To provide the highest level of comprehensive instruction aimed at empowering students to learn with resiliency, react with empathy, and live with integrity.
\textbf{LEADERSHIP AND SUPPORT STAFF}

Main School Number 515-6000
Principal/High School: Kathy Scott 515-6001
Administrative Assistant/HS: Vickie Gilmore 515-6001
Asst. Principal/High School: Samantha Payne 515-6041
Asst. Principal/High School: TBD 515-6041
Support Secretary to Asst. Principals: Amber Schumacher 515-6041
Principal/Middle School: Dr. Becky Gogel 515-6002
Administrative Assistant/MS: Marcy Clark 515-6002
Asst. Principal/Middle School: Jeff Perry 515-6003
Support Secretary to Jeff Perry: Dawn Jack 515-6003
Office Assistant: Connie Schelin 515-6019
## GRADUATION AND “a-g” REQUIREMENTS

<table>
<thead>
<tr>
<th>CDM Course</th>
<th>High School Graduation</th>
<th>Credits</th>
<th>A-G Requirements a-g subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td>3 years required, as follows:</td>
<td>30 credits</td>
<td>a. History:</td>
</tr>
<tr>
<td></td>
<td>• World History/Geography (10 credits)</td>
<td></td>
<td>2 years required</td>
</tr>
<tr>
<td></td>
<td>• US History—(10 credits)</td>
<td></td>
<td>3 years recommended</td>
</tr>
<tr>
<td></td>
<td>• American Democracy—(5 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Economics—(5 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>4 years required</td>
<td>40 credits</td>
<td>b. English: 4 years required</td>
</tr>
<tr>
<td>Mathematics</td>
<td>2 years required with:</td>
<td>20 credits</td>
<td>c. Mathematics:</td>
</tr>
<tr>
<td></td>
<td>• 1 Year of Algebra (10 credits) or Math I (Enhanced)</td>
<td></td>
<td>3 years required</td>
</tr>
<tr>
<td></td>
<td>• 1 year Physical Science (10 credits) (Earth Science, Chemistry, Physics)</td>
<td></td>
<td>4 years recommended (must include Algebra 2 or Math III or above)</td>
</tr>
<tr>
<td>Science</td>
<td>2 years required with:</td>
<td>20 credits</td>
<td>d. Laboratory Science:</td>
</tr>
<tr>
<td></td>
<td>• 1 year Life Science (10 credits) (Biology, Marine Science)</td>
<td></td>
<td>2 years lab science required (must include 1 biological science and 1 physical science)</td>
</tr>
<tr>
<td></td>
<td>• 1 year Physical Science (10 credits) (Earth Science, Chemistry, Physics)</td>
<td></td>
<td>3 years recommended (Biology, Chemistry, Physics)</td>
</tr>
<tr>
<td>Humanities or Foreign Language</td>
<td>1 year of Humanities or Foreign Language. Humanities includes drama, music, art or speech</td>
<td>10 credits</td>
<td>e. Language Other Than English:</td>
</tr>
<tr>
<td></td>
<td>1 year of Humanities or Foreign Language. Humanities includes drama, music, art or speech</td>
<td></td>
<td>2 years required (same language)</td>
</tr>
<tr>
<td></td>
<td>1 year of Humanities or Foreign Language. Humanities includes drama, music, art or speech</td>
<td></td>
<td>3 years recommended (same language)</td>
</tr>
<tr>
<td>Visual/Performing Arts</td>
<td>N/A</td>
<td>N/A</td>
<td>f. Visual/Performing Arts:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 yearlong course (10 credits) in visual and performing arts</td>
</tr>
</tbody>
</table>

Updated Feb. 8, 2019
### Other Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>g. College Prep Elective</strong></td>
<td>1 year</td>
</tr>
<tr>
<td></td>
<td>(10 credits) required in any of the above areas</td>
</tr>
</tbody>
</table>

### PE

- 2 years required
- 20 credits

### Applied Skills

- 1 semester required (ROP Courses—or 3rd year math—or 3rd year science)
- 5 credits

### Health

- 1 semester required
- 5 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td>230 CREDITS</td>
</tr>
</tbody>
</table>

### OTHER CDMHS GRADUATION REQUIREMENTS:

- **Community Service**: 40 hours total (5 hours per semester of attendance at CDMHS / within NMUSD)
- **Senior Project**: Project completed during the senior year through the English class

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**Graduation and a-g” Requirements (Cont’d)**

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

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

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

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

**Test Scores—ACT or SAT Reasoning:**

**California State University (CSU)**

1. Test required for CSU applicants to impacted campuses.

2. Test required for CSU applications to non-impacted campuses who have earned an “a-g” GPA of less than 3.0

3. CSU combines best critical reading and math scores from multiple sittings of SAT; may combine best subscores from multiple ACT tests to calculate a best composite.

**University of California (UC)**

1. The ACT Plus Writing of the SAT Reasoning Test is required for UC applicants.

2. UC uses the highest composite score from a single sitting of the ACT Plus Writing or total score from the SAT Reasoning Test.
COUNSELING AND GUIDANCE SERVICES

• The counseling and guidance services at CdMMS/HS focus upon the following goals:
• To assist each student in the development of a realistic program of studies based upon individual aptitude, interests, and goals.
• To assist each student in the exploration of post-secondary options.
• To assist each student in social-personal growth.
• To assist educational “stakeholders” (parents and faculty) to understand each student’s unique abilities and characteristics.
• To facilitate the attainment of the above goals, students are assigned to a counselor.

Program/Schedule Change Policy:

Prior to the opening of the semester: Course request changes for the Fall Semester may be made in June. Schedule change requests for Spring Semester may be made in January.

During the first two weeks of the semester: Schedule changes during the first two weeks of each semester may be made by school staff to balance classes, fix mechanical errors, and correct misplacements. Schedule change requests will not be accepted after June (for first semester), and January (for second semester).

After the First Two Weeks of the semester: After the first two weeks of the semester, there should be minimal program/schedule changes. Some changes may occur, as a result of level adjustment or other serious classroom difficulties, and must be approved by an administrator.

