATION TO MILITARY RECRUITERS (20 USC §7908): United States law requires school districts to provide, on a request made by military recruiters or an institution of higher education, access to secondary school students’ names, addresses and telephone listings. However, you have the right to request that your child’s name, address, and telephone listing shall not be released without your prior written consent. Please submit a written notice to your child’s school Principal if you wish to deny access to this information.

HEALTH AND SAFETY

HEALTH SCREENING AND EVALUATION SERVICES (H&SC §124085): Within 90 days after your child’s entrance into first grade, you must provide a certificate documenting that within the prior 18 months your child has received appropriate health screening and evaluation services, including a physical examination. These services are available from the Orange County Public Health Department. In lieu of the certificate, you may submit a signed waiver indicating that you do not want or are unable to obtain the health screening and evaluation services for your



child. If the waiver indicates that you were unable to obtain the services, then the reasons why should be included in the waiver.

REFUSAL TO CONSENT TO PHYSICAL EXAMINATION (EC §§49451, 48980): You may file an annual written statement with the Principal of your child's school, stating that you will not consent to a physical examination of your child. However, whenever there is good reason to believe that the child is suffering from a recognized contagious or infectious disease, the child shall be sent home and shall not be permitted to return until school authorities are satisfied that any contagious or infectious disease does not exist.

IMMUNIZATIONS Immunization requirements must be met prior to school entry and for school participation. The District follows State immunization laws and valid vaccine records are required. 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), and grades 1-6, and grades 7-12.

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

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

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

MEDICATION Medication at school requires written authorization. Forms are available from the school or Health Services website <https://web.nmusd.us/healthservices>. Medication authorization forms must be signed by physician and parent. The medication must be in a pharmacy labeled container in order for the medication to be given at school. Over-the-counter medication and products also require written physician orders. Please provide the school with extra medication in case of disasters.

ILLNESS PREVENTION AND HEALTH CHECKS PRIOR TO SCHOOL School nurses work collaboratively with the Orange County Health Care Agency in regard to concerns regarding communicable diseases 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. You may wish to consider accident and health insurance.

HEALTH SCREENINGS Health screening is a function of the school nurse and is 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. 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.



HOPE CLINIC The HOPE Clinic, located at the BESST Center, offers routine childhood immunizations, well child physical exams, tuberculosis screening, assistance with insurance and other resources. To make an appointment or for assistance, call 949-515-6725.

THE SCHOOL NURSE The school nurse is the health expert at school and uses professional skills to support the well-being and success of students. 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 <https://web.nmusd.us/healthservices> for more information.

PUPIL SUICIDE PREVENTION HOTLINE (EC §§215.5, 48980): The telephone number to reach the National Suicide Prevention Lifeline (1-800-273-8255) is printed on the back of student identification cards.

PUPIL MENTAL HEALTH SERVICES (EC §§49428, 48980): Information on how to initiate access to available mental health services on campus or in the community, or both, is available on the school's website and the student handbook.

CONTINUED MEDICATION REGIMEN FOR NONEPISODIC CONDITION (EC §49480): If your child is on a continuing medication regimen for a nonepisodic condition, you are required to inform the school nurse or other designated certificated school employee of: (1) the medication being taken, (2) the current dosage, and (3) the name of the supervising physician. With your consent, the school nurse may communicate with your child's physician and may counsel with school personnel regarding the possible effects of the drug on your child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. If your child is on a continuing medication regimen, please complete the form at the end of this notice.

ADMINISTRATION OF IMMUNIZING AGENTS (EC §§49403, 48980): The District Governing Board may permit any person licensed as a physician and surgeon, any person licensed as a registered nurse, or other licensed healthcare practitioners acting under the direction of a supervising physician and surgeon, to administer an immunizing agent to a pupil. You have the right to consent in writing to the administration of an immunizing agent to your child.

ADMINISTRATION OF PRESCRIBED MEDICATION (EC §§49423, 49423.1, 48980): If your child is required to take prescription medication during the regular school day, you may request assistance for your child by the school nurse or other designated school personnel. If you wish such assistance, you must provide both a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and your own written statement indicating your desire that the District assist your child in the matters set forth in the physician's statement. Your child may also carry and self-administer prescription auto-injectable epinephrine or asthma medication if the District receives written statements from you and the child's physician, in the form required by law.

PLEDGE NOT TO USE ANABOLIC STEROIDS OR PROHIBITED DIETARY SUPPLEMENTS (EC §49030 et seq.): A pupil is prohibited from participating in interscholastic high school sports, unless the pupil signs a pledge not to use anabolic steroids without a



prescription from a licensed health care practitioner, or a dietary supplement listed in the United States Guide to Prohibited Substances and Prohibited Methods of Doping. As a condition of participation, both the pupil-athlete and his/her parent/guardian must sign a notification form regarding these restrictions.

TOBACCO-FREE CAMPUS POLICY (H&SC §104420): The District Governing Board has adopted and enforces a tobacco-free campus policy. The policy prohibits the use of tobacco products, at any time, in District-owned or leased buildings, on District property and in District vehicles.

MEDICAL AND HOSPITAL SERVICES NOT PROVIDED (EC §§49471, 48980): The District Governing Board does not provide or make available medical and hospital services for District pupils who are injured while participating in athletic activities.

CONCUSSIONS AND HEAD INJURIES (EC §49475): Requires districts who elect to offer athletic programs to immediately remove for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during the activity and prohibits the return of the athlete to that activity until he/she is evaluated by and receives written clearance from, completes a graduated return-to-play protocol or not less than seven days in duration under the supervision of a licensed health care provider, and requires district to provide annually a concussion and head injury information sheet to be signed and returned by the athlete and his/her parent before the athlete initiates practice or competition. For additional information, please refer to District Board Policy 6145.2 and Administrative Regulation 6145.2.

