



## DAVIS MAGNET SCHOOL

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### Parent and Student Handbook 2023-2024

Revised July 10, 2023



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**Davis Magnet School**  
1050 Arlington Drive, Costa Mesa, CA 92626

## Campus Contact Information

Main Telephone:	(714) 424-7930
Attendance Line (24/7):	(714) 424-7930 opt 2
Principal:	Stacy DeBoom-Howard
Office Staff:	Yvette Miranda, Administrative Assistant Luis Doderio, Office Assistant
Nurse:	Laura Garcia, RN, FNP
Website:	<a href="http://davismagnet.nmusd.us">davismagnet.nmusd.us</a>

## Emergency Communications

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

## Parent Emergency Contact Information

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

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

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

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

## Emergency Procedures

The Davis staff has developed plans and procedures to ensure the safety of all occupants of the school in case of an emergency. The school district has purchased emergency supplies for the short and long-term care of our children. These supplies are stored in a large, locked container.

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

All parents are requested to follow these steps should a disaster occur:

1. Absolutely no parking in the school lots during an emergency - emergency vehicles must have access.
2. Do not enter the school building - rescue teams are equipped for that purpose.
3. Report to one of the two REQUEST GATES to remove your child or any other child from school. We must know where each child is following a disaster. Persons requesting the release of a student will be interviewed at the Information Center to verify their identity and cross-reference it with the Emergency Release Form (on file).
4. Uninjured students will be released to adults listed on the Emergency Release Form only after school officials have interviewed the student and a mutual agreement to release has been reached.
5. Reinforce the necessity of your child/children remaining at school until an adult listed on the emergency card comes to claim him/her. Your child should know these names.

### Safe and Secure Campus

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

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

## Welcome to Davis Magnet School!

### Mission Statement

**Mission:** Our mission is LEARNING

**Vision:** Our vision is to be recognized as one of the finest schools in the USA

**Values:**

Do your very best

Do what is right

Treat others the way you want to be treated

Take personal responsibility for everything you say

Take personal responsibility for everything you do

**Goal:** Our goal is for every student to demonstrate proficiency or above with everything we teach

Davis Magnet School is composed of over 630 Preschool through sixth grade students from homes all across the Newport-Mesa Unified School District. Davis Magnet School is a unique learning environment with a special academic focus on Math, Science, and Technology. Teaching the whole child, an emphasis is also placed on responsible behavior, goal setting, high academic performance, ethical behavior, and respect for self and others.

Davis Magnet School remains to be one of the top schools in Newport-Mesa and Orange County as a result of the high-quality instruction that students receive on a daily basis in the classrooms. Teachers collaborate and provide multiple opportunities for students to apply critical thinking skills and solve real-life problems throughout their education. As a result of creative planning and increased resources, students have the opportunity to learn while using the greatest technology and from some of the area's leading experts. Our classrooms are equipped with 1:1 Chromebooks in grades K through 6. We have a designated Robotics Lab and Green Screen Production Room to support additional learning with technology.

The band and choir remain to be one of the best. Davis Magnet School also has an Advanced Band which was created to push students to even greater heights. Our Green Team makes a visible difference on our campus by leading our campus wide recycling program and expanding on the environmental educational events offered to the entire Newport-Mesa community. Not only do our students excel academically, but they show true character and a giving spirit by participating in a variety of charity events planned by our PAL student leadership group.

Students, staff, and parents are expected to behave following our five core values. These include 1) Do your very best 2) Do what is right 3) Treat others the way you want to be treated 4) Take responsibility for everything you do and 5) Take responsibility for everything you say. Students learn and apply proper study skills. All students are expected to read and study their math facts on a daily basis at home. Parents are encouraged to be active participants in their child's educational experiences.

Davis Magnet School offers a well-balanced, hands-on educational experience for all students. The combination of high academic standards, critical thinking skills, and hands-on learning opportunities creates an environment where students gain a deep, conceptual understanding of the academic content.

## 2023-24 Schedule Of School Activities

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

### Instructional Staff

### Legal/Local Non-Student Days

### Classified Staff Holidays

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

### ELEMENTARY TRIMESTER DATES

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

### SECONDARY QUARTER DATES

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



## Daily Bell Schedule

(Subject to Change – Please refer to our website for the most up to date information)

### Kindergarten

8:15 a.m.	School Begins	8:15 a.m.	School Begins
8:15 a.m. - 10:00 a.m.	Classroom	8:15 a.m. - 10:00 a.m.	Classroom
10:00 a.m. - 10:20 a.m.	Recess	10:00 a.m. - 10:20 a.m.	Recess
10:20 a.m. - 11:45 a.m.	Classroom	10:20 a.m. - 11:30 a.m.	Classroom
11:45 a.m. - 12:25 p.m.	Lunch	11:30 a.m. - 12:10 p.m.	Lunch
12:25 p.m. - 3:00 p.m.	Classroom	12:10 p.m. - 1:20 p.m.	Classroom
3:00 p.m.	Dismissal	1:20 p.m.	Dismissal