Communication: Communication between student, teacher, counselor, and parent is paramount in the program change process. In those cases involving level changes, communication with the department and the parent is mandatory.

Last Day to Enter a Class: Student will not be allowed to enter a class after the third week of school without administrative approval.

Corona del Mar High School Community Service Graduation Requirements (Current 11th-12th Grade Students)

• Students must complete forty hours of approved community service as a requirement for graduation. Ten hours per year are recommended.
• CdMHS logs and track only the forty required hours; hours exceeding the district mandate will not be tracked.
• Community service must be completed via legitimate non-profit organizations.

Grading:

Grades are issued and mailed home at nine-week intervals through the school year. The grades given at the completion of the 18th and 36th weeks will be final semester grades, and are recorded on the student’s official transcript. Five weeks prior to a grading period, progress reports will be mailed home to parents.

Grading System:

College Prep: A=4, B=3, C=2, D=1, F=0, NC=No Credit, CR=Credit, P=Pass, WF=Withdrawal F.

Advanced Placement (AP): A=5, B=4, C=3, D=1, F=0, WF=Withdrawal F.

Honors Chemistry/Honors Enhanced Math III: A=4.5, B=3.5, C=2.5, D=1.5, F=0, WF=Withdrawal F.

Grade point average is computed after seven semesters by using all grades except PE and Teacher’s Assistant. If a course is repeated, the higher grade is used; however, the first grade must have been a “D” or an “F” to remediate for a higher grade. For college applicants, CDM does not report class ranking.

Special Grading Policies:

Withdrawal Grades:

• If a student withdraws from school, he/she will receive the grades he/she has earned in all courses up to the date of the withdrawal from school. Credit will not be issued for such courses unless special approval is granted by the involved teacher and/or principal.
• If a student withdraws from a course, but remains enrolled in CdMMS/HS, the following procedures will apply:
  o If the withdrawal date is by the third week of the semester, there will be no entry on his/her permanent record.
  o After the fifth week, students who withdraw will receive a WF grade, and no credit will be recorded on the permanent record.
• If a student is withdrawn by an administrator for disciplinary reasons, a failing grade will be recorded on the permanent record.

Incomplete Grades:

• An “incomplete” grade is to be issued only in situations wherein legal/excused absences of a student has made it impossible to complete all course requirements. In such situations, the following procedures shall be followed:
  • The incomplete grade issued by the teacher shall include a designation of the letter grade that would be given to the student, assuming that the incomplete assignment of work were to eventually receive a failing grade, a zero, etc.
  • If the student does not complete the involved work by the conclusion of the following quarter, the incomplete grade will be converted to the letter grade as previously designated by the involved teacher.
  • If the student does complete the involved work by the conclusion of the following quarter, the incomplete grade will be converted to the appropriate letter grade by the involved teacher.
Credit/No Credit Grade: Credit/no credit grades may be given only with prior approval of the Department Chairperson, Instructor, and the Administrator before the school year starts.

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

STUDENT RESPONSIBILITIES

• Maintain a standard of behavior that does not interfere with the rights of others and/or the learning process.
• Attend classes punctually and regularly.
• Respect the responsibility of school staff to uphold district policy, school rules, and law regarding student behavior during school and at school activities.
• Maintain a standard of dress consistent with the published dress code.

PROHIBITED BEHAVIORS:

• Cause damage to or steal private or school property.
• Cause, attempt to cause, or threaten to cause physical injury to another person.
• Possess, sell, or otherwise furnish any firearm, knife, explosive, or any other dangerous object.
• Possess, use, sell, or otherwise furnish, or be under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
• Smoke or be in the possession of tobacco, lighters, matches, vapes/e-cigs during school or at any school events.
• Commit an obscene act or engage in habitual profanity or vulgarity.
• Disrupt school activities or otherwise willfully defy the valid authority of supervisors, security personnel, teachers or administrators.
• Be in classrooms without faculty supervision.
• Forge notes/signatures.

Students found in violation of a prohibited behavior will serve administrative issued consequences

ON CAMPUS STUDENTS WILL:

• Have an official hall pass for restroom use or a written note from their teacher for any other out of class reason.
• Not enter the P.E. locker rooms during class time, including lunches. Students found inside during class time will be subject to disciplinary action.
• Not bring valuables to school (NMUSD/CdMMS/HS is not responsible or liable for lost or stolen items).
• Observe the directions, directives and requests from all school personnel in a respectful manner.

STUDENT BEHAVIOR EXPECTATIONS:

When disciplinary action is necessary, the goal of the school is to change the behavior of the student(s). This applies to behavior at school, going to and from school, and at school activities. When practical, logical and natural consequences will be used. However, we also believe that action taken should be progressive and significant enough to have a definite impact on the student.

ACADEMIC HONESTY AT CORONA DEL MAR
Expectations of Students:

- Do your own work when you are expected to do your own work.
- Understand that you must process information in order to learn it.
- Do not tolerate cheating by others; inform teachers and/or administration to alleged instances of cheating.
- Do not allow others to use your work. Being a good friend means not letting your friend use your work.
- Be sure to understand your teacher’s specific instructions about appropriate and inappropriate collaboration on assignments.

Expectations of Parents:

- Reinforce empathy, integrity, and resiliency.
- Model ethical behavior at home (ex: not calling in sick when not ill.)
- Do not excuse your student from class when a test or assignment is due.
- Support the academic honesty policy of Corona del Mar Middle School/High School.
- Watch for cheating at home. Be aware of appropriate and inappropriate collaboration.
- Do not allow your child to cheat, copy, or plagiarize.
- Know your child’s tutor and monitor their tutoring sessions.
- Have realistic expectations for your child.
- Work with the school to make decisions and accept consequences based on what is best for your student.

Cheating and Academic Dishonesty:

Cheating on quizzes/tests: any intentional giving of or use of external assistance relating to an examination, test or quiz, without express permission of the teacher.

Examples (not limited to...):

- Copying another student’s test paper during a test.
- Using non-permitted notes or a "cheat" sheet during a test.
- Stealing academic materials from a teacher, electronically or otherwise.
- Unauthorized use of devices (e.g., graphing calculators, computers, tablets, flash-drives, cell phones, watches, key-logging or similar devices).
- Repurposing your previous work/assignments in the place of completing a new assignment.

