



Annual Notice of Parent Rights and Responsibilities 2023-24 School Year

Ojai Unified School District
(805) 640-4300
www.ojaiusd.org

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EMERGENCY SITUATIONS

In the event of an emergency, information may be accessed through the following sources:

Parent Square alert will be sent to your designated devices.

District Facebook Page will be updated with information [https:// www.facebook.com/ojaiusd.org](https://www.facebook.com/ojaiusd.org)

District Web-site check for updated information: <http://www.ojaiusd.org>

Listen to the following* radio and/or television stations:

KHAY (100.7 FM), KEYT TV (Channel 3), KXLM (102.9 Spanish)

**Other media sources may be unreliable and should be disregarded.*

Information regarding the closure of schools will be communicated via Parent Square and the local via Parent Square and to the local 'news outlets by 6:00 a.m. If there is no message on the radio by approximately 6:30 a.m., it is probable that schools will be open.

Other Procedures:

Ojai Unified uses **Parent Square** to notify parents, students and staff regarding school closures or updated conditions. In order for the system to reach you, please be sure your school has current contact information on record.

In the event of a power outage, emergency condition, or other phone system outage, the message systems may not be usable.

DISTRICT DIRECTORY

School	Address	Telephone
District Office	414 E. Ojai Avenue	640-4300
A Place to Grow Preschool	Montgomery & Aliso	640-4300 X 1091
Meiners Oaks Elementary	400 S. Lomita Avenue	640-4378
Mira Monte Elementary	1216 Loma Drive	640-4384
San Antonio Elementary	650 Carne Road	640-4373
Summit School		
Topa Topa Elementary	916 Mountain View	640-4366
Matilija Middle School	703 El Paseo Road	640-4355
Chaparral High School	414 E. Ojai Avenue	640-4330
Nordhoff High School	1401 Maricopa Highway	640-4343

Providing for your student's safety when at school is a major responsibility of our staff. All schools and child development centers have a disaster plan. The principal and staff are prepared to make prompt and responsible decisions in any situation that could threaten the safety of the students.

The need to lockdown or shelter-in-place, evacuate students or close school before the regularly scheduled closing time could arise from a relatively minor emergency such as a prolonged interruption of power or from a major event such as a violent incident on campus, an earthquake, or severe storm. During these times, communication and/or transportation may be disrupted.

DISTRICT RELEASE POLICY

No student will be dismissed from school unless a parent (or individual designated by a parent) comes for him/her. No student will be released to another person, even a relative or baby sitter, unless there is written permission to that effect or that particular person is listed on the student's *Emergency Card* in our files and is able to identify him/herself. If any of your contact information changes during the year, please visit the office to update the Emergency Card. All parents or designated persons who come for students must sign their student(s) out at the office, unless directed elsewhere on campus by posted signs.

Please be assured, we are prepared to care for your student in emergency situations. Members of our staff are trained in the areas of first aid, search and locate, and student safety to ensure that all your student needs will be met. We will communicate with local emergency services. They will be apprised of our current status and the need for additional resources.

We ask for your help in the following ways:

- **Do not call the school.** We will contact you, if necessary. It is essential that telephone lines be kept open for emergency calls. Turn to the above radio stations for more information.
- **Do not drive to the school.** The school access routes and street entrances must remain clear for emergency vehicles. We will notify you through our Parent Square notification system when safe access is recommended.

During the school year your child will be trained in the necessary emergency procedures. Each student will learn how to react, where to assemble, and what to expect in an emergency situation.

We suggest that you meet with your immediate family and develop an emergency plan. There are several free publications available to assist you. Please call the local chapter of the American Red Cross at **800-951-5600** or visit them online at www.redcross.org. More information can be found at www.fema.org

If you have any questions or comments regarding our emergency preparations, please call the school office.

STUDENT CONDUCT AND DISCIPLINE

STUDENT RESPONSIBILITIES

5 CCR 300 and EC 44807

Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; observe good order and propriety of deportment; be diligent in study; be respectful to his teacher and others in authority; be kind and courteous to schoolmates; and refrain entirely from the use of profane and vulgar language.

Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation.

SAFE PLACE TO LEARN ACT

EC 234 and EC 234.1

The Ojai Unified School District is committed to maintaining a learning environment that is free from discrimination, harassment, intimidation, and bullying based. The Ojai Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination 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, genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying, must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, intimidation, and bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incident and/or to receive a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact the school principal.

PROHIBITED STUDENT CONDUCT

OUSD BP 5131, AR 5144.1 and EC 48900

The Board of Education believes that all students have the right to be educated in a positive learning environment free from disruptions. Prohibited student conduct includes, but is not limited to:

- conduct that endangers students, staff, or others
- conduct that disrupts the orderly classroom or school environment
- harassment or bullying of students or staff, including, but not limited to, cyberbullying, intimidation, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption, in accordance with the section entitled "Bullying/Cyberbullying". Cyberbullying includes the transmission of

communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device, even when the act originated off campus. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

- damage to or theft of property belonging to students, staff, or the district
- possession or use of a laser pointer, unless used for a valid instructional or other school-related purpose, including employment (Penal Code 417.27) Prior to bringing a laser pointer on school premises, students shall first obtain permission from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for a valid instructional or other school-related purpose.
- use of profane, vulgar, or abusive language
- plagiarism or dishonesty on school work or tests
- inappropriate attire
- tardiness or unexcused absence from school
- failure to remain on school premises in accordance with school rules
- possession, use, or being under the influence of tobacco or nicotine, alcohol, or other prohibited drugs, including electronic hookahs and other vapor emitting devices with or without nicotine content that mimic the use of tobacco products while on campus, while attending school sponsored events, or while under the supervision and control of district employees.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of the privilege of participation in extracurricular or co-curricular activities in accordance with board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

Students also may be subject to discipline, in accordance with law, board policy, or administrative regulation, for any off-campus conduct during non-school hours, which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

STUDENT DRESS CODE

EC 35183 and OUSD BP 5132

The Ojai 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 the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction, which would interfere with the educational process.