### Grades 1-2

8:15 a.m.	School Begins	8:15 a.m.	School Begins
8:15 a.m. - 10:20 a.m.	Classroom	8:15 a.m. - 10:20 a.m.	Classroom
10:20 a.m. - 10:40 a.m.	Recess	10:20 a.m. - 10:40 a.m.	Recess
10:40 a.m. - 11:55 a.m.	Classroom	10:40 a.m. - 11:50 a.m.	Classroom
11:55 a.m. - 12:35 p.m.	Lunch	11:40 a.m. - 12:20 p.m.	Lunch
12:35 p.m. - 3:00 p.m.	Classroom	12:20 p.m. - 1:20 p.m.	Classroom
3:00 p.m.	Dismissal	1:20 p.m.	Dismissal

### Grades 3-4

8:15 a.m.	School Begins	8:15 a.m.	School Begins
8:15 a.m. - 10:40 a.m.	Classroom	8:20 a.m. - 10:00 a.m.	Classroom
10:40 a.m. - 11:00 a.m.	Recess	10:40 a.m. - 11:00 a.m.	Recess
11:00 a.m. - 12:25 p.m.	Classroom	11:00 a.m. - 12:10 a.m.	Classroom
12:25 p.m. - 1:05 p.m.	Lunch	12:10 p.m. - 12:50 p.m.	Lunch
1:05 p.m. - 3:00 p.m.	Classroom	1:15 p.m. - 1:20 p.m.	Classroom
3:00 p.m.	Dismissal	1:20 p.m.	Dismissal

### Grades 5-6

8:15 a.m.	School Begins	8:15 a.m.	School Begins
8:15 a.m. - 10:40 a.m.	Classroom	8:20 a.m. - 10:00 a.m.	Classroom
10:40 a.m. - 11:00 a.m.	Recess	10:40 a.m. - 11:00 a.m.	Recess
11:00 a.m. - 12:50 p.m.	Classroom	11:00 a.m. - 12:35 a.m.	Classroom
12:50 p.m. - 1:30 p.m.	Lunch	12:35 p.m. - 1:15 p.m.	Lunch
1:30 p.m. - 3:00 p.m.	Classroom	1:15 p.m. - 1:20 p.m.	Classroom
3:00 p.m.	Dismissal	1:20 p.m.	Dismissal

## Parking Lot

### Parking Lot Rules

- Unattended vehicles are NOT allowed in the carpool lane during arrival and dismissal times.
- No double parking. No parking along the fire lane, red painted curb.
- Disabled parking is monitored and requires an appropriate permit.
- No parking in Reserved Gala Winner and Staff Only designated spots.
- Overflow parking is available at TeWinkle Sports Complex.

Grades K-6 dismissal time is 3:00 p.m., except on Wednesdays, early dismissal at 1:20 p.m. Students not picked up within 15 minutes after dismissal will be escorted to the front office.

### GATE 1- Arlington Main Parking Lot

- During after school pickup, the following rules apply:
  - All vehicles must have signage with the student's first/last name on the windshield upon pickup.
  - Drivers are asked to STAY in their vehicles at all times and continue to pull forward.
  - Students will be called and directed by staff to independently load into vehicles.
  - NO parking and NO pickup from passing lane and/or sidewalk.

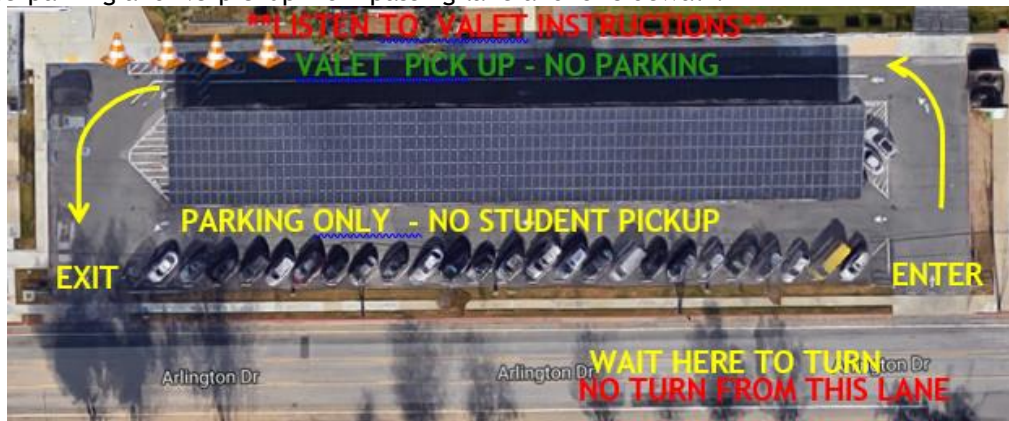


Figure 1 - Grades 1 - 6 Arlington Pickup and Drop Off Diagram

### GATE 2

- During after school pickup, the following rules apply:
  - All vehicles must have signage with the student's first/last name on the windshield upon pickup.
  - Drivers are asked to STAY in their vehicles at all times and continue to pull forward.
  - Students will be called and directed by staff to independently load into vehicles.
  - NO parking and NO pickup from passing lane and/or sidewalk.
- Kinder students are exclusively dismissed at Gate 2.
- Siblings of Kinder students should meet for pick-up after school at Gate 2.