Plagiarism: Any intentional use of another’s ideas, words, or work as one's own. Plagiarism includes the misuse of published material and the work of other students. This includes work with or without permission by the owner in order to pass off said work as one’s own. Turnitin.com, an anti-plagiarism service for assisting students and teachers with accurate writing assignments, is used at CdM. Through Turnitin.com, we are preparing our students for future academic success since this program is used at many colleges and universities.

Examples (not limited to...):

- Copying verbatim (word for word) from a source and not giving credit in a footnote.
- Copying any paper written by someone else and representing it as one's own.
- Heavily summarizing a primary source with little-to-no individual effort or without giving proper credit to the primary source.
- Allowing anyone else to modify or rewrite one's writing assignment and representing it as one's own.
• Fabrication: Any intentional falsification or invention of data, citation of other authority in an academic exercise.

Examples (not limited to...):

• Creating false data for a footnote, works cited or bibliography.
• Watching a video of a literary work but then representing that one has read the piece.
• Reading Spark Notes or Cliff Notes et. Al. instead of reading the assigned literary work.

Unauthorized Collaboration: Intentional collaboration on an assignment between a student and another person, if such collaboration is not permitted.

Examples (not limited to):

• Copying another student's work (even with their permission).
• Borrowing from another student's study sheet or calculator.
• Sharing answers with another student on individual assignments verbally or in written format.
1) Teacher alerts administration of alleged offense.

2) Administration and teacher review and analyze assignment, rubric, instructions & work sample.

3) Teacher speaks with student regarding offense to obtain their perspective. Teacher may issue academic consequence as per school policy at this time.

4) Administration speaks with student as needed and issues an administrative consequence as per school policy.

5) Teacher / parent / student meeting may occur, followed by an administrative meeting if needed. Minor offenses may not require administrative or parent involvement.

Each step is separate and may end the investigation or event at any time if the allegations are cleared up and/or the situation is resolved.
STUDENT DRESS CODE

The Board of Education of the Newport-Mesa Unified School District believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for school.

*Please note that each situation merits individual consideration, and these steps serve as guidelines to follow, but may change as needed.*
Students at Corona del Mar are expected to dress appropriately on campus and at all school-sanctioned functions at all times. Students in violation of dress code will be required to change into school-appropriate attire. It is at the discretion of the school to add more stipulations at any time.

In order to keep it simple for everyone, please notice the image below. All of the clothed areas must be covered on all students.

An example of a typical protocol for dress code violation (not limited to):

1. Dress code issued by administrator, teacher or staff member.
2. Student reports to front office, checks in with secretary, and parents are called.
3. School issues new clothing to student and keeps student clothing in a secure location.
4. Student returns to class.
5. At the end of the student's day, clothing is exchanged and student leaves campus.

*Detentions will be assigned to repeated dress code violations.

CELL PHONE/ELECTRONIC DEVICE USAGE

Students may possess cell phones, smartwatches, tablets, laptops etc. on campus during the school day. However, their use is prohibited in the classroom except during the following instances:

- During an emergency affecting the school or community.
- When the classroom teacher incorporates technology into the classroom setting for a lesson or assessment.
- Use of cellphone cameras and video recording is prohibited unless permission is authorized by a CDM staff member.
When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, a CDM employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time.

*Please note that in addition to administrative consequences, students’ citizenship marks and participation grades within an affected course can also be impacted by cell phone violations. Offenses are tracked yearly.

**Examples of Potential Consequences for Cell Phone Violations:**
- Multiple offenses will result in:
  - Prohibited use of cellphone on campus during school hours.

**Cell Phone Norms:**
- Every class begins with cell phones in designated location by the teacher
- Headphone use is prohibited any time during the school day for safety reasons unless use has been specifically stated in an IEP or 504 plan.
- Cell phones may be taken by school staff in instances of unauthorized and/or inappropriate use.

**Middle School only:**
- Cell phones/smart phones are not considered acceptable devices within the classroom.
- Acceptable devices within the classroom include:
  - Chromebooks (one-to-one for all 7th graders)
  - Laptops
  - Tablets
  - iPads
- Cell phones may be taken by school staff in instances of unauthorized and/or inappropriate use.

**ATHLETICS**

Athletics are an important part of the extra-curricular program at Corona del Mar. All students are encouraged to participate in as many athletic activities as possible in their time at CdM.

9-12 Boys' & Girls' Athletic Director: Don Grable
**SUNSET LEAGUE:**

- Corona del Mar High School: 2101 Eastbluff Drive, Newport Beach
- Edison High School: 21400 Magnolia St, Huntington Beach
- Fountain Valley High School: 17816 Bushard St, Fountain Valley
- Huntington Beach High School: 1905 Main St, Huntington Beach
- Laguna Beach High School: 625 Park Ave, Laguna Beach
- Los Alamitos High School: 3591 W. Cerritos Ave, Los Alamitos
- Marina High School: 15871 Springdale St, Huntington Beach
- Newport Harbor High School: 600 Irvine Ave, Newport Beach

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### Fall

- Football: Dan O'Shea
- Boys' Cross Country: Bill Sumner
- Girls' Cross Country: Bill Sumner
- Girls' Tennis: Jamie Gresh
- Girls' Volleyball: Steve Astor
- Girls' Golf: Mike Starkweather
- (B)Waterpolo: Kareem Captan

### Winter

- Boys' Basketball: Ryan Schachter
- Girls' Basketball: Brason Alexander
- Boys' Soccer: Patrick O'Brian
- Girls' Soccer: Bryan Middleton
- (G)Waterpolo: Justin Papa
- Wrestling: Mark Alex

### Spring

- Baseball: Kevin McCaffrey
- Golf: Mike Starkweather
- Softball: Carly Smith
- Boys' / Girls' Swimming: Kareem Captan
- Boys' / Girls' Track: Bill Sumner
- Boys' Lacrosse: GW Mix
- Girls’ Lacrosse: Jessica Murray
- Boys' Tennis: Jamie Gresh
- Boys' Volleyball: Steve Conti
Reminders for Athletes

- Each school year you play a sport, you must fill out and submit an **Athletic Clearance Packet** to the Athletic Office (available on the website- www.cdm.nmusd.us).