MEDICAL AND HOSPITAL SERVICES FOR PUPILS (EC §§49472, 48980): The District Governing Board may provide or make available medical or hospital service through nonprofit membership corporations, defraying the cost of medical service or hospital service, or through group, blanket or individual policies of accident insurance or through policies of liability insurance, for injuries to District pupils arising out of accidents occurring on District property or while being transported to and from school-sponsored activities. No pupil is required to accept such service, without the consent of his/her parent/guardian.

INSTRUCTION FOR PUPILS WITH TEMPORARY DISABILITIES (EC §§48206.3, 48207.3, 48207.5, 48980): If your child should suffer a temporary disability which makes attendance in regular day classes or an alternative education program in which the child is enrolled impossible or inadvisable, your child shall receive individual instruction provided by the district in which he/she is deemed to reside. Individual instruction includes instruction provided in your home, in a hospital or other residential health facility, excluding state hospitals, or under other circumstances prescribed by state law. If your child is well enough to return to school during the school year in which individual instruction began, he/she must be allowed to return to the school that he/she attended prior to receiving individual instruction. Individual instruction in your home must commence no later than five working days after the district determines your child shall receive this instruction.

PUPILS WITH TEMPORARY DISABILITIES (EC §§48207, 48208, 48980): In the event that your child has a temporary disability and is confined in a hospital or other residential health facility located outside this District, you shall be deemed to have complied with the residency



requirements for school attendance in the school district in which the hospital is located. In such circumstances, it is your responsibility to notify the school district in which you are deemed to reside of your child's presence in a qualifying hospital.

TYPE 2 DIABETES (EC §49452.7) Please refer to Attachment #4 for information required to be provided to parents of 7th grade pupils regarding type 2 diabetes.

PROOF OF ORAL HEALTH ASSESSMENT (EC §49452.8): Your child must have an oral health assessment (dental check-up) by no later than May 31 of the first year entering kindergarten or first grade. Dental check-ups in the 12 months before starting school meet this requirement. Ask your dentist to fill out the Oral Health Assessment Form provided by the school. You may be excused from complying with the dental-checkup requirement by marking the box next to the appropriate reason on Section 3 of the Oral Health Assessment Form.

FREE AND REDUCED PRICE MEALS (EC §§49510, et seq., 48980): Depending on annual household income, your child may be eligible for free or reduced price meals. Information concerning this program is available at 714-424-5090 or at <https://web.nmusd.us/nutrition>.

NOTIFICATION OF PESTICIDE USE (EC §§17611.5, 17612, 48980.3): A copy of the school's integrated pest management plan is posted on the school's website. Please refer to Attachment #5 for a list of all pesticide products expected to be applied at your child's school during the upcoming year.

ASBESTOS MANAGEMENT PLAN (40 CFR §763.93): The District's updated asbestos management plan for each school is available for inspection at each school office.

ATTENDANCE

STATUTORY ATTENDANCE OPTIONS (EC §§35160.5, 46600, 48204, 48980): The District is required to advise each parent/guardian of all existing statutory attendance options and local attendance options available in the District. These are options for attending schools other than the school designated for the local attendance area in which the parent/guardian resides. The option in Newport-Mesa USD includes intradistrict transfer. You may access Parent School Choice Transfer information on the District's website at <https://web.nmusd.us/openenrollmenttransfers>.

EXCUSED ABSENCES (EC §§48205, 48980): Your child may be excused from school when the absence is for medical or justifiable personal reasons. Your child will be allowed to complete all assignments and tests missed during such an excused absence. Please refer to Attachment #6 for the full text of section 48205.

GRADE REDUCTION/LOSS OF ACADEMIC CREDIT (EC §§48205, 48980): Your child may not have his/her grade reduced or lose academic credit for any absence or absences excused under Education Code section 48205, when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. Please refer to Attachment #6 for the full text of section 48205.



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.

EXCUSE TO OBTAIN CONFIDENTIAL MEDICAL SERVICES (EC §46010.1): Pupils in grades 7 to 12 may be excused from school for the purpose of obtaining confidential medical services, without the consent of the pupil's parent/guardian.

PREGNANT AND PARENTING PUPILS (EC §§ 222.5, 46015, 48205, 48980): A pregnant or parenting pupil is entitled to eight weeks of parental leave from school, as specified, but is not required to take all or part of the leave. Absences taken for parental leave shall be excused absences until the pupil is able to return to school. A pupil will not be penalized academically for leave taken and is entitled to opportunities to make up work missed during his/her leave, including makeup work plans and reenrollment in courses. Please refer to Attachment #6 for the full text of section 48205.

SCHEDULE OF MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS (EC § 48980): The District is required to advise all parents/guardians of the schedule of minimum days and pupil-free staff development days. Please refer to the District's schedule which is Attachment #11 to this notice. If any minimum or pupil-free staff development days are scheduled following the distribution of this notice, the District will notify you as early as possible, but not later than one month before the scheduled minimum or pupil-free day.

NON-DISCRIMINATION

STATEMENT OF NON-DISCRIMINATION (EC §§200, 220; Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, § 504 of the Rehabilitation Act of 1973): The District does not discriminate on the basis of race, color, national origin, ethnic group identification, religion, sex/gender (gender identity, gender expression) physical/mental disability or immigration status. Your child has a right to a free public education, regardless of immigration status. Please refer to attachment #7 "Know Your Educational Rights" related to immigration. Additional resources for immigrant students and family members developed by the California Attorney General are accessible at <http://oag.ca.gov/immigrant/rights>. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in District programs. Complaints alleging noncompliance with the District's policy of nondiscrimination should be directed to Sarah Coley, Administrative Director I, Student and Community Services, at 714-424-5016. A copy of the District's nondiscrimination policy is available from the District office or on the district website: web.nmusd.us.

SEXUAL HARASSMENT POLICY (EC §§231.5, 48980; 5 CCR §4917): The District's written sexual harassment policy is Attachment #8 to this notice.