### GATE 3- Presidio Back Parking Lot

- During after school pickup, the following rules apply:
  - All vehicles must have signage with the student's first/last name on the windshield upon pickup.
  - Drivers are asked to STAY in their vehicles at all times and continue to pull forward.
  - Students will be called and directed by staff to independently load into vehicles.
  - NO parking and NO pickup from passing lane and/or sidewalk.



Figure 2 - Grades 1 - 6 Presidio Pickup and Drop Off Diagram

### Morning Arrival

Students should not arrive on campus prior to 7:50 a.m., unless they are attending the YMCA or participating in band. General student supervision begins at 7:50 a.m. Students may either eat breakfast at the tables or wait in line at Gate 1. At 8:00 a.m., students will be allowed onto campus where they may walk to their designated class lines on the blacktop. Students will sit in their lines until 8:15 at which their teachers will then walk them to their classrooms. Supervision is provided by staff members from 8:00 to 8:15 a.m. on the blacktop. Parents, family members, and/or visitors will be welcome onto campus on Friday mornings for flag deck. Students will sit independently in their lines on Monday-Thursday, unless otherwise scheduled for a special event.

Students walking or riding their bikes to school may enter through the front or back gates and use the bike racks near the library. Once on campus, bikes must be walked to the bike racks.

### Transportation

Students may ride their bicycle, skateboards, rollerblades, razor scooters, and roller skates/roller shoes to school providing that the following conditions are met:

- Students must have a parent's approval to/from school
- Must be parked in designated areas
- Riders must wear helmets
- Must be walked after entering school grounds. No riding on campus.

### Bicycles (Including eBikes), Scooters, And Skateboards

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

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

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

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

### **eBikes**

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

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

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

### **Skateboards**

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

## **Attendance**

Every student is expected to attend school every day and arrive on time. School begins and attendance is taken at 8:15 a.m. sharp. Regular and punctual attendance is necessary in order for students to make satisfactory progress. California State law requires that students attend school regularly and punctually.

### **Absence(s) - How to Report**

If a student is absent, parents must notify the school by telephone using the 24-hour Attendance Hotline (714) 424-4762. This is for the protection and safety of your child. Please leave the following information when calling the hotline:

- Your name and relationship to the child
- Your child's name (first and last)
- Child's grade and teacher's name
- Date of absence(s)
- Reason for absence(s)

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

### **Tardiness**

Students should arrive at school before the 8:10 a.m. bell. Students are considered tardy if they are not physically in their flag deck line by the 8:15 a.m. bell. This is critical as important learning takes place from the first minute of the school day. Punctuality is also an important life skill to teach children. Students arriving at school on time also cut down on disruptions to the class that result from students entering the classroom late. Should your child arrive at school after the bell has rung but before 8:30 a.m., he/she should proceed to the office to receive a tardy slip. If your child arrives after 8:30 a.m., a parent or guardian will need to accompany the child into the office. Your child will be

provided with a slip to give to his/her classroom teacher. Please provide a doctor's note or dental appointment slip when signing your child in for the tardy to be excused.

### Doctor Appointments or Dental Appointments

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

### Early Departure

For the safety and protection of the students, no students are permitted to leave the school grounds at any time during the day unless they are accompanied by a parent, guardian, or their delegate. Students will only be released to adults listed in the Aeries Database as authorized Emergency Contacts. Please keep this information up-to-date. Students need to be signed-out in the office on the sign-out list.

### Dismissal from School

After school is dismissed students should either be picked-up by a parent/guardian/authorized delegate or proceed to after-school care (ROCKS or Project Success). There is no school sponsored supervision available on the playground or in the office. If you would like information about after school care, please visit our website.

### Unexcused Absences / Vacations

The Newport-Mesa Unified School District is committed to providing each student a world-class education. This commitment can only be realized if all stakeholders, parents, students, and the school participate fully in the educational process. The academic school year consists of 180 days of instruction for students. In addition there are 30 student holidays during the 2023-24 school year. They are listed below for your reference.

- |   |                             |
|---|-----------------------------|
| • September 4, 2023   | Labor Day                   |
| • October 25, 2023  | Conference Day (TK-6)       |
| • November 1, 2023  | Staff Development Day       |
| • November 10, 2023   | Veterans' Day               |
| • November 22 - 24, 2023  | Thanksgiving Recess         |
| • December 25, 2023 - January 5, 2024<br>(School resumes Monday, January 8, 2024) | Winter Recess               |
| • January 15, 2024  | Martin Luther King, Jr. Day |
| • February 19 - 23, 2024  | President's Recess          |
| • March 13, 2024  | Conference Day (TK-6)       |
| • April 8 - 12, 2024  | Spring Recess               |
| • May 27, 2024  | Memorial Day                |