- Some sports may seek a donation towards operating costs. You are NEVER required to make that donation. There are NO penalties to student-athletes who are unable to donate financially to a sport they have qualified to play.

- There are tryouts for most sports, as teams need to be of a manageable size. Even sports considered "non-tryout" sports have participation caps, and require base-level skills (ex: swimming) in order to participate. Other teams have certain requirments to determine placement within a program (ex: Varsity vs. JV).

- During a season, 7th or 8th period is designated as the class period for each sport. Time beyond 6th period is expected of athletes. Students may play more than one sport during a school year, but not within the same season. Typically, the student may stay in a sport all year long, and earn PE credit for the entire year.

**ACADEMIC/CITIZENSHIP ELIGIBILITY FOR CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES**

**MINIMUM ACADEMIC ELIGIBILITY:**

To be academically eligible for participation in co-curricular and extra-curricular activities, a student must have passed the equivalent of 12 quarter or 20 semester periods of new work** during the preceding grade reporting period***, and must have earned an overall grade point average of at least 2.0* for Athletics and 2.5 for ASB for that same reporting period.

*A student may be declared ineligible to participate on the day of a contest due to school or team discipline standards.

Activities to be covered by this policy are: all athletics, music (instrumental and vocal), drill teams, pep squads, cheerleaders, song leaders, dance, drama and all clubs or campus organizations including but not limited to ASB, PAL, HRC, NHS and Y & G.

**CITIZENSHIP ELIGIBILITY:**
Newport Mesa Citizenship Eligibility Requirements  A student who receives two (2) or more U’s (unsatisfactory) citizenship grades at the end of a quarter from 2 or more different teachers will be deemed ineligible for the ensuing eligibility period. At the next eligibility date the criteria for U citizenship grades will be applied to determine the student’s eligibility status for the ensuing eligibility period.

PROBATION PERIOD:

If a student does not maintain a 2.0 grade point average, he/she will be granted a period of probation which will immediately follow the grading period in which the student earned less than a 2.0 grade point average.

Guidelines for Probation are:

1. A student is placed on probation if their GPA is not a 2.0 at an official grading period. NMUSD recognizes the quarter system as an official grading period. A student may not be on probation for two consecutive quarters. (1) Probationary eligibility period permitted at the high school level.

2. Students who enter the 9th grade with less than a 2.0 grade point average will be granted transitional eligibility* during the first grading period. Transitional eligibility does not count as the high school level probationary period.

3. Students who are granted probationary eligibility must meet the required eligibility standards by the end of the grading period in order to remain eligible for participation.

When is Probation not granted?

The District requirement for citizenship and the CIF requirement for new work* supersede the 2.0* grade point average rule. A student who does not meet the CIF eligibility requirement of passing at least 12 quarter or 20 semester periods of new work* in a grading period is immediately ineligible and forfeits the probationary period. For example, if a student receives three A's and three F's, the student's grade point average is 2.0*, but the student is ineligible because he/she has not passed the required semester periods of new work*.

*Please visit CIFSS.org for further information on forms*

2018-19 ATTENDANCE

ATTENDANCE OFFICE HOURS: 7 AM – 4 PM

ATTENDANCE LINE: (949) 515-6005 (voicemail available 24/7)

FAX NUMBER: (949) 515-6070

PROCEDURE FOR VERIFYING ABSENCES (full day/partial day):

*IT IS THE RESPONSIBILITY OF PARENTS/GAURDIANS TO VERIFY THEIR STUDENT’S ABSENCE ON EACH DAY OF AN ABSENCE

• FULL DAY ABSENCE
  o Call Attendance Line at (949) 515-6005 before, on the day of, or up to 72 hours after the absence.
    ▪ Include: Student’s first and last name (spelled out), date of absence, reason for absence, student ID, grade and parent/guardian contact phone number.
Write a note that either parent or student can drop-off at the Attendance Office before, on the day of, or up to 72 hours after the absence.

- Include: Student’s first and last name, date of absence, reason for absence, student ID, grade, parent/guardian signature, and parent/guardian contact phone number.

Submit by fax at (949) 515-6070 or in-person a medical/dental note before, on the day of, or up to 72 hours after the absence.

- Include: Student’s first and last name, date of absence, and reason for absence on medical or dental stationary that includes the practice name, address, and phone number.
  - Medical or dental notes from family members can be used to verify absences, but not to excuse absences.

• PARTIAL DAY ABSENCE

- Arriving late - Any student that arrives late to school needs to check-in with the Attendance Office to obtain a tardy/absence re-admit slip before going to class.
  - Call Attendance Line at (949) 515-6005 on the day of or up to 72 hours after the date of the tardy.
    - Include: Student’s first and last name (spelled out), date of tardy, reason for tardy, student ID, grade, and parent/guardian contact phone number.
  - Write a note that student can turn in when they check-in with the Attendance Office.
    - Include: Student’s first and last name, date of tardy, reason for tardy, student ID, grade, parent/guardian signature, and parent/guardian contact phone number.
  - Submit by fax at (949) 515-6070 or in-person a medical/dental note on the day of or up to 72 hours after the absence.
    - Include: Student’s first and last name, date of absence, and reason for absence on medical or dental stationary that includes the practice name, address, and phone number.
    - Medical or dental notes from family members can be used to verify absences, but not to excuse absences.

- Leaving early – Any student that needs to leave campus for any reason throughout the school day needs to properly check-out before leaving. Not checking out properly will result in the student being marked truant in their classes.
  - Write a note that the student can turn in to the Attendance Office on the day that the student needs to leave early and obtain an off-campus permit to leave.
    - Include: Student’s first and last name, date, time that they need to be released from school, reason for leaving early, student ID, grade, parent/guardian signature, and parent/guardian contact phone number.
  - Sign student out at the Attendance Office. Please allow 10 – 15 minutes to allow a student aide to deliver a call slip requesting that your student be released from class as classrooms will not be called to have to students released.
  - Release from health office – If a student becomes ill or injured during the school day, the student must check-out through the health office to be excused from school.
  - A parental phone call to verify a student absence after they have left campus in the middle of the school day without checking-out will not excuse an absence.