In cooperation with teachers, students and parents/guardians, the principal shall establish school rules governing student dress. The dress code will prohibit students from wearing clothing that advocates drugs, alcohol, gangs, violence or illegal acts. Students and parents/guardians shall be informed by each school about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

STUDENT SEARCH AND SEIZURE

OUSD BP 5145.12

The Board of Education is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or district property under their control and may seize illegal, unsafe, or otherwise prohibited items. In addition, school officials may perform random searches of students, their belongings, their vehicles parked on district property, and district properties under a student's control, including lockers or desks.

In an effort to keep the schools free of dangerous contraband, the district may use specially trained, nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or board policy. The dogs may sniff the air around lockers, desks, or vehicles on district property or at district-sponsored events. Dogs shall not sniff within the close proximity of students or other persons and may not sniff any personal items on those persons without their consent.

ELECTRONIC SIGNALING DEVICE

EC 48901.5, and OUSD BP/AR 5131 and BP/AR 5145.12

Each school will establish and distribute rules on use of electronic devices by students while on campus, while attending school- sponsored activities, or while under the supervision and control of school district employees.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the student and use of which is limited to purposes related to the health of the student.

A student who violates the school policy may be prohibited from possessing a mobile communications device at school or school- related events and/or may be subject to further discipline in accordance with board policy and administrative regulation. In accordance with District search and seizure policy, a school official may search a student's mobile communications device, including, but not limited to, reviewing phone logs and messages or viewing pictures.

Students shall not use mobile communications devices, even in hands-free mode, while driving on school grounds or to and from a school-related activity. A student who violates this policy may

be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to further discipline in accordance with board policy and administrative regulation.

ELECTRONIC LISTENING/RECORDING DEVICE

EC 51512

The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.

OFF CAMPUS LUNCH (High School Only)

EC 44808.5

For eligible students Nordhoff High School has an open lunch campus for lunch for grades 11 and 12 meeting specific criteria. The high school will disseminate the information in its student handbook. The district is not liable for the conduct or safety of any student during such time as the pupil has left the school grounds.

HARASSMENT

EC 48900 et al. and OUSD BP 5145.3

The board prohibits discrimination, intimidation, or harassment of any student by any employee, student, or other person in the district. Prohibited harassment includes physical, verbal, nonverbal, or written conduct that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the purpose or effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects the student's educational opportunities.

Students who engage in discrimination or harassment in violation of law, board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in harassment or prohibited discrimination shall be subject to disciplinary action, up to and including dismissal.

SEXUAL HARASSMENT

EC 48900.2, EC 212.5, CCR Title 5 Sec.4964 and OUSD BP 5145.7

The Board of Education is committed to maintaining an educational environment that is free from harassment and discrimination. The board prohibits sexual harassment of students by other students, employees, or other persons, at school or at school-sponsored or school-related activities. The board also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in district complaint processes.

Instruction/Information - The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

- What acts and behavior constitute sexual harassment; including the fact, that sexual harassment could occur between people of the same gender.
- A clear message that students do not have to endure sexual harassment.
- Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained.
- Information about the District's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made.

Prohibited sexual harassment includes, 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, when made on the basis of sex and under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way

9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects.

Any student who feels that he/she is being or has been sexually harassed by a school employee, another student, or a non-employee on school grounds or at a school-related activity shall immediately contact his/her teacher or principal/designee. The district shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the district has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint. Where the principal or designee finds that sexual harassment occurred, he/she should take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where necessary. In addition, the student may file a formal complaint with the superintendent or designee in accordance with the district's uniform complaint procedures.

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. The district shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in the schools.

BULLYING AND CYBERBULLYING

EC 23, EC 48900, OUSD BP 5131 and AR 5144.1

The board desires to prevent bullying by establishing a positive, collaborative school climate and clear rules for student conduct. The district may provide students with instruction, in the classroom or other educational settings, that promotes communication, social skills, and assertiveness skills and educates students about appropriate online behavior and strategies to prevent and respond to bullying and cyberbullying.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies. Parents/guardians, students, and community members may be provided with similar information.

Cyberbullying includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device, even when the act originated off campus. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation. Students shall be encouraged to save and print any messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

Students may submit a verbal or written bullying complaint of conduct they consider to be bullying to a teacher or principal. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment. All complaints regarding bullying may be filed in accordance with the district's uniform complaint procedures.

When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff, or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

Any student who engages in bullying/cyberbullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

HATE VIOLENCE

EC 233 and EC 48900 .3

A student in any of grades 4 to 12 may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.

TERRORISTIC THREATS

EC 48900.7

A student may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

For the purposes of this section, "terroristic threat" shall include any statement whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

STUDENT DISCIPLINE

EC 35291, 35291.5, 32051 and OUSD BP 5144

The Board of Education desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The board believes that high expectations for student behavior, effective classroom management, and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. In addition, discipline shall be used in a manner that corrects student behavior without intentionally creating an adverse effect on student learning or health.

Each school district may prescribe procedures to provide written notice to students and parents/guardians regarding school rules and procedures. School sites may adopt rules and procedures established by school committees with specific membership and filed with the Board of Education. Parents/guardians will be notified regarding the availability of site and district rules as well as procedures pertaining to discipline.

GROUNDINGS FOR SUSPENSION

The Ojai Unified School District may suspend students from school and/or recommend transfer to another school/program or recommend expulsion for the following:

- caused, attempted to cause, or threatened to cause physical injury to another person.
- willfully used force or violence upon the person of another, except in self-defense.
- possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object.
- unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance, an alcoholic beverage, or an intoxicant of any kind.

- unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- committed or attempted to commit robbery or extortion.
- caused or attempted to cause damage to school property or private property.
- stole or attempted to steal school property or private property.
- possessed or used tobacco, or products containing tobacco or nicotine, including, but not limited to, cigarettes, electronic hookahs and other vapor emitting devices with or without nicotine content that mimic the use of tobacco products, while on campus, while attending school sponsored events, or while under the supervision and control of district employees, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- committed an obscene act or engaged in habitual profanity or vulgarity.
- unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
- disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- knowingly received stolen school property or private property.
- possessed an imitation firearm.
- committed or attempted to commit a sexual assault or committed a sexual battery.
- harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drugs.
- engaged in, or attempted to engage in, hazing.
- engaged in an act of bullying, including, but not limited to, bullying committed by means of electronic act directed specifically toward pupil or school personnel, even when the electronic act originated off campus. A pupil who aids or abets the infliction or attempted infliction of physical injury to another person.

Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, even when the electronic act originated off campus, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property

- Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- Causing a reasonable pupil to experience substantial interference with his or her academic performance
- Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet Web site including, but not limited to, posting to or creating a burn page.

"Burn page" means an Internet Web site created for the purpose of having one or more of the following effects:

- creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in Bullying paragraph. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated
- creating a false profile for the purpose of having one or more of the effects listed in the Bullying paragraph. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile. -

"Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

- engaged in sexual harassment (grades 4-12)
- caused, attempted to cause, threatened to cause, or participated in an act of hate violence (grades 4-12).
- intentionally engaged in harassment, threats, or intimidation directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment (grades 4-12)
- made terroristic threats against school officials or school property, or both.

The superintendent or principal may use his/her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior.

STUDENT SUSPENSION AND EXPULSION VIOLATIONS

EC 48915

Students will be suspended and, in some cases, recommended for expulsion for committing any of the acts noted below at school or at a school activity off school grounds. The principal or superintendent may determine that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct.

1. causing serious physical injury to another person, except in self-defense
2. possession of any knife or other dangerous object
3. unlawful possession of any controlled substance
4. robbery or extortion
5. assault or battery on any school employee
6. possessing, selling, or otherwise furnishing a firearm
7. brandishing a knife at another person
8. unlawfully selling a controlled substance
9. committing or attempting to commit a sexual assault or sexual battery
10. possession of an explosive

The school board retains the sole authority to authorize a student expulsion.

MAKE-UP WORK DURING SUSPENSION

EC 48913

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension.

PARENT FINANCIAL LIABILITY

EC 48904

Notwithstanding Section 1714.1 of the Civil Code, the parent or guardian of any minor whose willful misconduct results in injury or death to any pupil or any person employed by, or performing volunteer services for, a school district or private school or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district or private school, or personal property of any school employee, shall be liable for all damages so caused by the minor.

Any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the school district or private school authorized to make the demand may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages.

ENROLLMENT

RESIDENCY

EC 48200 and EC 48204

A student shall be deemed to have complied with district residency requirements if the parent/guardian resides within district boundaries. A student may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; a pupil who is a foster child who remains in his or her school of origin; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district; or a pupil residing in a state hospital located within the boundaries of the school district.

INTRADISTRICT ATTENDANCE

EC 48980

Parents/guardians of students living within the Ojai Unified School District boundaries may apply to other schools within the district for their child to attend on a space available basis. Information on each school within the district is provided at each school. Transportation to any other school is the responsibility of the parent.

INTERDISTRICT ATTENDANCE

EC 46600-46607

Parents/guardians of students living outside the boundary of the Ojai Unified School District may apply for an Interdistrict Transfer. The parent/guardian of a student may seek release from the home district to attend a school in another district. School districts may enter into agreements for the interdistrict transfer of one or more students for a period of up to five years. The agreement must specify the terms and conditions for granting or denying transfers and may contain standards of reapplication and specify the terms and conditions under which a permit may be revoked. Unless otherwise specified in the agreement, a student will not have to reapply for an interdistrict transfer, and the school board of the district of enrollment must allow the student to continue to attend the school in which he/she is enrolled. A permit may be revoked if the student fails to uphold appropriate behavior standards and/or fails to make appropriate academic efforts. For forms, policies and questions regarding Interdistrict transfers, please contact the District Office at (805) 640-4300.

DISTRICT OF CHOICE*EC 48300*

The Ojai Unified School District is a district of choice; that is, a district that accepts transfer students from outside the district under the terms of a resolution. Ojai Unified School District Board of Education determines the number of transfers it is willing to accept and makes sure that students are selected through a "random and unbiased" process, which generally means a lottery process. Students must request transfer into Ojai Unified School District by January 1 of the prior school year. A modified application process is available for relocated military personnel. For forms, policies and questions, please contact the District Office at (805) 640-4300 x1023.

OPEN ENROLLMENT ACT*EC 48350*

Whenever a student is attending a school on the Open Enrollment List as identified by the State Superintendent of Public Instruction, the student may seek to transfer to another school within or outside of the district, as long as the school to which he/she is transferring has a higher Academic Performance Index. Parents of high school athletes should check on CIF sports eligibility rules before pursuing a transfer under this option. Transportation to any other school is the responsibility of the parent. School districts are allowed to adopt specific, written standards for acceptance and rejection of applications as long as students are selected through a random and unbiased process. Unless the school board waives the deadline, requests for transfers are to be submitted by January 1 of the prior school year. To apply, parents must directly contact the school district to which they seek to transfer their student. The Open Enrollment List can be found on the California Department of Education website at <http://www.cde.ca.gov/sp/eo/op/>.

FOSTER YOUTH EDUCATIONAL LIAISON*EC 48850*

The Ojai Unified School District's educational liaison will ensure that students in foster care shall receive stable school placement, placement in least restrictive educational programs, access to academic resources, services, and extracurricular and enrichment activities available to all students, full and partial credits for coursework taken, and meaningful opportunity to meet state student academic achievement standards. For questions regarding foster care, contact the District Office Student Services Department at (805) 640-4300.

HOMELESS LIAISON*EC 48850 and 42 USC 11431*

In compliance with the McKinney-Vento Homeless Education Assistance Act of 2001, the district shall grant students who are homeless the opportunity to enroll in their last school of attendance while living in a permanent residence. The Ojai Unified School District's homeless liaison will ensure that parents/guardians of homeless pupils are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in education of their children. Homeless youth have the right to immediate enrollment

in school of origin or school where currently residing without proof of residency. For questions regarding homeless act, please contact the District Office Student Services Department at (805) 640-4300.