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

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

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

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

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

#### Education Code §48205

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

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

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

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

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

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

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

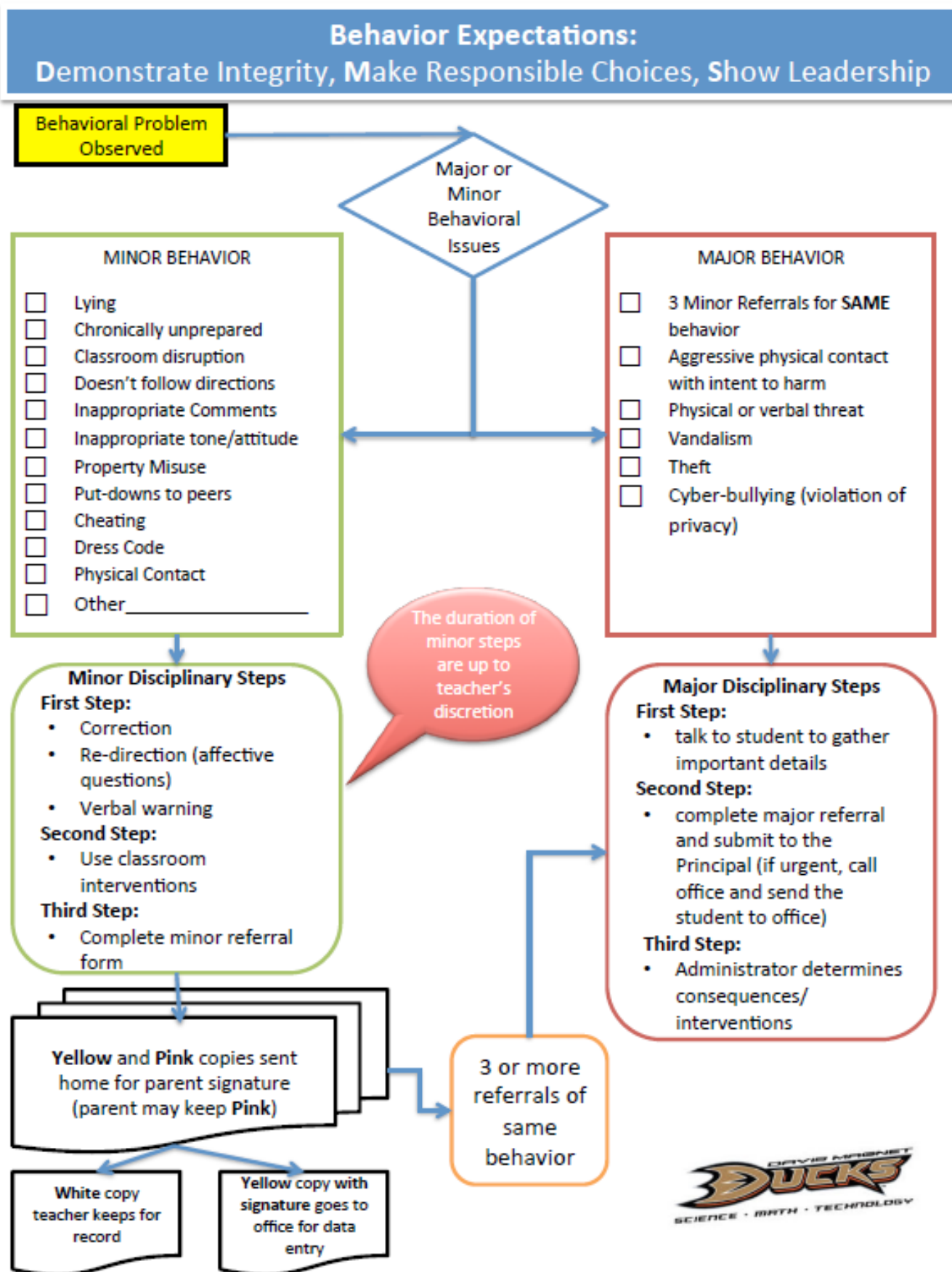
*Amended by Stats. 2022, c. 921 (S.B.955), § 1, eff. Jan. 1, 2023.)*

## Student Behavior Expectations

- Do what is right.
- Do your very best.
- Treat others the way you want to be treated.
- Take responsibility for everything you say.
- Take responsibility for everything you do.

	Before School	Hallways	Bathrooms	Playground	Lunch Tables	After School
<b>Demonstrate Integrity</b>	Enter a classroom only when a teacher is present	Stay with your class in designated pathways	Respect privacy of others and keep hands, feet, and all objects to self	Use Buddy Bench appropriately	Use appropriate language	Be aware of your surroundings while listening and following directions
	Listen and follow directions of all staff members	Walk in lines with a purpose	Use water, soap, paper towels, and toilet paper appropriately	Demonstrate "Best Self" by playing safely and kindly with others	Sit at tables until dismissed	Enter a classroom only when a teacher is present
<b>Make Responsible Choices</b>	Keep belongings with you until picked up by your teacher	Hang backpacks on hooks	Help keep restrooms clean and dispose of toilet paper and paper towels appropriately	Before the bell, use the restroom and drinking fountains	Eat your own lunch- no sharing!	Focus on finding your car at pick-up
	Upon arrival, walk to breakfast tables or blacktop classroom lines	Face forward in line	Go, flush, wash, and leave	Use equipment appropriately	Put trash & recycling in correct containers	Be alert and present. Keep electronic devices stored in backpack
<b>Show Leadership</b>	Sit in assigned classroom line on blacktop with hands, feet, objects to yourself	Pick up trash	Report any problems immediately	When bell rings: squat, listen for the whistle, put equipment away, and walk to line	Eat lunch promptly	Promptly walk to your assigned location
	Throw away trash in appropriate trash can	Voice Volume 0 in Learning Zone during the instructional day	Lock the stall door when you enter, and unlock when you leave	Immediately and accurately report problems to adults	Follow dismissal procedures: throw trash away, wait to be excused, and walk to playground	Sit on grass and listen for your name to be called during pick-up





## Cell Phone Policy

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

Please review [Board Policy 5131.8](#) at [www.nmusd.us](http://www.nmusd.us).