PUPILS WITH DISABILITIES

SPECIAL EDUCATION (EC §56000 et seq.; 20 USC §1401 et seq.): Both California and United States law require that a free appropriate public education (FAPE) in the least restrictive environment (LRE) be offered to qualified pupils with disabilities. Information on pupil eligibility, procedural safeguards, and additional matters is available from the Special Education Department at 949-515-6771.

CHILD FIND (EC §§56300, 56301): The District has a duty to identify, locate and assess children with disabilities who are in need of special education and related services. If you believe that your child is in need of special education and related services, you may initiate a referral for assessment by contacting your school psychologist.

PARENT AND FAMILY ENGAGEMENT

Board Policy 6020: Parent and Family Engagement

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)

MISCELLANEOUS

COMPREHENSIVE SEXUAL HEALTH AND/HIV/AIDS PREVENTION EDUCATION (EC §§51938, 48980): The District will provide instruction in comprehensive sexual health and HIV/AIDS prevention education and research on student health behaviors and risks for the



coming school year. Written and audiovisual educational materials used in this education are available for your inspection at the Principal's office. The education will be taught by school district personnel. A copy of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act is available from nmusd.us/Secondary Education. You have the right to request in writing that your child shall not receive comprehensive sexual health education or HIV/AIDS prevention education. The District may administer anonymous, voluntary and confidential research and evaluation tools to measure students' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about pupils' attitudes concerning or practices relating to sex. You will be notified in writing that any such test, questionnaire or survey is to be administered, and you will be given the opportunity to review the test, questionnaire or survey and request in writing that your child not participate.

DISSECTION OR OTHERWISE HARMING OR DESTROYING ANIMALS (EC §32255 et seq.): If your child has a moral objection to dissecting or otherwise harming or destroying animals, he/she has a right to notify the teacher regarding this objection and to refrain from participation in an education project involving the harmful or destructive use of animals which must be substantiated with a note from a parent/guardian.

CAASPP STATE EXAMS (EC 60615; 5 CCR 852): 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.

ADVANCE PLACEMENT EXAMS (EC §§ 52242, 48980): The District may be able to help pay for all or part of the costs of one or more advanced placement examinations that are charged to economically disadvantaged pupils.

HIGH SCHOOL OPEN CAMPUS (EC §§44808.5, 48980): The Governing Board of the District, pursuant to Education Code section 44808.5, has decided to permit pupils in grades 11 and 12 enrolled at Back Bay/Monte Vista, Corona del Mar, Costa Mesa, Early College, Estancia, Newport Harbor High Schools to leave the school grounds during the lunch period.

COLLEGE ADMISSION REQUIREMENTS; CAREER TECHNICAL EDUCATION
(EC §§51225.3, 51229, 48980):

- College Admission Requirements: The University of California (UC) and the California State University (CSU) have established common high school course requirements for undergraduate admission. Pupils who take these courses and meet other specified criteria are eligible to apply and be considered for admission. The following list is commonly referred to as the "A-G" requirements:

- (1) two years of history/social science;
- (2) four years of college preparatory English or language instruction;
- (3) three years of college preparatory mathematics;
- (4) two years of college preparatory laboratory science;



- (5) two years of the same language other than English;
- (6) one year of visual and performing arts; and
- (7) one year of college preparatory electives.

- Websites: The following UC and CSU web sites help pupils and their families learn about college admission requirements, and also list high school courses that have been certified for undergraduate admission:

UC: <https://admission.universityofcalifornia.edu/admission-requirements/freshman-requirements>

CSU: www.csumentor.edu/planning/high_school/subjects.asp

- Career Technical Education: The California Department of Education defines “career technical education” as a program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide pupils with a pathway to postsecondary education and careers. Career technical education includes agriculture education, home economics, industrial and technology education, and regional occupational centers and programs, among other educational programs.
- Website for Career Technical Education: Pupils can learn more about career technical education at the following websites:

Newport-Mesa USD Career Technical Education: <https://web.nmusd.us/cte>

California Department of Education: www.cde.ca.gov/ci/ct/

- Counseling: Your child has the right to meet with a school counselor for help in choosing courses that will meet college admission requirements, or enrolling in career technical education courses, or both. If you wish to schedule a meeting with a school counselor, please contact the counseling office at your child’s school.

SCHOOL ACCOUNTABILITY REPORT CARD (EC §§35256, 33126, 32286): The District Governing Board annually issues a School Accountability Report Card (SARC) for each school in the District. You may obtain a copy of the SARC from the Principal’s office. The SARC includes, but is not limited to, assessment of school conditions specified in California Education Code section 33126. The SARC also includes an annual report on the status of the safety plan for your child’s school, including a description of its key elements.

HEALTH INSTRUCTION/CONFLICTS WITH RELIGIOUS TRAINING AND BELIEFS (EC §51240): If any part of the school’s instruction in health conflicts with your religious training and beliefs, you may submit a written request that your child be excused from the part of the instruction that conflicts with your religious training and beliefs.



NOTICE OF ALTERNATIVE SCHOOLS (EC §58501): The law requires the District to provide parent/guardians with a notice of alternative schools. Please refer to Attachment 4 for a copy of the notice specified in Education Code section 58501.

SEX EQUITY IN CAREER COUNSELING AND COURSE SELECTION (EC §221.5): You have the right to participate in counseling sessions and decisions concerning career counseling and course selection, commencing with course selection for grade 7.

UNIFORM COMPLAINT PROCEDURES (5 CCR §4622): The District has adopted policies and procedures for the filing, investigation, and resolution of complaints regarding alleged violations of federal or state law or regulations governing educational programs, including allegations of unlawful discrimination. A copy of the District's Uniform Complaint Procedures is available from the District office. Please refer to Attachment #10, which is the District's Notice of Uniform Complaint Procedures.