DON’T FORGET TO CHECK SCHOOLLOOP/BLACKBOARD TO CONFIRM THAT YOUR STUDENT’S ABSENCE HAS BEEN VERIFIED!

ATTENDANCE POLICY
1. Parents/guardians must verify an absence prior to, on the day of, or within 72 hours from the date of each individual absence date (i.e. verification must be received by 3 PM on Thursday if the absence occurred on Monday of that same week). Failure to verify a student’s absence within 72 hours will result in a student being marked truant and no changes are able to be made to the attendance records thereafter.

2. A written note, phone call, voicemail, or medical/dental note can be submitted from a parent/guardian or medical/dental professional to verify an absence.

3. Documentation may be requested/required to verify an absence.

4. Information needed to verify an absence:
   a. Student’s name
   b. Student’s grade
   c. Student’s ID
   d. Date of absence and time if the student is gone for part of the day.
   e. Reason for absence
   f. Signature of the parent/guardian with a current contact phone number.

5. E-mails are no longer accepted as they have been compromised and deemed unreliable.

6. Students absent due to illness for 3 or more consecutive school days must provide verification from a licensed medical or dental professional.

7. In accordance with School Board Policy, when a student has missed 10 full days (or periods adding up to 10 full days) within a school-year due to illness, the school will require medical or dental verification to excuse further absences.

*Verifying an absence at the Attendance Office is not an excuse for being late to class. Students who arrive late to class are not guaranteed to be marked tardy by their teacher, but may be marked absent if they do not check-in with the Attendance Office before going to class.

*Student attendance is taken every day in every class and students are required by law to be in class and on time.

**Students who have a partial day absence are required to communicate with their teachers re: assignments due that day, assessments given that day (either before they leave or after they return to campus). Failure to comply may result in a zero on work previously assigned with a respective absence due date, or a respective pre-planned quiz, test, lab etc.**

**VERIFIED ABSENCES**

- **Excused Absences:**
  - Examples of verified excused absences (not limited to) are illness, doctor/dentist appointments, physical therapy, observance of religious holidays, funerals, bereavement, court appearances, school field trips or events including school sporting events per the California Education Code. Documentation may be required for an absence to be excused.

- **Unexcused Absences:**
  - Examples include college visits, vacation, over-sleeping, car trouble, driver’s test, out-of-town visitors, weddings, missed the bus, personal/business reasons, out of gas, or traffic citations.
  - Unexcused absences are absences that have been verified by a parent or guardian within 72 hours but is not considered an excused absence per California Board of Education. These absences may result in possible loss of opportunity to make up missed work at the discretion of the teacher.
  - Excessive non-medical absences will result in a meeting with administration.

**College Visits:**

- Students should plan their college visits around school breaks:
  - Winter Break
  - President’s Recess
  - Spring Break
Summer Break

- All college visits during the school week will be verified unexcused absences.

**UNVERIFIED ABSENCES:**

- **Truancies:**
  - Student absences that are not verified within 72 hours from the date of each absence will be marked truant.
  - Students that leave campus without properly checking out of school will be marked truant in the classes that follow the time they left campus.
  - Students that impersonate their parents in notes or voicemails or attempt to verify their own absences will be marked truant and may incur other disciplinary actions.
  - These absences will result in loss of opportunity to make-up missed work and/or receive a 0 on missed assignments, quizzes, and tests.

**MAKING UP WORK FOLLOWING AN ABSENCE:**

- **Verified excused absences** - Students shall be allowed to complete all assignments and tests missed during a verified excused absence or while on an independent study contract (per board policy). Students have one calendar/school day, per day missed, to get their work turned in.
- **Verified unexcused absences** – The ability to make up assignments missed is at the sole discretion of the teacher. Refer to teacher syllabus for additional information.
- **Unverified Absences/Truancies** – Students will not be allowed to make-up missed work and/or will receive a 0 on assignments, quizzes, and tests.
- **Suspension** - Suspended students must work with their teachers to complete missing work; teachers do not (per Ed. Code) have to allow make-up work during a suspension.

**Corona del Mar Unverified Absence Policy & Pre-determined Progressive Interventions**

L.O.P. = Loss of Privileges include but not limited to: dances, rallies, field trips, special events, sports, parking passes, AP course registration etc.

S.A.R.B. = Student Attendance Review Board. Comprised of the Director of Student Services, the Coordinator of Student Services, a social worker, a board member and an administrator, the group meets with the family at the NBPD or CMPD to address chronic absenteeism.

**Chronic Absenteeism Related to Illness and Verified Absences**

If a student misses 10 (partial) days of school for medical appointments in a school-year, the school is allowed to require verification of all further medical appointments. Verification is satisfied via a note from the medical facility (student name, date of specific visit, signed, on letterhead) or by the school calling the facility to confirm that there was an appointment. The school may not inquire about the nature of the appointment, only that there was an appointment. Failure to verify medical appointments beyond the initial 10 days will classify those absences as unverified cuts. The responsibility to verify is placed on the student and family, not on the school.
Campus Visitors:

- Corona del Mar High School/Middle School does not allow campus visitors unless they’re approved by administration for academic purposes.
- CDMHS/MS does not allow shadow or guest students.
- Former students may visit after the instructional day and only for specifically arranged meetings with former teachers and staff.

School is Compulsory to Age 18

E.C. 48200 states: "Each person between the ages of 6 and 18 years of age is subject to compulsory full-time education. Each person … shall attend the public full-time day school or continuation school or classes for the full time designated as the length of the school day by the governing board of the school district in which the residency of either parent or legal guardian is located and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school for the full-time designated..."

Truancy

E.C. 48260 states: "Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant..."

Habitual Truant

E.C. 48262 States: "Any pupil is deemed an habitual truant who has been reported as a truant three or more times per school year provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself ..."

Student Attendance Review Board (S.A.R.B.)

E.C. 48263 states: If any minor pupil in any district of a county is an habitual truant, or is irregular in attendance at school, ..., or is habitually insubordinate or disorderly during attendance at school, the pupil may be referred to a School Attendance Review Board.