The Newport-Mesa Unified School District allows students to bring a Personal Electronic Device to school to support instruction and learning. You may use a Personal Electronic Device, but you are not required to bring one to school. Teachers may not allow use of your own device in all classes, so it is important to know your teachers' expectations.

Student access to the District's network using a Personal Electronic Device is a privilege. To enjoy that privilege, you must abide by this Agreement and all other rules of conduct. All aspects of the Student Technology Use Agreement apply to the use of Personal Electronic Devices. Your school administrator may revoke this privilege if you do not comply with these rules. Inappropriate use of a Personal Electronic Device at school may lead to discipline.

Students are not permitted to use cell phones or video games during school. Cameras, calculators, iPods, or MP3 players should only be used with the teacher's permission. "Use" is defined as having the device on, out in class, having the device go off in class including vibrating, use of text messaging or apps, retrieval of a message, checking or entering phone numbers, and reaching for the device in a backpack or purse. Electronic devices may only be used before or after school. Electronic devices must be put away before entering the classroom. All devices must be turned off and out of sight during class time. "If we see it or hear it, we take it."

Use of an electronic device during instructional time is treated as a classroom disturbance. If a student fails to hand over the device to the teacher, he/she will be considered in defiance of authority. If a student uses an electronic device during class, the following consequences will be enforced:

First Offense - Item will be confiscated from student, teacher will warn/counsel student on policy, teacher will return device at the end of the class period or instructional day.

Second Offense - Item will be confiscated from student, turned over to Administration, item returned after school, consequences will be assigned.

Third Offense - Item will be confiscated from student, turned over to Administration, item returned to parent during a student parent conference.

Fourth Offense - Item will be confiscated from student, turned over to Administration, item may remain to parent and additional restrictions will be applied.

You are responsible for keeping your Personal Electronic Device secure. The District will not repair or replace a device that is lost, stolen, damaged, or infected by a virus at school or while you are doing school work. If a Personal Electronic Device is lost, stolen, or damaged, it will be treated the same way as other personal belongings through the administrative office. The technology department will not troubleshoot or support Personal Electronic Devices. The school will not investigate or look for lost/stolen devices. The District will not pay any charges or fees from your cellular service provider if you do not use the District's wireless network while working on school projects or activities under the direction of District staff.

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

## Dogs (and other animals)

Dogs and all other animals may not enter the Davis campus on leash, off-leash, carried by a person or otherwise during school hours. Please be respectful of the allergies many children and adults may have to various animals, as well as the safety of both children and pets. Exceptions for Seeing Eye guide dogs, police dogs, registered service animals, and

animals a teacher has requested on campus for instructional purposes may be made only through the school office at least one day in advance.

## Dress Code

At Davis, we feel that the school day is a professional day for students. We have found that the way a child dresses often affects his/her relationship with peers and can assist or detract from his/her success rate. We strongly recommend that all sweaters and jackets be clearly labeled with the student's name to help prevent loss of clothes.

Listed below are some guidelines that may assist you when it comes time to make those purchases for the new school year and in helping your student make the best choices when dressing for the school day:

### Suggested Spirit Wear

Mondays: Wear your favorite sports jersey day  
Tuesdays: College Spirit Wear Day (each class has an adopted college)  
Wednesdays: Wear Green for Waste-Free Wednesdays  
Thursdays: Positivity Spirit Wear Day  
Fridays: Davis Magnet School Spirit Wear Day

### The general standards for appropriate dress for boys and girls are as follows:

- Clothing must be clean.
- All attire must be modest.
- Shoes must be practical so that students can run, jump, and kick while involved in physical activities on the playground. This means that tennis shoes or other closed-toe and closed-heel shoes are appropriate.
- Shorts are appropriate if they are the type designed for play and the highest point of the hemline reaches student's thumb when their arm is at their side. Very short, tight shorts are not acceptable, nor are shorts that are oversized or baggy.
- Makeup is not to be worn by elementary age students.
- Jewelry, if worn, should be small and non-distracting.
- Hats (particularly baseball caps) must be worn forward facing and are not permitted to be worn indoors at any time unless with permission by teacher. Hoods are not to be worn indoors.

### Clothing considered inappropriate:

- **NO** clothing that advertises beer, alcohol, tobacco, or drugs.
- **NO** clothing with offensive or distasteful words, pictures, or slogans (offensive would be defined as anything that is obscene, contains racial or ethnic slurs, or propagates violence or products which are illegal).
- **NO** shorts, mini-skirts, or dresses where the highest point of the hemline does not reach the students' thumb when their arm is at their side.
- **NO** chains are to be worn from the belt loops of pants.
- **NO** oversized baggy pants that show undergarments.
- **NO** inappropriate shoes, including open-toed shoes, flip flops, heels, and platform shoes.
- **NO** spaghetti straps, crop top shirts, halter tops or bare midriffs. Shoulder straps must be at least one (1) inch wide.
- **NO** undergarments should be visible.
- **NO** hairstyles that cause a distraction in the classroom.