ATTENDANCE

COMPULSORY ATTENDANCE

EC 48200

Parents are legally required to send their children, between the ages of 6 and 18, to school regularly and must enroll in a school in the school district in which the parent resides.

ABSENCES

Absence from school, regardless of the reason, limits your child's educational opportunities and can negatively affect his/her grades, academic achievement, promotion, graduation, self-esteem, and future employment. To emphasize the importance of regular school attendance, students may be required to make up time for absences when the absence is not excused or if it is not for a justifiable reason (EC 37223).

In the event that your child is, absent from school, please include the following elements in your verification phone call or note to school:

- your child's name
- the date(s) of the absence
- the reason for the absence (example: fever, vomiting, flu, stomachache, etc.)
- name of parent/guardian and relationship to the child
- for notes only - the signature of parent/guardian and the date of note.

There are two types of absences: parent excused (verified) absences and unexcused (unverified absences). Absences without a verified excuse (defined below) are recorded as unexcused absences.

EXCUSED (VERIFIED) ABSENCES

EC 48205

A pupil shall be excused from school when the absence is:

1. due to his or her illness.
2. due to quarantine under the direction of a county or city health officer.
3. for the purpose of having medical, dental, optometric, or chiropractic services rendered.
4. for the purpose of attending the funeral services of a member of his or her immediate family, as 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.

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 his or her religion, attendance at religious retreats, or 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 board.
8. for the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
9. for the purpose of spending time with a member of the pupil's immediate family, who is an active-duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

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, therefore. 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.

Attendance at religious retreats shall not exceed four hours per semester.

Absences pursuant to this section are deemed absences in computing average daily attendance and shall not generate state apportionment payments. The district does not receive funds for these excused absences.

"Immediate family," as used in this section, includes mother, father, grandmother, grandfather, spouse, son, son-in-law, daughter, daughter-in-law, brother, sister, or any relative living in the immediate household of the student (EC 49194).

TARDINESS

Students are required to be on time for school. If students are late, they should bring a valid/verified excuse from home to the school office. Frequent tardiness in excess of 30 minutes without valid/verified excuse is considered truancy under state law.

TRUANCY

EC 48260- 48264

A student is considered truant after three unverified absences or tardies in a school year. After a student has been reported as a truant three or more times in a school year, the

student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is considered a chronic truant.

If any minor pupil in any district of a county is a habitual truant, or is irregular in attendance at school, as defined in the parent excused process below, or is habitually insubordinate or disorderly during attendance at school. The school attendance supervisor, administrator or designee, a peace officer, or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from his/her home and who is absent from school without valid excuse within the county, city or school district. A student who is truant may be referred to a School Attendance and Review Board (SARB).

TRUANCY NOTIFICATION PROCESS

Unexcused (unverified) absences:

- 3 or more unexcused absences/tardies - First truancy letter sent to parents
- 4 or more unexcused absences/tardies - Second truancy letter and parent conference scheduled
- 5 or more unexcused absences/tardies - Third truancy letter and required Saturday School
- If failed to attend Saturday School or the student continues truant behavior - Fourth truancy letter and the student will be referred to SARB.

Parent excused (verified) absences:

- 12 or more excused absences/tardies - First truancy letter sent to parents
- 15 or more excused absences/tardies - Second truancy letter sent, and parent conference scheduled
- More than 15 excused absences/tardies - Third truancy letter and required Saturday School
- If failed to attend Saturday School or the student continues truant behavior- Fourth truancy letter and the student will be referred to SARB.

ABSENCE FOR RELIGIOUS PURPOSES

EC 46014

A student may be excused for religious exercises for a part of a day up to four times per month, provided a minimum day is completed. The district does not receive funds for these excused days, unless the student attends a minimum day. No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

EXCUSE FROM SCHOOL FOR CONFIDENTIAL MEDICAL SERVICES

EC 46010.1

School authorities may excuse any minor pupil in grades 7-12 from school for obtaining confidential medical services without the consent of the pupil's parent or guardian.

SHORT-TERM INDEPENDENT STUDY AGREEMENT

If you know in advance that your child will be absent for 53 or more consecutive days, please contact the office of your school no fewer than three (3) days prior to the planned absence. We can provide an opportunity for your child to receive assignments and credit for work completed through an Independent Study Agreement.

MINIMUM DAYS

EC 48980(c)

At the beginning of the first semester or quarter of the regular school term, the Governing Board shall notify parents/guardians of all pupils of the schedule of minimum days and pupil-free staff development days. For any minimum or pupil-free days scheduled thereafter, parents/guardians shall be notified one month before the scheduled minimum or pupil-free day.

ACADEMICS

CALENDAR, MINIMUM DAYS AND PUPIL-FREE DAYS

EC 48980(c)

The Ojai Unified instructional calendar is on our website at ojaiusd.org. A schedule of minimum days and pupil-free staff development days are also published. If additional days are scheduled thereafter, the district shall notify parents and guardians of the affected pupils as early as possible, but not later than one month before the scheduled minimum or pupil-free day.

AVAILABILITY OF PROSPECTUS

EC 49063 & 49091.14

A prospectus of the courses offered by the school and district is available upon request, for inspection.

CAREER COUNSELING AND COURSE SELECTION

EC 221.5 (d)

Commencing in grade 7, school personnel shall assist pupils with course selection or career counseling, affirmatively exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil's gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions.

NOTICE OF ALTERNATIVE SCHOOLS

EC 58500

California state law authorizes all school districts to provide for alternative schools, defined as a school or separate class group within a school, which operate in a manner designed to:

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

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, please contact the principal or the Assistant Superintendent at 805-640-4300.

GIFTED AND TALENTED EDUCATION PROGRAM

5 CCR 3831

A copy of the district's GATE program, which includes the rationale for the district's method of identification of gifted and talented pupils, the procedures for ensuring parent participating, and the procedures to inform parents of a student's participation or nonparticipation in the program, is available by contacting the Assistant Superintendent's office at (805) 640-4300.

VICTIM OF A VIOLENT CRIME

USC Title 20 7912a

A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends has the right to transfer to another school within the district. The district has 14 calendar days to offer students the option to transfer. For more information, please contact the principal or Assistant Superintendent at 805-640-4300.