EVERY STUDENT SUCCEEDS ACT (ESSA) ("ESSA", 20 USC §6301 *et seq.*; EC §§313.2, 440):

- Limited English Proficient Children: The ESSA requires the District to inform the parent or parents of a limited English proficient (LEP) child identified for participation or participating in a language instruction educational program, of the following:
 - (1) the reasons for the identification of the child as LEP and in need of placement in a language instruction educational program;
 - (2) the child's level of English proficiency, how such level was assessed and the status of the child's academic achievement;
 - (3) the methods of instruction used in the program in which the child is or will be participating, and the methods of instruction used in other available programs;
 - (4) how the program in which the child is or will be participating, will meet the educational strengths and needs of the child;
 - (5) how such program will specifically help the child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
 - (6) the specific exit requirements for the program;
 - (7) in the case of a child with a disability, how such program meets the objectives of the individualized education program (IEP) of the child; and
 - (8) information pertaining to parental rights that includes written guidance detailing the right that parents have to have their child immediately removed from such program upon their request, and the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available; and assisting parents in selecting among



various programs and methods of instruction, if more than one program or method is offered by the District.

If your child is LEP and has been identified for participation or is participating in the language instruction educational program, please contact the Coordinator of English Learner Programs at 714-424-7582 for the above information that is specific to your child.

- *Right to Information Regarding the Professional Qualifications of Teachers and Paraprofessionals:* 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.

- *Information on Child's Level of Achievement:* The District will provide timely information on the level of achievement of your child in each of the state academic assessments.
- *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, Angela Allen-Hess, who may be contacted at 714-424-8967.
- *Release of Pupil Information to Military Recruiters:* Please see entry under Pupil Records.

Language Acquisition Programs

NMUSD is required to provide a Structured English Immersion (SEI) program option for our



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

Newport-Mesa also offers two Dual Language Immersion (DLI) Programs: Mandarin Dual Immersion at College Park Elementary School and Spanish Dual-Immersion at Whittier Elementary School. The 2022-23 dual immersion programs are offered to students in grades K through 7. To learn more about NMUSD dual immersion programs, please visit the NMUSD Dual Immersion webpage: <https://web.nmusd.us/dualimmersion> .

Requesting a Language Acquisition Program

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

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

Parents may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan. If interested in a different program from those listed above, please contact the Director of Multilingual Programs at 714-424-7582 to ask about the process.

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

Language Assessment

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

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



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

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

- Sample ELPAC Student Score Report
- ELPAC Parent Guide
- ELPAC Practice Tests
- ELPAC Start Smarter resources

Reclassification (Exit) Criteria

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



ANNUAL NOTICE TO PARENTS/GUARDIANS 2022-2023

GRADE	1. PROFICIENCY ON LANGUAGE ASSESSMENT	2. DEMONSTRATION OF "BASIC SKILLS"			3. TEACHER EVALUATION	4. PARENT OPINION & CONSULTATION
		MEASURE	REQUIRED SCORE FALL (Sept-Nov)	REQUIRED SCORE WINTER (Dec – Mar)		
Kinder	ELPAC: Overall Performance Level 4	Acadience Composite	26	122	A. Students will qualify on the teacher evaluation criterion based on grades: ELA Report card grades of mostly 3s or 4s, with some 2s (and no 1s). B. If grades are lower than above, teacher may complete a "Grade Exception" form to determine if the student's grade is not due to language acquisition issues <u>in order</u> to satisfy this requirement.	✓
1	Same as Above	Acadience Composite	113	130	Same as Above	✓
2	Same as Above	STAR IRL <u>or</u>	1.0	1.6	Same as Above	✓
		Acadience Composite	141	190		
3	Same as Above	STAR IRL <u>or</u>	2.9	3.5	Same as Above	✓
		Acadience Composite	220	285		
4	Same as Above	CAASPP ELA <u>or</u>	3 or 4		Same as Above	✓
		STAR IRL <u>or</u>	3.8	4.4		
		Acadience Composite	290	330		
5	Same as Above	CAASPP ELA <u>or</u>	3 or 4		Same as Above	✓
		STAR IRL/Scale Score <u>or</u>	4.4	4.9		
		Acadience Composite	357	372		
6	Same as Above	CAASPP ELA <u>or</u>	3 or 4		Same as Above	✓
		STAR IRL <u>or</u>	4.9	5.5		
		Acadience Composite	344	358		



ATTACHMENT #1: CIVILITY POLICY AND ADMINISTRATIVE REGULATION
Board Policy 1310: Community Relations

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.

Administrative Regulation 1310: Community Relations

It is the intent of this administrative regulation to provide orderly educational and administrative guidelines to ensure that schools, administrative offices, facilities, and activities are free from uncivil conduct as specified in BP 1310 and that unauthorized persons are prevented from entering school/district grounds, facilities, and/or activities. Members of the district community (defined as all employees, parents, students, and the public, hereinafter collectively referred to as "school community") will treat one another with civility and expect the same in return. The district encourages positive communication and discourages conduct likely to interfere with peaceful conduct of the school, facility, or activity. The district seeks public cooperation with this endeavor.

The following are recommended guidelines to minimize disruptions on school/district facilities and activities. It is the responsibility of all school community members to conduct themselves and communicate with others in an appropriate manner. In the event a person becomes disruptive, threatening, or verbally/physically abusive to any other member of the school community, corrective steps will be applied to restore a safe environment.

In addition to this administrative regulation, student behavior is separately addressed by district policies, the Education Code, the Penal Code, and the Discipline Policy/Student Behavior Codes at each school. Employer/employee conduct is also covered by the district Board policies governing harassment, sexual harassment, and applicable state and federal laws.

Community Relations

1. Conduct on School Property

- a. Parents/guardians are to discuss with teachers all matters related to their child(ren) when the teacher or staff person is not engaged in supervising school activities or teaching his/her class.
- b. Parents/guardians are encouraged to make appointments with staff members whenever possible.