When a student arrives at school wearing unacceptable clothing, the parent will be called and requested to bring the appropriate clothing to his/her child.

## Field Trips

All students and parent chaperones who attend field trips must complete field trip permission slip(s). Field trip permission slips are to be turned in to the teacher by the designated due date assigned by the teacher.

All school-sponsored trips involving students shall have proper supervision by school employees. Parents are encouraged to participate in such supervision.

Parent chaperones will be designated prior to the field trip.

All parent chaperones must complete the volunteer requirements in order to participate. Complete the Online Volunteer Registration at <http://web.nmusd.us/volunteers>. No parent will be allowed to volunteer for a field trip without prior clearance. Per Ed. Code 35330(d), all persons making the field trip or excursion shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during the field trip or excursion.

Private vehicles shall not be used to provide transportation for school-related trips pursuant to NMUSD AR 3541.1.

## Homework

Students at every grade level are expected to read and study their math facts each night. This daily practice is important for all students. Teachers throughout the grade levels may assign additional homework assignments. It is the responsibility of the student to record the assignment, understand what is expected, and complete the work. Parents should make inquiries of the child and/or teacher if there are questions. Parents should provide a quiet space to read and study each night at home. If teachers assign additional homework other than reading and practicing their math facts, it is to be meaningful and congruent with the curriculum and instructions fully understood by all students.

## Homework Request for Absent Students

Following an illness, teachers will give reasonable help to the student in making up missed work. Parents may request assignments on the second day of absence. Requests should be directed to the teacher via email. Teachers will make every effort to get assignments to you as soon as possible. Do not interrupt classroom instruction to gather assignments. Requested homework will be left in the office for parent pickup.

Our students learn at high levels because of the excellent instruction delivered inside of the classroom from 8:15 a.m. to 3:00 p.m. Please remember that the best opportunity for your child to learn and succeed is by being in class. Completing missing work for absences, early pick up, and tardiness does not replace the classroom instruction to its fullest.

If a student is going to be absent from school for another reason besides illness, work may be requested ahead of time. For every day absent, please allow at minimum that many days for the teacher to prepare the assignments that the student will need to makeup. For example, if you know your child will be absent for three days. The parent should notify the teacher at least 3 days in advance to receive the assigned work.

## Communication

Davis is a green school and all communication is done electronically. Davis Magnet School strives to provide information on its School Loop website that is a valuable resource for students and their families at <http://davismagnet.nmusd.us>. A detailed school calendar, showing all major events at Davis Magnet School, is continually updated on the website. There is a link there to visit our PTA and Foundation's websites which also have a wealth of information.

## Conferences

Fall and spring conferences are scheduled during the weeks of September 28<sup>th</sup> and March 8<sup>th</sup>. Please make every effort to attend both parent conferences.

Special conferences may be requested at any time. Please make appointments with the teacher regarding your child's progress or any other concerns. These discussions need to take place when the teacher is not supervising his or her class or performing other school duties.

## Contacting the Classroom Teacher

Please make every effort to contact your student's teacher through their preferred communication channels. As a reminder, teachers may not be able to respond during the instructional day. In case of emergencies, please contact the office at 714.424.7930.

## Contacting Your Child

Our mission is learning. Phone calls and messages cause an interruption to student learning. We make every effort to not interrupt the classrooms during the instructional day; however, emergency calls will be delivered immediately.

If a message needs to be communicated to your child, please call the Davis office. Messages will be delivered to the classroom shortly after the message deadline of 1:15 PM. Messages received after 1:15 PM are not able to be delivered unless it is an emergency.

#### Helpful Communication Hints

- ✓ Determine a consistent pick-up location.
- ✓ Make after-school arrangements before leaving for school in the morning.
- ✓ Advise your child that forgotten items will be available in the front office during recess and lunch. Classroom instruction will not be interrupted for forgotten items.

### Information Updates

In the event that you move, you must verify your new address with your school's front office. Any changes in phone numbers or emergency contacts must be done by entering the information in the Parent Portal. Student and parent contact information can be updated throughout the year via the [Update Contact Information](#) page on the NMUSD website. The school office cannot be responsible for making those changes.

### Library and Textbook Fees

Library and textbooks are loaned to students, and each student is expected to take care of them. If the books are lost or damaged, the student/parent is responsible and will be charged a fee for the replacement. Students not paying fines will lose textbook and library privileges.

### Personal Belongings/Lost and Found

All personal belongings should be clearly marked with your child's first and last names. Lost articles of clothing, lunch bags, and backpacks may be retrieved from the Lost and Found racks in the Library Learning Center (LLC). Toys and electronic games/devices are not permitted at school. Parents are always welcome and encouraged to visit the Lost and Found area in the LLC to claim misplaced items. Lost wallets, glasses and other small items are kept in the school office.

Please use discretion when allowing children to bring personal items of value to school. As a reminder the school and District do not assume liability for personal items brought on campus by students and/or parents. The lost and found will be cleaned out periodically throughout the year and items will be donated to local organizations.