HEALTH AND SEX EDUCATION COURSES

EC 51930-51939

The district is required to give parent/guardians written notification regarding sexual education, HIV/AIDS prevention, and related assessments for students in grades 7-12. A parent/guardian has the right to excuse their child from all or part of comprehensive sexual health education. Written and audiovisual educational materials used for sexual health education and HIV/AIDS prevention education are available for inspection.

Parents will receive notice prior to instruction, assessments, if district staff or an outside speaker will be used, and how and where to inspect written and audiovisual materials to be used, and how to request a copy of EC 51933 and 51934 et seq. concerning sexual health and HIV/AIDS prevention education.

Whenever any part of the instruction of sex education conflicts with the religious training or beliefs or personal moral convictions of the parent/guardian of any student, the student shall be excused from such training upon written request of the parent/guardian

TESTS OR SURVEYS ON PERSONAL BELIEFS

EC 51513

Students will not be a given test, questionnaire, survey, or examination containing any questions about the pupil's personal beliefs or practices in sex, family life, morality, and religion, or any questions about the pupil's parents' or guardians' beliefs and practices in sex, family life, morality, and religion, unless the parent/guardian gives written permission.

CALIFORNIA HEALTHY KIDS SURVEY

EC 51938

This survey is anonymous, voluntary, and confidential, it provides research and evaluation tools to measure pupils' health behaviors and risks, including tests, questionnaires, and surveys. Age-appropriate questions are asked about the pupil's attitudes concerning or practices relating to sex. This survey may be administered to any pupil in grades 7 to 12, inclusive, if the parent or guardian is notified in writing that this test, questionnaire, or survey is to be administered. The pupil's parent or guardian is given the opportunity to review the test, questionnaire, or survey and to request in writing that his or her child not participate.

OBJECTION TO USE OF ANIMALS FOR CLASSROOM RESEARCH

EC 32255.1 and EC 32255.4

Any pupil with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, shall notify his or her teacher regarding this objection. If the pupil chooses to refrain from participation in an education project involving the harmful or destructive use of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the pupil to develop and agree upon an alternate education project for the purpose of providing the pupil an alternate avenue for obtaining the knowledge, information, or experience required by the course of study in question. The alternative education project shall require a comparable time and effort investment by the pupil. It shall not, as a means of penalizing the pupil, be more arduous than the original education project. The pupil shall not be discriminated against based upon his or her decision to exercise his or her rights.

Pupils choosing an alternative educational project shall pass all examinations of the respective course of study in order to receive credit for that course of study. However, if tests require the harmful or destructive use of animals, a pupil may, similarly, seek alternative tests pursuant to this chapter. A pupil's objection to participating in an educational project pursuant to this section shall be substantiated by a note from his or her parent or guardian.

Each teacher teaching a course that utilizes live or dead animals or animal parts shall inform their students of their rights.

PHYSICAL PERFORMANCE TEST

EC 60800

Aggregate results of the physical performance testing will be reported in the annual school accountability report card. All 5th, 7th, and 9th grade students are required to participate in the fitness test to the best of their ability.

LOCAL CONTROL ACCOUNTABILITY PLAN

EC 52060-52077 and 5 CCR 4600

California's Local Control Funding Formula (LCFF) controls how Local Education Authorities (LEA) are funded and how K-12 LEAs are held accountable. The Local Control Accountability Plan (LCAP) is a required component of the funding formula. The LCAP and Annual Update

must be completed by all LEAs each year. An LEA's LCAP is written and developed after consulting with stakeholders: parents, staff, students, and community members. In developing goals, specific actions, and expenditures, LEAs consider how to reflect the services and related expenses for their basic instructional program in relationship to the state priorities. Detailed information may be found on the district's website at ojaiusd.org or by contacting the Director of Special Projects at (805) 640-4300. A complaint that an LEA has not complied with the requirements of the LCAP may be filed with the LEA or Ventura County Superintendent of Schools pursuant to the Uniform Complaint Procedures found in this booklet.

SCHOOL ACCOUNTABILITY REPORT CARD

EC 35256 and EC 35258

Current data regarding all school programs is provided on a yearly basis in the School Accountability Report Card. This document is available by request through the individual school site, the superintendent's office, or at ojaiusd.org.

CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE AND PROGRESS (CAASPP)

EC 60604, EC 60615, and EC 60640

California Assessment of Student Performance and Progress (CAASPP) is a testing program administered each spring as part of a comprehensive plan for high-quality teaching and learning, aligned with the state's rigorous new standards for English language arts/literacy, science and math, to prepare our students for the challenges of the future. The plan includes higher academic standards, more decision-making in the hands of schools and communities, and more resources dedicated to schools and to students with the greatest needs. A parent or guardian may annually submit to the school a written request to excuse his or her child from any or all parts of any test provided for the school year. Notwithstanding any other provision of law, a parent's or guardian's written request to school officials to excuse his or her child from any or all parts of the assessments administered shall be granted. If a parent or guardian submits an exemption request after testing has begun, any test(s) completed before the request is submitted will be scored and the results reported to the parent or guardian and included in the pupil's records.

CALIFORNIA HIGH SCHOOL PROFICIENCY EXAMINATION

5 CCR 11523 and EC 48412

The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency, however, is not equivalent to completing all course work required for regular graduation from high school. For more information, including administration dates and registration deadlines, visit the following Web site: <http://www.chspe.net>

ADVANCED PLACEMENT EXAMINATION FEES

EC 48980 (k) and EC 52240-52243

Eligible high school students may receive financial assistance to cover the costs of the Advanced Placement examination fees or the International Baccalaureate examination fees, or both.

Please contact the Assistant Principal of Curriculum and Instruction,
(805) 640-4343 for information.

CAREER TECHNICAL EDUCATION

EC 51229

Students may also explore career options through Career Technical Education. These are programs and classes offered by a school that are specifically focused on career preparation and/or preparation for work. The programs and classes are integrated with academic courses and support academic achievement. Students can learn more about career technical education by referring to the following web page: www.cde.ca.gov.