Corona del Mar Middle / High School Tardy Policy

Students who are tardy to class must check in with the attendance office to receive a verified admit slip to class. Tardiness to a class is to be handled at the discretion of the classroom teacher. Excessive tardiness will result in administrative consequences.
ASSOCIATE STUDENT BODY CLUBS AND ORGANIZATIONS: Students are limited to one of the following memberships assuming they are offered admission.

**Associated Student Body**

- Membership extended through the election process in the Spring time, followed by the appointment process which includes an application and interview process conducted by the elected officers and the ASB advisor. Membership is renewed yearly and subject to high standards of academics, attendance and behavior.

ASB stands for Associated Student Body. When ASB is referred to, it means the group of students that is selected and elected to represent the entire student body of CdMMS/HS. All members must adhere to a signed constitution.

- This is the student government and leadership class of CdMMS/HS. ASB is responsible for three main objectives: providing student activities, managing the finances of the student groups on campus and representing the voice of Corona del Mar students to staff, school district, and community.
STUDENT AUTOMOBILE REGULATIONS

1. Parking regulations will be enforced by CDM security staff and NBPD; parking permits must be properly displayed at all times.
2. Parking permits will be distributed to seniors in good standing with attendance, discipline and grades.
3. Students must have a school-issued parking pass to park on campus and park in the student designated lots.

Peer Assistance Leadership

• Membership extended through an application process, followed by an interview process. Membership is capped and must be renewed each year through the same application process.

P.A.L. members are held to the highest moral and ethical standards. These governing standards are set forth by the national P.A.L. philosophy and help guide the CdM chapter on campus.

• P.A.L. hosts welcome events for new students, assists with evacuation procedures, and conducts several awareness campaigns throughout the year such as Yellow Ribbon Week and Appreciating Diversity week.

Student Organization Opportunities: some have formal application process, membership caps and various standards for continued involvement. Please contact each organization directly for more specific information.

• H.R.C. (Human Relations Council). Application / interview process held in the Spring for the following school year.
• N.H.S. (National Honor Society). Application / interview process held in the Spring for the following school year.
• **Y & G (Youth and Government). Try-out process held in the Fall for the same school year. Program ends in the Spring of the same school year. Membership is for one year only, and students must re-apply. **Students may be in Y & G and another leadership group if both leadership groups approve.
• A.Y.S. (At Your Service). Application / interview process TBD.

Please contact the high school Activities Director and / or visit the ASB website for information regarding how to join or start a club on campus.

STUDENT AUTOMOBILE REGULATIONS

Updated Feb. 8, 2019
4. Students may not park in the faculty lot and/or designated guest or faculty spaces around campus.
5. Permits belong to the school and can be revoked at any time based on violations of these policies.

**INDIVIDUAL FORMS OF TRANSPORTATION**

- All forms of student transportation are prohibited on the "inner campus".
- Bicycles should be locked in the bike racks.

**OFF-CAMPUS LUNCH POLICY**

- Juniors and seniors may leave campus for lunch with the expectation that they obey all traffic safety laws, do not transport underclassmen and return to campus in time for their next class.
- All other students (grades 7, 8, 9, 10) **MAY NOT LEAVE** campus at lunch or break alone or with other students.

**LOCKERS: School, PE, Athletics**

- Students use lockers at their own risk. All lockers are pre-assigned. Students cannot choose their own lockers.
- All lockers are school property and the school may open lockers when it is determined necessary.
- Students should not share lockers with others, nor give out combinations to friends. Valuables or money should not be left in lockers.
- CdMMS/HS is not responsible for any loss of personal property (including the lock). Students are responsible for lost or stolen books or any other CdMMS/HS property.
- Students should never leave anything in an unlocked locker or placed in an open area such as under/near/on top of etc, a locker.

**LOST AND FOUND**

All lost articles should be turned in to the Lost and Found Bin located in front of the Attendance Office. Unclaimed lost and found articles will be donated on a quarterly basis.

**NOTICE TO STUDENTS FROM THE BOARD OF EDUCATION**

We live in a society where dangerous drug and alcohol abuse problems exist. We want our students to mature into healthy, productive adults able to function in a complex world. We must maintain a safe environment in our schools. To reach these ends, the following rule is now in place.

If any student sells, buys, has in his/her possession, or is under the influence of drugs or alcohol while at school or at any school activity, or while traveling to and from school or any school activity, that student will no longer attend school on this campus.

**Newport-Mesa Unified School District**

As a result of action of the Board of Education on August 21, 2009 Section 5.0 of the Rules and Regulations of Policy #5144.11, General Student Conduct, now indicates the following:

- If you buy or sell drugs or alcohol at school or at school-related activities, or while traveling to and from school or school-related activities, you will be subject to expulsion from the School District.
- If you are in the possession of or under the influence of drugs or alcohol at school or at school-related activities, or while traveling to and from school or school-related activities:
- On the first occasion, you may be transferred to another school in the School District.
• On the second occasion, you may be subject to expulsion from the School District.

For additional information regarding these new rules, please contact your principal.

**DANGEROUS WEAPONS**

The Board of Education of the Newport-Mesa Unified School District fully intends for our schools to be safe places for students, staff, and visitors.

Both State law and School District Policy* state that possession of a firearm, knife, explosive, or other dangerous objects of no reasonable use to the student is grounds for expulsion.

Please be aware that our 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(s) and end with the student being expelled from the District.

Weapons and dangerous objects include, but are not limited to, any firearm, stun gun, air gun or spring gun, including toy gun, look-alike or facsimile, slingshot, bludgeon, brass knuckles, any knife (including pocket knives and cutting blades), chains, clubs, stars, and explosives (including M-80's and other dangerous 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 of 1994 requires that any student bringing a firearm to school, the student is subject to one calendar year 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 a weapon or dangerous object.

When a 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 made of the pupil's person or personal property. Student lockers and desks are the property of the school and are subject to search.

For more information, please contact the principal of any school.