- c. All discussions with members of school staff shall be conducted in such a manner that their speech and/or conduct will not interfere with the peaceful conduct of the activities of the campus or the facility. Any person who speaks or acts in any manner constituting uncivil conduct as defined in the Civility policy will be asked to speak or act appropriately or the meeting will be immediately terminated and the school office or administrator(s) notified. The discussions will be permitted to continue if the person agrees to conduct himself/herself in accordance with the Civility policy.
 - d. Any staff member who believes that he/she is being addressed in a manner likely to interfere with the peaceful conduct of the activities of the campus or facility shall immediately report the incident to the office. Such staff member may submit an incident report to the administrator or designee.
 - e. The administrator or designee shall escort the parent/guardian or other person to the office and meet with them about their concerns. The administrator or designee shall inform the parent/guardian or other person of the expected conduct of that person while conducting business on the school campus/district facility and the consequences for non-compliance. An incident report will be completed.
 - f. If the parent/guardian or other person who refuses to comply with the request by the administrator or designee to comply with the expected conduct while conducting business on the school campus/district facility, the administrator or designee shall direct the parent/guardian or other person to leave the school campus/district facility and not to return to the school campus/district facility for a minimum of seven days. If necessary, assistance from law enforcement may be requested by the administrator/designee. The administrator or designee shall then inform the appropriate assistant superintendent.
 - g. Any parent/guardian or other person does not comply with the direction from the administrator or designee of the expected conduct, shall be notified in writing that their presence on the school campus/district facility is disruptive. The written notification will provide that if such parent/guardian or other person willfully and knowingly re-enters upon the school campus/district facility within seven days after being directed to leave, that he/she may be charged with a violation of Penal Code 626.7, and be subject to all the penalties contained therein. Further, said written notification will include instructions and restrictions that will apply to all future visits to a school campus/district facility or any school/district-related event, and may include future consequences and possible legal action.
2. Spectator Conduct for Athletic and Extracurricular Events
- a. Any spectator who behaves in an unsportsmanlike or uncivil manner during an athletic or extracurricular event may be warned, ejected from the event, and/or denied admission to school events for up to one calendar year.
 - (1) Disrupting or threatening to disrupt school activities and/or events



- (2) Threatening the health or safety of spectators, officials, staff, athletes, or participants
 - (3) Causing property damage
 - (4) Continuing a pattern of unauthorized entry on school district property
 - (5) Using obscenities or repeatedly speaking in an insulting and/or demeaning manner.
- b. Any person who knows, prior to a school event, of potential uncivil behavior at the event should report such information to an administrator/designee so that preventative action can be taken.
 - c. Any person should report acts of uncivil behavior at an event, to an administrator or designee, and if necessary, summon law enforcement. An incident report will be completed.
 - d. The administrator or designee present at the event has the authority to remove any person(s) for uncivil conduct as defined in the Civility policy, at a school event. If a person refuses to leave upon request or returns before the specified period of time, the administrator or designee shall notify law enforcement officials. An incident report will be completed.
 - e. The administrator or designee has the authority to order any such person engaging in uncivil conduct to be banned from district athletic and/or extracurricular events and from school district facilities, fields, or property for a specified period of time, not exceeding one year.
 - f. Any person banned from district athletic and/or extracurricular events and from school district facilities, fields, or property for a period greater than seven days, may appeal the decision to the Superintendent's designee as hereinafter provided. Any person who has been suspended or banned from attendance shall not be permitted to attend the events pending the outcome of the appeal.
- (1) Any administrator or designee who banned the person from attending athletic and/or extracurricular events and from school district facilities, fields, or property may not conduct the appeal. In such case, the Superintendent's designee shall hear the appeal.
 - (2) The school district shall notify the person barred from athletic and/or extracurricular events and from school district facilities, fields, or property of his/her right to appeal either in person or in writing no later than five calendar days following the order banning said person from athletic and/or extracurricular events and from school district facilities, fields, or property. The appeal shall be filed in the Superintendent's Office within five calendar days of the first notification that the person has been banned. No untimely appeals will be Accepted.



- (3) The appeal hearing shall be scheduled within 15 calendar days following receipt by district of the request for appeal. The appeal shall be conducted in an informal manner. The person banned shall be informed of the basis for the action, the evidence, and will be given an opportunity to present his/her version of the incident and evidence.
 - (4) At the appeal hearing, technical rules of evidence shall not apply, but relevant evidence may be admitted and given probative effect only if it is the kind of evidence upon which reasonable persons are accustomed to rely in the conduct of serious affairs. A decision of the administrator to ban the person must be supported by substantial evidence showing that the person committed the acts supporting the action to ban the person. Evidence may be presented in the form of sworn declarations which may be considered by the administrator hearing the appeal. The appellant may respond to any such evidence presented.
 - (5) A decision by the administrator hearing the appeal whether to uphold the ban, modify the ban, or change the ban, shall be made within five school days following conclusion of the hearing. The decision of the administrator hearing the appeal shall be final.
3. Employee Relations
- a. When it is determined by an employee that another employee is in the process of violating the provisions of this policy and the uncivil conduct is being directed toward them, that employee should immediately report the incident to his/her supervisor or designee and complete an incident report.
 - b. If an employee believes the uncivil conduct directed toward him/her constitutes harassment or sexual harassment, he/she should follow the appropriate complaint procedures.
 - c. When violence is directed against a district employee by another employee, or there is threat of damage or loss of their property, the employee shall immediately report the occurrence to their supervisor or designee and should complete an incident report, and if necessary notify law enforcement.
 - d. Appropriate discipline may be imposed against an employee found to have violated the provisions of this policy following an investigation into the employee's conduct. The affected employee will be afforded due process in the event that any disciplinary action is proposed against the employee.



ATTACHMENT #2: CODE OF CONDUCT

Board Policy 4119.21 Personnel - Professional Standards

The Board of Education expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district, advances the goals of the district's educational programs, and contributes to a positive school climate.

Each employee is expected to acquire the knowledge and skills necessary to fulfill his/her responsibilities and to contribute to the learning and achievement of district students.

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by professional associations to which they may belong and make efforts to protect their professional reputation.