GRADUATION AND UNIVERSITY ADMISSION REQUIREMENTS (a-g)

EC 51225.3 and OUSD BP 6146.1

Ojai Unified School District Requirements Course	Units	University of California and California State University Admissions Requirements (A-G)	Units
Social Science- 4 years College and Career Foundations World Geography P Health World History P or AP Euro History P US History P or AP Government P & Econ. P or AP Gov.	40 5 2.5 2.5 10 10 10	(a) History/ Social Science - 2 years Required US History (10 units) & World History P (10 units) NHS Courses: World Geography P, World History P, World History P Academy, US History P, US History P Academy, AP US History, Government P, AP Government & Politics US, AP European History	20
English- 4 years English 9 or 9P or 9H English 10 or 10P or 10H English 11 or 11P or 11AP English 12 or 12P or 12AP	40 10 10 10 10	(b) English (college prep or higher) 4 years of college preparatory English. Students may use 1 year of ESL/ELD, SDAIE or Sheltered English. NHS Courses: English9P, English9H, English10P, English10H, English10P Academy, English11P, English11P Media Arts, AP English Language and Composition, English 12P, AP English Lit. Composition	40
Mathematics- 3 years	30	(c) Mathematics-3- years required, 4-years recommended 3-years of college preparatory mathematics that include Algebra 1P, Int. Math P, Geometry P, Algebra 2P or higher.	30
Science- 2-Years (3-years recommended, beginning with the graduating class of 2021 and beyond)	20	(d) Science- 2-years required, 3-years recommended Laboratory science including 2 of the 3 fundamental disciplines of Biology, Chemistry, and Physics. This requirement can also be met by completing the latter of 2- years of a 3- year Integrated Science program. NHS Courses: Intro to Biology P, Biology P, Intro to Chemistry P, Intro to Chemistry Academy P, Chemistry P, Physics P, Physics HP, AP Phvsics1	20

Foreign Language or Visual & Performing Arts or Career Technical Education - 1 year	10	<p>(e) Language other than English 2-years, 3-years recommended. Two years of the same language other than English. NHS courses: Spanish 1P, Spanish 2P, Spanish 3P, Spanish 4P, Spanish 4AP</p> <p>(f) Visual & Performing Arts- 1-year required NHS courses: Art P/Studio Art P, Ceramics P/ Ceramics Adv. P, Drama IP//IIP, Gold 'n Blue Singers P, Dance 1P/2P, ROP/CTE Computer Graphic Art P, ROP/CTE Video Production P, Symphonic Band P, String Orchestra P, Wind Ensemble HP</p>	20 10
Electives	75	<p>(g) College Prep Electives NHS courses: Economics P, Lab Physical Science HP, Geoscience P, AP Psychology, AVID Sr. Seminar P, Environmental Field Studies P or any classes in a-f above beyond the requirement.</p>	10
Minimum Credits for Graduation	225	Parents and students are encouraged to consult with the counseling department regarding meeting the minimum eligibility for a-g requirements.	

COLLEGE ADMISSIONS REQUIREMENTS

EC 51229

The State of California offers community colleges, California State Universities (CSU), and Universities of California (UC) for students who wish to continue their education after high school. Students may meet with a school counselor to choose courses at your school that will meet college admission requirements or enroll in career technical education courses, or both. Contact the Counseling Office, Nordhoff High School at (805) 640-4343 with any questions.

In order to attend a community college, students need only be a high school graduate or 18 years of age. In order to attend a CSU, students must complete specific high school courses, have the appropriate grades and test scores, and have graduated from high school. Test scores are not required if your GPA is 3.0 or above. In order to attend a UC, you must meet requirements for coursework, GPA, and test scores, rank in the top four percent at a participating high school or qualify by examination alone. Students may also transfer to a CSU or UC after attending a community college. For more information on college admission requirements, please meet with school counselors to help students choose courses that will meet college admission requirements and/or enroll in career technical education courses.

CAL GRANT PROGRAM

EC §69432.9

A Cal Grant is money for college that does not have to be paid back. To qualify, a student must meet the eligibility and financial requirements as well as any minimum grade point average (GPA) requirements. Cal Grants can be used at any University of California, California State University or California Community College. Some independent and career colleges or technical schools in California also take Cal Grants.

In order to assist students in applying for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student's GPA will be submitted to the California Student Aid Commission (CASC) electronically by a school or school district official. A student, or the parent/guardian of a student under 18 years of age, may complete a form to indicate that he/she does not wish for the school to electronically send CASC the student's GPA. Until a student turns 18 years of age, only the parents/guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself/herself out, and can opt in if the parent/guardian had previously decided to opt out the student. All grade 12 students' GPA will be sent to CASC on October 1.

A student may submit a Free Application for Federal Student Aid (FAFSA) as of October 1 of their grade 12 year. Students may use earlier income information - commencing with the 2018-19 FAFSA, students will report income information from an earlier tax year.

STUDENT ACCEPTABLE USE POLICY

OUSD BP 6163.4

Before a student is authorized to use the district's technological resources, the student and

his/her parent/guardian shall sign and return the Acceptable Use Policy specifying user obligations and responsibilities.

The Ojai Unified School District has a strong commitment to providing a quality educational curriculum for its students, including access to, and experience with, technology. District goals for technology in education include promoting educational excellence in schools by facilitating resource sharing, innovation, and communication; providing appropriate access to all students; supporting critical and creative thinking; fully integrating technology into the daily curriculum; promoting collaboration and entrepreneurship; and preparing students and educators to meet the challenge of a highly technological and information-rich society.

The district is committed to meeting the provisions established in the Children's Internet Protection Act (CIPA), which protects the safety and privacy of minors. Consequently, the district uses appropriate filtering technology to monitor and screen access to the Internet, in an attempt to prevent online access to materials that are obscene, contain child pornography, or are harmful to minors. In compliance with California legislation, E-Rate, and the Children's Internet Protection Act, the district addresses the appropriate and ethical use of information technology in the classroom so that students and teachers can distinguish lawful from unlawful uses of copyrighted works, including the following topics: the concept and purpose of both copyright and fair use, distinguishing lawful from unlawful downloading and peer-to-peer file sharing, and avoiding plagiarism. The district provides for the education of minors about Internet safety, including appropriate online behavior, which encompasses interacting with other individuals on social networking sites and in chat rooms, cyber- bullying awareness and response, and protecting online privacy, and avoiding online predators.