### Visitors/Volunteers

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

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

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

### Nutrition

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

#### Contact Information:



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

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

Cafeteria Manager: Deborah Slaybaugh  
Cafeteria Assistant: Vera Maras

### **Forgotten Lunches/Lunch Money**

Please help your child remember to bring lunch money or a prepared lunch from home. If your child forgets his or her lunch, you may drop it by the office. Please instruct your child to check the office during recess or lunchtime as the office will not call the classroom to advise a student that their lunch has been delivered.

If your child forgets their lunch or lunch money, the cafeteria will always serve him/her a lunch anticipating reimbursement the next school day.

Parents may not interrupt classes to drop off lunches or money.

### **Celebrations**

Student celebrations will not include food. The rationale behind this decision includes several components.

1. Student safety - The number of students who attend Davis Magnet School that have extreme and life threatening food allergies continues to increase every year.
2. Student health - There are numerous studies that show the negative impact that sugar and fat have on the human body and especially the developing human body of a child.

While we still want to recognize students on their special day and will continue to do so with our daily flag deck announcements, below are some ideas for your child to celebrate with their classmates. Communication with your child's classroom teacher to determine an appropriate classroom celebration is encouraged.

1. If your child wants to bring an item for each student, consider fun pencils, erasers, stickers, or other small tools they could use in class without causing a disruption to learning.
2. Donate a book to your class library. Consider bringing it wrapped and unwrap it in front of the class. The student may personalize the gift by writing a message, dating it, and adding a photo to the inside cover.
3. If you don't want to donate a book, simply bring in one of your favorite books and ask to read it to the class. This is a wonderful way to celebrate something special about the child, but to also emphasize the importance of reading.

## A Message from the Nurse

### The Health Office

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

### Immunizations

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

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

### Medical Exemptions for Immunization Requirements

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

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

### Physical Exams and Oral Health Assessment

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

### Medication and Medical Procedures

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

### Illness Prevention and Health Checks Prior to School

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

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

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

**Current Health and Contact Information**

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

**911 Calls**

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

**Health Screenings**

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

**Medi-Cal Program for Local Education Agencies**

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

**The School Nurse**

Davis Elementary has a full-time Health Assistant from the hours of 8:00 am to 2:30 pm. The School Nurse is on duty three days a week from 8:00 am to 3:00 pm.

## After School Programs

Students will have the opportunity to participate in free and fee-based after-school classes. It is the parent's responsibility to ensure students are in attendance and are picked up promptly from such programs. Additional information can be found on the Davis Magnet School website.

## Other School Programs

**GATE**

Davis Magnet School participates in N-MUSD's identification of students through the GATE assessment process in 3rd grade. Students who meet the GATE criteria can participate in the GATE program when they are in 4th, 5th, and 6th grade with parental approval.

## Parent and Family Engagement

Davis Magnet School has a written policy jointly developed with parents on parent rights and responsibilities. [Education Code 1101(b)]. It has distributed the policy to parents of students. All school rules and policies are published in the school handbook and available to parents on the school website. Davis Magnet School policy describes the means for carrying out the following parental involvement requirements. [Education Code 11501].

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

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

a. Monitoring attendance of their children

Regular school attendance is critical to learning. Absences of 10 days or more for the entire school year is considered excessive. The school works with parents and the School Attendance Review Board.

b. Ensuring that homework is completed and turned in on a timely basis

The individual classroom teachers work with the students and their parents to ensure that homework is completed. Davis Magnet School emphasizes reading each night and practicing math facts for automaticity.

c. Encouraging and facilitating the participation of children in extracurricular activities

Davis Magnet School offers a variety of after school opportunities for students to extend their learning.

d. Monitoring and regulating the television viewed by their children

Parents are encouraged to limit the amount of TV their children watch. Parents are encouraged to turn off the volume and turn on the closed caption so that children must "read" TV.

e. Working with their children at home in learning activities that extend classroom learning

Classroom teachers and the school offer parents a wide variety of strategies to extend their child's learning at home. PTA Parent Education Nights

f. Volunteering in their children's classrooms or for other activities at home and Parent volunteerism is sought by all classrooms. Sign-ups at Back-to-School Night and encouraged throughout the year. Many classrooms set volunteer rotations to accommodate all who wish to help. Parents are also encouraged to volunteer from home in a variety of ways.

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

\*Parents are invited to be involved in school:

School Site Council, ELAC, PTA, Foundation, Information meetings, Parent Education Events

Note:

\*The policy must be updated periodically to meet changing needs of parents and the school. Volunteers Davis staff/teachers realize the importance of volunteers and appreciate the efforts of our volunteers.

## Educational Rights & Required Notices

### Bullying Policy

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

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

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

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

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

### Civility Policy

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

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



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

The basic purpose of this policy is three-fold:

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

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

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

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

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

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

## **Dangerous Objects/Weapons**

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

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

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

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

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

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

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

## **Drugs/Alcohol/Tobacco/Other Controlled Substances**

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

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

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

## **English Learner Supports/Reclassification**

### **Language Acquisition Programs**

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

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

### **Requesting a Language Acquisition Program**

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

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

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

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

**Language Assessment**

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

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

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

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

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

**Reclassification (Exit) Criteria**

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

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

## Homeless Liaison/McKinney Vento

### Homeless Liaison

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

### McKinney-Vento Homeless Education Assistance Act

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

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

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

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

**Additional Definition:**

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

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

For more information, including rights and services, visit the McKinney-Vento Homeless Education Program website at [www.nmusd.us/homeless](http://www.nmusd.us/homeless) or contact the district’s McKinney-Vento liaison Angela Allen-Hess at [aallenhess@nmusd.us](mailto:aallenhess@nmusd.us) or 714-424-8967.