Inappropriate Conduct

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action



8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school sponsored activity
9. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsifying information in employment records or other school records
10. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information
11. Using district equipment or other district resources for the employee's own commercial/ personal purposes or for political activities
12. Using district equipment or communication devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity

Employees shall be notified that computer files and all electronic communications, including, but not limited to email, voice mail, and texts are not private and may be subject to disclosure, pursuant to a subpoena or other lawful request. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district
14. Wearing inappropriate attire

Notifications

The section(s) of the district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code [44050](#))



ATTACHMENT #3: NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY STUDENTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records maintained by the school. These rights transfer to the eligible student when he/she reaches the age of 18 or attends a school beyond the high school level.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

2. The right to request that a school correct the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students who wish to ask the School to correct a record should write the School principal [or appropriate school official], clearly identify the part of the record they want corrected, and specify why it should be corrected. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. After the hearing, if the school still decides not to amend the records, the parent or eligible student has the right to place a statement with the records setting forth his/her view about the contested information.

3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education records. However, FERPA permits schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate education interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;



- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date of birth, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public private school attended by the student. However, schools must inform parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. School official must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520



ATTACHMENT #4: TYPE 2 DIABETES

Type 2 Diabetes Information

Pursuant to California *Education Code* Section 49452.7, this type 2 diabetes information is for local educational agencies to provide to parents and guardians of incoming seventh grade students beginning July 1, 2010.

The California Department of Education developed this type 2 diabetes information in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children's Hospital of Orange County. Also see available translations of this information.

Description

Type 2 diabetes is the most common form of diabetes in adults.

Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.

According to the U.S. Centers for Disease Control and Prevention (CDC), one in three

American children born after 2000 will develop type 2 diabetes in his or her lifetime.

Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.

The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells.

The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.

In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise. Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia.

Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

Risk Factors Associated with Type 2 Diabetes

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.

Risk Factors

Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:



Being overweight. The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.

Family history of diabetes. Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.

Inactivity. Being inactive further reduces the body's ability to respond to insulin.

Specific racial/ethnic groups. Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.

Puberty. Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

Warning Signs and Symptoms Associated with Type 2 Diabetes

Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels

Type 2 Diabetes Prevention Methods and Treatments

Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

Eat healthy foods. Make wise food choices. Eat foods low in fat and calories.



Get more physical activity. Increase physical activity to at least 60 minutes every day.

Take medication. If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

Types of Diabetes Screening Tests That Are Available

Glycated hemoglobin (A1C) test. A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.

Random (non-fasting) blood sugar test. A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.

Fasting blood sugar test. A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.

Oral glucose tolerance test. A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Contact your student's school nurse, school administrator, or health care provider if you have questions.



ATTACHMENT #5: PESTICIDES



Newport-Mesa
Unified School District

BOARD OF EDUCATION

Ashley Anderson • Michelle Barto
Carol Crane • Leah Ersoylu • Charlene Metoyer
Krista Weigand • Karen Yelsey

SUPERINTENDENT: Wesley Smith

Dear Parent or Guardian:

2022 – 2023 School Year

The Healthy Schools Act of 2000 was signed into law in September 2000 and requires that all schools provide parents or guardians of students with annual written notification of expected pesticide use on school sites. The notification will identify the active ingredient or ingredients in each pesticide product and will include the Internet address (<http://www.cdpr.ca.gov>) for further information on pesticides and their alternatives. The annual notification for the 2022 – 2023 school year is attached.

Parents or guardians may request prior notification of individual pesticide applications at the school site. Beginning August, 2022, people listed on this registry will be notified at least 72 hours before pesticides are applied. **If you would like to be notified every time we apply a pesticide at your student's site, please register on the website at www.nmusd.us/pesticidenotification. If you do not have internet access and you wish to register, please go to your school site and they will register for you.**

PLEASE NOTE: It is required at the beginning of each new school year that you sign up to receive notifications of pesticide applications for that year.

If you have any questions, please call (714) 424-7560.