The district recognizes that curricular technology can enhance student achievement. The district provides a wide range of technological resources, including student Internet access, for the purpose of advancing the educational mission. The district provides students with access to technology and the Internet. Through the Internet, students may have access to applications, databases, web sites, and email. Students are expected to use the technology and the Internet safely, responsibly, and primarily for school-related purposes.

Student use of district computers to access social networking sites is prohibited. Students shall use the district's system safely, responsibly, and primarily for educational purposes, including, but not limited to:

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers and passwords private and shall only use the account to which they have been assigned. When students are online, they will not give out their name, picture, address, email, or any other personal identifying information.
2. Students shall not access, post, submit, publish, or display harmful or inappropriate be construed as harassment or disparagement of others based on their 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, genetic information, the perception of one or more characteristics, or association with a person or group with one or more of these actual or perceived characteristics.
3. Harmful matter includes matter which, to the average person, taken as a whole, and applying contemporary statewide standards, appeals to the prurient interest; and is matter which depicts or describes, in a patently offensive way, sexual conduct; and which lacks serious literary, artistic, political, or scientific value for minors.
4. Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students also shall be cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians. Personal information includes the student's name, address, telephone number, Social Security number, or other personal identifying information.
5. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices, or any activity prohibited by law, board policy, or administrative regulations.
6. Students shall not use the system to engage in commercial or other for-profit activities.
7. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.
8. Copyrighted material shall be posted online only in accordance with applicable

copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information. Students will not install, store, or distribute unauthorized copyrighted software or materials.

9. Students shall not intentionally upload, download, or create computer viruses, and/or maliciously attempt to harm or destroy district equipment or materials, or manipulate the data of any other user, including so-called "hacking."
10. Students shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or use another individual's identity.
11. Students shall report any security problem or misuse of the services to the teacher or principal.

The district reserves the right to monitor use of the district's systems for improper use without advance notice or consent. Students waive any right to privacy or confidentiality to material that was accessed, created, sent, or stored using district technology or a district- provided network account. Teachers, administrators, and/or other library/technology personnel shall prescreen technological resources and online sites that will be used for instructional purposes to ensure that they are appropriate for the intended purpose and for the age of the students. District personnel have the right to review and remove any material sent, emailed, accessed, or stored through district technology or a district provided network account.

Whenever a student is found to have violated board policy, administrative regulation, or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's technological resources, as appropriate. For clarification of other related student policies and consequences, including suspension or expulsion, that may result from misuse, please refer to student handbooks and/or the district web site

STUDENTS WITH DISABILITIES

INDIVIDUALS WITH DISABILITIES EDUCATION ACT

USC TITLE 20 1415 AND EC 56040

The Individuals with Disabilities Education Act (IDEA) states that a "free and appropriate education in the least restrictive environment be offered to qualified handicapped pupils."

Every individual with special needs who is eligible to receive educational instruction, related services, or both under this part shall receive such educational instruction, services, or both, at no cost to his or her parents, or, as appropriate, to him or her.

SPECIAL EDUCATION REFERRAL

EC 56301

Parents may initiate a referral or request their child be assessed to determine eligibility for special education and/or related services. The referral or request may be made to the Director of Special Education and Student Services, the school principal, or the principal's designee. Upon completion of assessment, parents may have an in-class observation of their child, under specified circumstances. Copies of parent's rights regarding identification, referral, assessment, instructional planning, implementation, review, and procedures for initiating referrals and assessments are available at the student's school site. For more information, contact the Office of the Special Education Department at (805) 640-4300.

With regards to special education matters, parents shall be given a copy of their rights and procedural safeguards annually. In addition, procedural safeguard will be made available in written form:

- upon initial referral or parent request for assessment.
- upon receipt of the first state complaint under Section 56500.2 in a school year.
- upon receipt of the first due process hearing request under Section 56502 in a school year
- when a decision is made to make a removal that constitutes a change of placement of an individual with exceptional needs because of a violation of a code of pupil conduct in accordance with Section 300.530(h) of Title 34 of the Code of Federal Regulations.
- upon request of the parent/guardian.

504 COMPLIANCE NOTICE

CFR TITLE 34 104.8(A) (B)

The district complies with the rules and regulations implementing Section 504 of the Rehabilitation Act of 1973. This Section provides equal access to education by providing accommodations for students with identified disabilities that substantially limit one or more major life activities even if they are not eligible for special education services. Further, Section

504 prohibits discrimination against students with disabilities in district programs, gives parents/guardians rights to examine relevant records, to participate in an impartial hearing including the opportunity for representation by counsel and a review procedure.

It is the policy of the district to provide free, appropriate public education to each student with disabilities. Parents/guardians who believe their student may have a disability are to contact the principal of the school to initiate a referral to have the Student Study Team (SST) for review. For more information, contact the Office of Student Services at (805) 640-4300 x 1016.

CHILD FIND SYSTEM

EC 56301

The district is a member of the Ventura County Special Education Local Plan Area (SELPA), which has established written policies, and procedures including continuous child find system including children with disabilities who are migrant or homeless or wards of the state and children with disabilities attending private schools. Policies and procedures include written notification to all parents of their rights regarding identification, referral, assessment, instructional planning, implementation, review, and procedures for initiating referral for assessment.

HEALTH

ENTRANCE HEALTH SCREENING

HSC 124040, HSC 124085, HSC 124100, HSC 124105, and HSC 120475,

The parent/guardian of a student in kindergarten or first grade shall submit to the school a certification form signed by the student's health examiner certifying that the student has completed a comprehensive health screening within 18 months prior to entry into first grade or within 90 days thereafter. Free health screening is available through the County Health Department (CHDP) or Clinicas del Camino Real clinic at (805) 640-8293.