*California State Education code Sections 48900 and 48915; Newport-Mesa Unified School District Policy #5149.11

General Student Conduct: Section 2.1.2 Penal Code #626.10

**NMUSD Policies:**

Firearms and weapons expulsion policy for up to one year

The Federal Gun-Free Schools Act of 1994 requires school districts to put this wording in their policy.1 The Act requires "one calendar year of expulsion for any student bringing a firearm to school" and referral of the student to law enforcement.

1. The NMUSD Tobacco-Free Campus Policy is:

The use of tobacco products is not permitted in District buildings or on District property.

NMUSD Policy 3620

2. Tobacco Cessation information:

Ready to Quit Smoking? Call toll Free 1-866 New-Lung (1-866-639-5864)
Newport-Mesa Unified School District
Non-Discrimination Statement

The Newport-Mesa Unified School District Governing Board is committed to providing 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, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression; 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:

Assistant Superintendent, Chief Human Resources Officer
Title IX Coordinator & Compliance Officer
714-424-7589

EQUALITY OF OPPORTUNITY TITLE VI. TITLE IX. SECTION 504 INFORMATION

The Newport-Mesa Unified School District does not discriminate on the basis of race, color, national origin (including lack of English language skills), sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and the Age Discrimination Act of 1975 (pertaining to age). This nondiscrimination policy covers admission access to, and treatment and community legal assistance agencies are available. Legal resources can be located in the telephone book under Legal Services. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the grievance procedures covering discrimination complaints may be directed to:

Dr. Phil D’Agostino - Director of Student Services
Section 504
District Office
2985 Bear Street Costa Mesa, CA 92626
(714) 424-5016

The Newport-Mesa Unified School District recognizes its obligation to provide overall program accessibility through the district for handicapped persons. Contact the Section 504 Coordinator, (714/424-5062) to obtain information as to existence and location of services, activities and facilities that are accessible to and usable to handicapped persons.

Inquiries regarding Federal Laws and regulations concerning nondiscrimination in education or in the compliance with those provisions may also be directed to:
NMUSD CANINE DRUG DETERRENT PROGRAM

The Board of Education is committed to providing a safe and drug-free learning environment for all students and staff. In a continuing effort to keep school campuses free of illegal drugs, the Board of Education authorizes the District to allow the use of specially trained drug detection canines on 7-12 school campuses to search student lockers and vehicles on campus. In collaboration with local law enforcement and with the coordination of the Drug, Alcohol, Tobacco Education Office, these visits will occur at the discretion of the principal during school hours and while students are in class. They will be conducted in as discrete and non-intrusive a manner as possible. The Canine Drug Deterrent Program will augment existing programs to further reduce the presence of illegal drugs on school property.

Policy Adopted: November 7, 1994

DISTRICT POLICIES AND PROCEDURES

Parent / Family Engagement

Corona del Mar High School & Middle School has a written policy jointly developed with parents on parent rights and responsibilities. [Education Code 1101(b)]. Corona del Mar Middle and High School does not have a current and relevant parent involvement policy that been jointly developed with parents and other stakeholders. This policy will be completed and uploaded by March, 2018. It has distributed the policy to parents of students. March, 2018 Corona del Mar High School & Middle School policy describes the means for carrying out the following parental involvement requirements. [Education Code 11501].

Corona del Mar High School & Middle School promotes a shared responsibility among parents, school staff and students for the intellectual, physical, emotional and social development and well-being of students.

Corona del Mar High School & Middle 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
Parents receive automated calls when their child misses school. Parents can view live-time attendance records using the attendance feature in School Loop. Parents have 72 hours to verify an absence with the school site. Parents also receive cumulative absence reports by class period at the end of each marking period via a hard copy mailed home.

b. ensuring that homework is completed and turned in on a timely basis
Parents can view assignment calendar, due dates and view live-time grades using School Loop via the website or app. Parents also receive an automated snapshot of their students course status daily. Teachers provide course syllabi, including homework policies, to all students and parents at the beginning of each school year.

c. encouraging and facilitating the participation of children in extracurricular activities
All opportunities for student involvement are communicated via daily announcement emails, postings on the school websites, Trident TV, social media, email notifications, and events such as Back to School Night and Spring Spotlight on CdM.

d. monitoring and regulating the television viewed by their children
Parents are provided with keynote and guest speakers that address a myriad of parenting strategies including media and social media.

e. working with their children at home in learning activities that extend classroom learning
Parents are encouraged to foster learning, but not complete the activities for their children either directly or via a tutor. Parents are provided with copies of resources upon request (i.e. additional textbook at home). Parents are invited to attend workshops specific to utilizing digital resources such as Naviance to assist their student’s academic progress.

f. volunteering in their children’s classrooms or for other activities at home and
Parents are encouraged to become active in the PTA and other parent organizations. Volunteer opportunities are available for parents to participate in numerous events throughout the school year.

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

Parents are encouraged to be active in the course selection process for their student, working with their school counselor, attending informational meetings regarding special programs and the Spring Spotlight, and individual teacher meetings upon request.
English Learner Supports and 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.

Language Assessment

Every spring, English Learner students take a test called the Summative English Language Proficiency Assessments 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 learner students 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 report shows an overall score, consisting of oral language skills (speaking, listening) and written language skills (reading, writing), and a performance level. Because the ELPAC is a new test, scores from the ELPAC should not be compared to scores from the previous test, the California English Language Development Test (CELDT).

The ELPAC Web site at http://www.elpac.org has the following materials to help parents understand the score reports. These materials include:

- Understanding the Summative Student Score Report — ELPAC, a video
- Guide to Understanding the ELPAC Student Score Report
- Sample Student Score Report
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 as possible and to meet state academic achievement measures.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>1. PROFICIENCY ON LANGUAGE</th>
<th>OTHER MEASURES</th>
<th>REQUIRED SCORE FALL/WINTER</th>
<th>3. TEACHER EVALUATION &amp; EL COORDINATOR RECOMMENDATION</th>
<th>4. PARENT NOTIFICATION/CONSULTATION</th>
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<td>ELPAC: Overall/Oral Language/Written Language</td>
<td>CAASPP ELA</td>
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<td>A. Students will qualify on the teacher evaluation criterion based on report card grades</td>
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<td>Performance Level 4: Listening/Speaking/Reading/Writing Performance “Well Developed”</td>
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<td>grade of C or better in ELD or ELA.</td>
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<td>8th grade CAASPP ELA² or</td>
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**EC §234.7 Immigration status of pupils: Know Your Educational Rights**

Your Child has the Right to a Free Public Education
• All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.