## Immigration Status of Pupils

### Your Child has the Right to a Free Public Education

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

### Information Required for School Enrollment

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

### Confidentiality of Personal Information

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

### Family Safety Plans if You Are Detained or Deported

You have the option to provide your child’s school with emergency contact information, including the information of



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

**Right to File a Complaint**

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

**Mental Health and Wellness**

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

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

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

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

**NMUSD Parent and Family Engagement Policy**

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

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

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

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

**Title I Schools**

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

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

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

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

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

#### **Non-Title I Schools**

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

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

#### **Non-Discrimination**

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

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

Sarah Coley  
Director of Student and Community Services  
Title IX Coordinator & Compliance Officer  
714-424-5016    [scoley@nmusd.us](mailto:scoley@nmusd.us)

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

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

## Professional Qualifications of Teachers

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

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

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

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

## Pupil Fees

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

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

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

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

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

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

## School Accountability Report Card

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

## Sexual Harassment

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

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

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

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

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

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

Sarah Coley  
Director of Student and Community Services  
Title IX Coordinator & Compliance Officer  
714-424-5016    [scoley@nmusd.us](mailto:scoley@nmusd.us)

## State Testing/Level of Achievement

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

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

## Student Use of Technology

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

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

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

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

## Uniform Complaint Procedure

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

The Newport-Mesa Unified School District is committed to providing equal opportunity for all individuals. 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](mailto:scoley@nmusd.us)

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

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

Copies of BP [1312.3](#) and AR [1312.3](#) are available at [www.nmusd.us](http://www.nmusd.us).

**Investigation of Complaint:** The compliance officer shall hold an investigative meeting within five (5) days of receipt of the complaint or within five (5) days of an unsuccessful mediation in which the impartial compliance officer collects information from each party and from witnesses identified by the parties separately in private interviews and then

analyzes it to reach a determination. To ensure that all pertinent facts are made available, the compliance officer and the complainant may ask other individuals to attend this meeting and provide additional information.

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

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

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

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

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

## **Williams Complaint Classroom Notice**

Notice to Parents, Guardians, Pupils, and Teachers

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

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

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

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

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



## Home-School Compact

### School Responsibilities

1. Contribute to the school-wide environment to ensure a safe and orderly campus.
2. Provide rigorous and challenging instruction toward mastery of the standards appropriate for each student.
3. Maintain classrooms that are nurturing and conducive to learning.
4. Provide programs to meet the academic, social, and emotional needs of all students.
5. Thoroughly and consistently assess student work and give constructive feedback to students for continuous improvement.
6. Be positive role models for students based on the Positive Behavioral Expectations.
7. Treat all students and parents respectfully.
8. Intervene on students' behalf at the first sign of difficulty.
9. Keep parents informed and maintain an open line for communication regarding student progress, classroom activities, and school policies.
10. Support the PTA and Foundation in providing educational opportunities.
11. Adhere to the Civility Code of the District in all our interactions with the stakeholders of Davis Magnet School.

### Parent Responsibilities

1. Show and tell your child that you value education.
2. Make certain your child attends school regularly and is prompt each day at 8:15 AM.
3. Work as a partner with your child's teacher, teaching the importance of Positive Behavioral Expectations.
  - ✓ Demonstrate integrity
  - ✓ Make responsible choices
  - ✓ Show leadership
4. Set up regular time for reading and to study math facts each evening, take time to check over his/her work, limit TV during the school week, and communicate with teachers and school administration on a regular basis.
5. Share evening meal time together as much as possible and encourage positive sharing about school activities.
6. Be watchful for early signs of academic difficulties and seek remedies.
7. Speak directly to a staff member when there is a difficulty, a rumor, or question.
8. Attend all parent/teacher conferences and student performances. Participate in some school functions, volunteer opportunities, and PTA and/or Foundation activities.
9. Sign in with the front office before entering school grounds to reduce academic interruptions and to ensure the safety of all children.
10. Adhere to both the District's Volunteer Policy and its Civility Code (being respectful to all school community members).

### Student Responsibilities

1. Attend school regularly and be on time each day (8:15 AM).
2. Follow all school and classroom rules.
3. Participate fully in classroom activities.
4. Treat students, staff, and parents with respect.
5. Respect the rights and property of others.
6. Do your best on all assignments.
7. Do assignments/homework each night and turn in assignments on time.
8. Ask questions when you do not understand.
9. Tell a teacher or staff member when there is a problem.
10. Discuss with your parent(s) what you have learned at school.
11. Read at home every day/night.
12. Practice math facts daily.

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

\_\_\_\_\_  
Teacher's Name (print)

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Parent's Name (print)

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Student's Name (print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date