Sincerely,

Lance Bidnick
Administrative Director II,
Maintenance and Operations



ANNUAL NOTICE TO PARENTS/GUARDIANS 2022-2023



2022-2023 Approved Pesticides

Product	Manufacturer	Purpose	EPA Number	Active Ingredients
ADONIS 75 TERMITE/INSECT WSP CONCENTRATE	CENTRAL GARDEN & PET COMPANY	Termite/Insect	89459-52	Imidacloprid
ADVION ANT BAIT ARENA	SYNGENTA CROP PROTECTION, LLC	Ants	100-1485	Indoxacarb
ADVION COCKROACH BAIT ARENA	SYNGENTA CROP PROTECTION, LLC	COCKROACHES	100-1486	Indoxacarb
ADVION COCKROACH GEL BAIT	SYNGENTA CROP PROTECTION, LLC	COCKROACHES	100-1484	INDOXACARB
ADVION FIRE ANT BAIT	SYNGENTA CROP PROTECTION, LLC	FIRE ANTS	100-1481	INDOXACARB
ALPINE WSG	BASF CORPORATION	ANTS	499-561	Dinotefuran
AMDR PRO FIRE ANT BAIT	BASF CORPORATION	FIRE ANTS	241-322	Hydramethylnon
AVENGER WEED KILLER CONCENTRATE	AVENGER PRODUCTS LLC	WEEDS	92967-1	D-Limonene
Barricade 4 FL	Syngenta Crop Protection, LLC	Herbicide	100-1139	Proflaminate
BORA-CARE	NISUS CORPORATION	General Pest	64405-1	Boron sodium oxide (B8Na2O13), tetrahydrate (12280-03-4)
BORACIDE	NISUS CORPORATION	ANTS/INSECTS	64405-7	Sodium borate pentahydrate
BRANDT MAGNIFY	BRANDT CONSOLIDATED, INC.	HERBICIDE	Ca Reg 48813-50014-AA	Ammonium sulfate, and Ammonium nitrate
Capstone	Dow AgroSciences LLC	Herbicide	62719-572	Aminopyralid, Triclopyr
CHEETAH PRO	NUFARM AMERICAS, INC.	Herbicide	228-743	Glufosinate
CHLOROPICRIN	DOUGLAS	TERMITE		Chloropicrin
CYZMIC CS	CONTROL SOLUTIONS, INC.	STINGING INSECTS	53883-389	lambda-Cyhalothrin
DITRAC ALL WEATHER CAKE	Bell Laboratories, Inc	Pesticide	12455-5	Diphacinone
EXCITER	CENTRAL GARDEN & PET COMPANY	ANTS	89459-41	Piperonyl butoxide, Pyrethrins
EXTINGUISH PLUS	WELLMARK INTERNATIONAL	FIRE ANTS	2724-496	ydramethylnon, S-Methoprene
FERROXX	W. NEUDORFF GMBH KG	SNAILS	67702-33	Sodium ferric ethylenediaminetetraacetate
FIESTA	W. NEUDORFF GMBH KG	Herbicide	67702-26	Ferric HEDTA
FINALE	BAYER	HERBICIDE	432-1229	Glufosinate
Finale XL T&O	BASF	Herbicide	7969-464	glufosinate-ammonium
First Strike	Liphatech Inc.	Rats, Mice, Rodents	7173-258	difethialone
Flatline	Liphatech, Inc.	Rodent Bait	7173-308	Chlorophacinone
GENTROL	CENTRAL GARDEN & PET COMPANY	Insects	89459-84	2,4-Dodecadienoic acid, 3,7,11-trimethyl-, ethyl ester, (S-(E,E)-, lambda-Cyhalothrin
GOPHER GETTER TYPE 2 AG BAIT	WILCO DISTRIBUTORS, INC.	GOPHERS	36029-23	Diphacinone
HERCULES BREAKTHRU R-D ROOT DESTROYER	HCC HOLDINGS INC.	WEEDS	7687-1	Copper sulfate pentahydrate
INTICE 10	ROCKWELL LABS LTD	ANTS	73079-6	Boric acid
INTICE GELANIMO	ROCKWELL LABS LTD	ANTS	73079-8	Borax (B4Na2O7.10H2O)
MERIT 2F INSECTICIDE	BAYER	General Pests	432-1312	Imidacloprid
NAVIGATOR SC TERMITE/INSECTICIDE	GHARDA CHEMICALS INTERNATIONAL INC.	TERMITES	93182-23	Fipronil
PHANTOM	BASF CORPORATION	TERMITE	241-392	CHLORFENAPYR
POINT SOURCE	WELLMARK INTERNATIONAL	ANTS/INSECTS	2724-500	2,4-Dodecadienoic acid, 3,7,11-trimethyl-, ethyl ester, (S-(E,E)-
PRECOR 2000 PLUS	WELLMARK INTERNATIONAL	FLEAS	2724-490	MGK 264, Permethrin, Phenothrin, Piperonyl butoxide, S-Methoprene
SedgeHammer +	Gowan	Purple Nutsedge, Yellow Nutsedge, Kyllinga	81880-24-10163	Halosulfuron-methyl
Selontra	BASF	Rodent Bait	7969-382	Cholecalciferol
SIESTA INSECTICIDE FIRE ANT BAIT	BASF CORPORATION	FIRE ANTS	7969-232	Metaflumizone
Sumari Ant Gel Bait	MGK	Ants	1021-2809	Clothianidin
SUPPRESS	WESTBRIDGE AGRICULTURAL PRODUCTS	WEEDS	51517-9	Capric acid, Caprylic acid
SUREKILL SK300	CHEM-TECH, LTD.	ANTS	47000-178	MGK 264, Piperonyl butoxide, Pyrethrins
SUSPEND SC	BAYER ENVIRONMENTAL SCIENCE	ANTS	432-763	Deltamethrin
TERMIDOR SC	BASF CORPORATION	TERMITE	7969-210	Fipronil
Total TNV	WINFIELD SOLUTIONS, LLC	Herbicide	70506-310-1381	Glufosinate
ULD BP-300	MCLAUGHLIN GORMLEY KING COMPANY, D/B/A MGK	ANTS/FLYING INSECTS	1021-2834	MGK 264, Piperonyl butoxide, Pyrethrins
VIKANE	DOUGLAS PRODUCTS AND PACKAGING COMPANY LLC	TERMITES	1015-78	Sulfuryl fluoride
Vista XRT	Dow AgroSciences LLC	Herbicide	62719-586	Iruoxypyr 1-methylheptyl ester: ((4-amino-3,5-dichloro-6-fluoro-2-
ZINC PHOSPHIDE 1%	CA150001	GOPHERS	U.S. DEPARTMENT OF AGRICULTURE	Zinc phosphide (Zn3P2)



ATTACHMENT #6: EXCUSED ABSENCES - 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.
 - (2) Due to quarantine under the direction of a county or city health officer.
 - (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
 - (4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - (5) For the purpose of jury duty in the manner provided for by law.
 - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
 - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, 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.
 - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 - (9) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
 - (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
 - (11) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.



- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) “Immediate family,” as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

(Amended by Stats. 2018, Ch. 942, Sec. 5.5. (AB 2289) Effective January 1, 2019.)



ATTACHMENT #7: KNOW YOUR EDUCATIONAL RIGHTS

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.



ATTACHMENT #8: SEXUAL HARASSMENT NOTICE

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

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

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

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

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

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

Sarah Coley
Director of Student and Community Services
Title IX Coordinator & Compliance Officer
714-424-5016 scoley@nmusd.us



A copy of BP [5145.7](#) and BP [4119.11](#), [4219.11](#), [4319.11](#)– Sexual Harassment and the corresponding ARs are available at www.nmusd.us.



ATTACHMENT #9: NOTICE OF ALTERNATIVE SCHOOLS

California Education Code Section 58501

The following notice must be sent along with the Notification to Parents and Guardians required by EC § 48980. Further, a copy shall be posted in at least two places normally visible to pupils, teachers, and visiting parents in each attendance unit for the entire month of March in each year.