• In California:
  o All children have the right to a free public education.
  o All children ages 6 to 18 years must be enrolled in school.
  o All students and staff have the right to attend safe, secure, and peaceful schools.
  o All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
  o 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.
District Notifications

Non-Discrimination (BP 0410)

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:

Leona Olson
Assistant Superintendent, Chief Human Resources Officer
Title IX Coordinator & Compliance Officer
714-424-5043 lolson@nmusd.us

If you have any additional questions regarding the process, please contact Human Resources at 714-424-5043.

A copy of Board Policy 0410 - Nondiscrimination in District Programs and Activities is available at www.nmusd.us.

Sexual Harassment (BP 5145.7)

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

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

1. Submission to such conduct is explicitly or implicitly a term or condition of a student’s academic status or progress or an employee’s term or condition of employment;

2. Submission to, or rejection of, such conduct by the individual is used as the basis for an academic or employment decision affecting that person;

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

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

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

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

Leona Olson
Assistant Superintendent, Chief Human Resources Officer
Title IX Coordinator & Compliance Officer
714-424-5043 lolson@nmusd.us

A copy of BP 5145.7 and BP 4119.11, 4219.11, 4319.11- Sexual Harassment and the corresponding ARs are available at www.nmusd.us

Bullying (BP 5131)

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:

Leona Olson
Assistant Superintendent, Chief Human Resources Officer
Title IX Coordinator & Compliance Officer
714-424-5043
lolson@nmusd.us

A copy of Board Policies (BP) 5131, 5131.2, 5137, 5144, 5145.3 and 1312.3 and Administrative Regulations (AR) 5144, 5145.3 and 1312.3 is available at www.nmusd.us.

**Dangerous Objects, Weapons**

The Newport-Mesa Unified School District is committed to providing a safe school and working environment. Both California State Education Code and Newport Mesa Unified School District Board policy 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.

**Pupil Fees (AB 1575)**

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.
Uniform Complaint Procedure (BP 1312.3)

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:

Leona Olson
Assistant Superintendent, Chief Human Resources Officer
Title IX Coordinator & Compliance Officer
714-424-5043  lolson@nmusd.us

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

If you have any additional questions regarding the process, please contact Human Resources at 714-424-5043.

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

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

Written Decision: Within sixty (60) days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the District’s investigation and decision.
Appeals to the California Department of Education: If the complainant is dissatisfied with the District decision may appeal in writing to the California Department of Education within fifteen (15) days of receiving the District’s decision. When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district’s decision and must include copies of the complaint and the District’s decision. In addition, the complainant has the right to contact the Office of Civil Rights or the Equal Employment Opportunity Commission to file a claim.

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

Copies of the District’s full Uniform Complaint procedures are available at the District’s Human Resources Office and at each school site. Complaints alleging non-compliance or alleging unlawful discrimination should be directed to the school principal and/or the Assistant Superintendent, Human Resources:

Leona Olson
Assistant Superintendent, Chief Human Resources Officer
Title IX Coordinator & Compliance Officer
714-424-5043 lolson@nmusd.us

Williams Complaint
Classroom Notice for 2018-19
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 http://web.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.

**Married/Pregnant/Parenting Students (BP 5146)**

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

I. NMUSD does not exclude or deny any student from any educational program or activity solely on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.

II. Pregnant students and parenting male or female students are not excluded from participation in their regular school programs or required to participate in pregnant-student programs or alternative educational programs.

III. NMUSD treats pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom in the same manner and under the same policies as any other temporary disability.

Any student who feels he/she is being or has been discriminated based on their actual or potential parental, family, or marital status that treats students differently on the basis of sex is encouraged to immediately contact his/her teacher, the principal, or any other available school employee. The allegation of unlawful discrimination may also be reported under BP 1312.3 - Uniform Complaint Procedure to the District’s Uniform Complaint Officer.

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

*A copy of BP 5146 - Married/Pregnant/Parenting Students is available at [www.nmusd.us](http://www.nmusd.us)*

**Participation in Extra Curricular and Cocurricular Activities (BP 6145)**

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

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

Any complaint alleging unlawful discrimination in the District’s extracurricular and cocurricular programs or activities shall be filed in accordance with the District’s BP 1312.3 - Uniform Complaint Procedures.

A copy of BP and AR 6145 - Extracurricular and Cocurricular Activities is available at www.nmusd.us.

 Participation in Athletic Competition (AR 6145.2)

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

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

Administrative Regulation (AR) 6145.2 - Athletic Competition outlines the considerations to determine whether equivalent opportunities are available to both sexes, as well as the criteria used to ensure the District’s athletic program effectively accommodates the interests and abilities of both sexes in athletics.

Any complaint alleging unlawful discrimination within the district’s athletic program shall be filed in accordance with the District’s BP 1312.3 - Uniform Complaint Procedures.

A copy of AR 6145.2 - Athletic Competition is available at www.nmusd.us.
Guidance/Counseling Services (BP 6164.2)

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

Any complaint alleging unlawful discrimination in the District’s academic program shall be filed in accordance with the District’s BP 1312.3 - Uniform Complaint Procedures.

A copy of BP 6164.2 - Guidance/Counseling Services is available at www.nmusd.us.

School Accountability Report Card

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

Information on Child’s Level of Achievement

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

Homeless pupils have certain rights under California and United States law. For information concerning these rights, please contact the District’s liaison for homeless children and youths in Student Services, who may be contacted at 714-424-5016.

**District Policy on Parent and Family Engagement**

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

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

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

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

**Title I Schools**

The Superintendent or designee shall involve parents/guardians in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians. (Education Code 11503; 20 USC 6318)
When the district’s Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities. The Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district’s Title I funds will be allotted for parent/guardian and family engagement activities and shall ensure that priority is given to schools in high poverty areas in accordance with law. (20 USC 6318, 6631)

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

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

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

Non-Title I Schools

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