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (b) Recognize that the best learning takes place when the student learns because of his/her desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or part from a presentation by his/her teachers of choices of learning projects.
- (d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.



ATTACHMENT #10: UNIFORM COMPLAINT PROCEDURES NOTICE

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

The Newport-Mesa Unified School District is committed to providing equal opportunity for all individuals. 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.

The UCP shall be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education
- After School Education and Safety
- Career Technical Education
- Child Care and Development Programs including state preschool
- Consolidated Categorical Programs
- Discrimination, Harassment, Intimidation, and Bullying
- ESEA Titles I-VII
- Foster and Homeless Youth
- Local Control Funding Formula and Local Control Accountability Plans
- Migrant Education
- Nutrition Services - USDA Civil Rights
- Regional Occupational Centers and Programs
- School Facilities
- Special Education
- Tobacco-Use Prevention Education Program
- Unlawful Pupil Fees



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
Director of Student and Community Services
Title IX Coordinator & Compliance Officer
714-424-5016 scoley@nmusd.us

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

If you have any additional questions regarding the process, please contact Human Resources at 714-424-7589.

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

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

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

Appeals to the California Department of Education: If the complainant is dissatisfied with the District decision may appeal in writing to the California Department of Education within fifteen (15) days of receiving the District's decision. When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and must include copies of the complaint and the District's decision. In addition, the complainant has the right to contact the Office of Civil Rights or the Equal Employment Opportunity Commission to file a claim.

A complainant may pursue available civil law remedies outside of the District's complaint procedures. Complainants may seek assistance from mediation centers or public/ private interest



attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the District has appropriately, and in a timely manner, apprised the complainant of his/her rights to file a complaint in accordance with 5 CCR 4622. (EC Section 262.3)

Copies of the District's full Uniform Complaint procedures are available at the District's Human Resources 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
Director of Student and Community Services
Title IX Coordinator & Compliance Officer
714-424-5016 scoley@nmusd.us



ATTACHMENT #11 2022-23 SCHEDULE OF SCHOOL ACTIVITIES



2022-23 SCHEDULE OF SCHOOL ACTIVITIES

TK-12 First Duty Day for TK-12 Teachers/TK-12 Staff Development Day.....	(Mon) August 15, 2022
TK-12 Staff Development Day.....	(Tues) August 16, 2022
TK-12 Teacher Prep Day.....	(Wed) August 17, 2022
TK-12 Staff Development Day.....	(Thur) August 18, 2022
TK-12 Teacher Prep Day.....	(Fri) August 19, 2022
First Day of School for TK-12 Students.....	(Mon) August 22, 2022
*Alternate Elementary Conference Day TK-6 Teachers.....	(Wed) September 28, 2022
(TK-6 Students Only - Local Non-Student Day)	
End of First Quarter.....	(Fri) October 14, 2022
Elementary Conference Day TK-6 Teachers.....	(Wed) October 26, 2022
(TK-6 Students Only - Local Non-Student Day)	
TK-12 Staff Development Day for Teachers.....	(Tues) November 1, 2022
(TK-12 - Local Non-Student Day)	
End of First Trimester (Back Bay/Monte Vista High School).....	(Thur) November 10, 2022
End of Second Quarter/First Semester.....	(Thur) December 22, 2022
Secondary Preparation Day for Teachers.....	(Fri) December 23, 2022
(7-12 Students Only - Local Non-Student Day)	
Elementary Conference Day TK-6 Teachers.....	(Wed) March 15, 2023
(TK-6 Students Only - Local Non-Student Day)	
End of Second Trimester (Back Bay/Monte Vista High School).....	(Fri) March 3, 2023
End of Third Quarter.....	(Fri) March 24, 2023
End of Second Semester.....	(Thur) June 8, 2023
Last Day of School 7-12 Students.....	(Thur) June 8, 2023
Last Day of School TK-6 Students.....	(Fri) June 9, 2023
Last Day of Service TK-12 Teachers.....	(Fri) June 9, 2023

<u>Instructional Staff</u>	<u>Legal/Local Non-Student Days</u>	<u>Classified Staff Holidays</u>
	Independence Day Observed.....	July 4, 2022
September 5, 2022.....	Labor Day.....	September 5, 2022
September 28, 2022.....	*Alternate Day Conference Day TK-6 Teacher.....	
	(Local Non-Student Day for TK-6 Students *Alternate).....	
October 26, 2022.....	Conference Day TK-6 Teachers.....	
	(Local Non-Student Day for TK-6 Students).....	
November 1, 2022.....	Staff Development Day.....	
	(Local Non-Student Day for TK-6 Students)	
November 11, 2022.....	Veterans' Day.....	November 11, 2022
November 23-25, 2022.....	Thanksgiving Recess.....	November 24 and 25, 2022
December 23, 2022.....	Preparation Day 7-12 Teachers.....	
	(Local Non-Student Day for 7-12 Students).....	
December 26, 2022.....	Winter Recess.....	December 26 and 27, 2022
January 6, 2023.....		December 30, 2022 and January 2, 2023
January 16, 2023.....	Martin Luther King, Jr. Day.....	January 16, 2023
February 20 - 24, 2023 (5 Days).....	Presidents' Recess.....	
	Presidents' Day.....	February 20, 2023
	Lincoln's Birthday Observed.....	February 21, 2023
	Admission Day Observed.....	February 22, 2023
March 15, 2023.....	Conference Day TK-6 Teachers.....	
	(Local Non-Student Day for TK-6 Students).....	
April 10-14, 2023.....	Spring Recess.....	
May 29, 2023.....	Memorial Day.....	May 29, 2023

QUARTER DATES

October 14, 2022 (39 Days).....	End of First Quarter
December 22, 2022 (45 Days).....	End of Second Quarter
March 24, 2023 (48 Days).....	End of Third Quarter
June 8, 2023 (48 Days).....	End of Fourth Quarter