ANNUAL HEALTH SCREENING

EC 49452, EC 49452.5, and EC 49455

Annual vision and hearing screenings are conducted in kindergarten, second, fifth and eighth grade. Scoliosis screening is provided for every female pupil in seventh grade and every male pupil in the eighth grade. Notifications will be sent to the parent/guardian of a student for any noted condition discovered through the screenings. Students may be excused from any health screening if it conflicts with the religious training or beliefs of the parent or guardian.

ORAL HEALTH ASSESSMENT

EC 49452.8, and HSC 104830-104865

A pupil is required, while enrolled in kindergarten in a public school, or while enrolled in first grade in a public school if the pupil was not previously enrolled in kindergarten in a public school, to no later than May 31 of the school year present proof of having received an oral health assessment that was performed no earlier than 12 months prior to the date of the initial enrollment of the pupil. The Health and Safety Code provides the opportunity for a pupil to

receive a topical application of fluoride or other decay-inhibiting agent by a dentist or dental assistant, under a program organized and operated by the county health officer. Districts are required to cooperate with the county health officer in carrying out the program in any school in their jurisdiction and to provide notification to parents/guardians regarding the availability of the program.

PHYSICAL EXAMINATION EXEMPTION

EC 49451

A parent or guardian having control or charge of any child enrolled in the public schools may file annually with the principal of the school in which he is enrolled a statement in writing, signed by the parent or guardian, stating that he will not consent to a physical examination of his child. Thereupon the child shall be exempt from any physical examination, but whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, he shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist.

LOCAL HEALTH AGENCIES/COMMUNICABLE DISEASES

EC 49403 and OUSD AR 5112.2

To protect the health of all students and staff and to curtail the spread of infectious diseases, the board shall cooperate with state and local public health agencies in measures necessary for the prevention and control of communicable diseases in school-age children and to encourage and facilitate immunization of all district students against preventable diseases. For that purpose, the district may use any funds, property, and personnel of the district, and may permit a licensed physician and surgeon, or a health care practitioner, who is acting under the direction of a supervising physician and surgeon, to administer an immunizing agent to a pupil whose parent or guardian has consented in writing to the administration of the immunizing agent.

IMMUNIZATION REQUIREMENTS

AR 5141.31

The Superintendent or designee may provide parents/guardians, upon school registration, a written notice summarizing the state's immunization requirements.

The Superintendent or designee shall not unconditionally admit any student to a district elementary or secondary school, preschool, or childcare and development program for the first time nor, after July 1, 2016, admit or advance any student to grade 7 unless the student has been fully immunized. The student shall present documentation of full immunization, in accordance with the age/grade and dose required by the California Department of Public Health (CDPH), against the following diseases: (Health and Safety Code [120335](#); 17 CCR [6020](#))

1. Measles, mumps, and rubella (MMR)
2. Diphtheria, tetanus, and pertussis (whooping cough) (DTP, DTaP, or Tdap)
3. Poliomyelitis (polio)
4. Hepatitis B
5. Varicella (chickenpox)

6. Haemophilus influenza type b (Hib meningitis)
7. Any other disease designated by the CDPH

HEAD LICE

BP 5141.33

The Board of Education believes that the district's head lice management program should emphasize the correct diagnosis and treatment of head lice in order to minimize disruption of the education process and to reduce the number of student absences resulting from infestation. In consultation with the school nurse, the Superintendent or designee may establish a routine screening program to help prevent the spread of head lice. School employees shall report all suspected cases of head lice to the school nurse or designee as soon as possible. The nurse or designee shall examine the student and other students who are siblings of the affected student or members of the same household. If a student is found with active, adult head lice or nits, he/she shall be excluded from attendance. The parent/guardian of an excluded student shall receive information about recommended treatment procedures and sources of further information. The student shall be allowed to return to school the next day and shall be checked by the nurse or designee before returning to class. Once he/she is determined to be free of lice, the student shall be rechecked weekly for up to six weeks. The principal and school nurse shall work with the parents/guardians of any student who has been deemed to be a chronic head lice case in order to help minimize the student's absences from school. When two or more students in any class have been identified as having a head lice infestation, all students in the class shall be examined. In consultation with the school nurse, the principal may also send information about head lice home to all parents/guardians of the students in that class. Staff shall maintain the privacy of students identified as having head lice and excluded from attendance.

SPORTS EXAMINATION

EC 49458

When a school district or a county superintendent of schools requires a physical examination as a condition of participation in an interscholastic athletic program, the physical examination may be performed by a physician and surgeon or physician assistant practicing in compliance with Chapter 7.7 (commencing with Section 3500) of Division 2 of the Business and Professions Code.

CONCUSSION AND HEAD INJURIES

EC 49475

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district that elects to offer athletic programs must immediately remove from a school-sponsored athletic event for the remainder of the day an athlete who is suspected of sustaining a concussion

or head injury during the activity. The athlete may not return until he/she is evaluated by, and receives written clearance from, a licensed health care provider. On a yearly basis, a concussion and head injury information sheet shall be signed and returned by the athlete and the athlete's parent/guardian before the athlete's initiating practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course.

SUDDEN CARDIAC ARREST

EC 33479.3 and AR 6145.2

The Superintendent or designee shall distribute the California Interscholastic Federation (CIF) information sheet on sudden cardiac arrest to all student athletes who will be participating in a CIF-governed athletic activity and to their parents/guardians. The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding the nature and warning signs of sudden cardiac arrest. The student and parent/guardian shall sign and return the information sheet prior to the student's participation in the athletic activity. In the event of an injury or a perceived imminent risk to a student's health, such as a concussion or passing out, fainting, or other sign of sudden cardiac arrest, during or immediately after an athletic activity, the coach or any other district employee who is present shall remove the student athlete from the activity, observe universal precautions in handling blood or other bodily fluid, and/or seek medical treatment for the student as appropriate.

STUDENT ALCOHOL AND OTHER DRUG ABUSE POLICY

HSC 11019 and OUSD BP 5131.6

The Ojai Unified School District believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The district desires to keep schools free of alcohol and other drugs in order to help prevent violence, promote school safety and create a well-disciplined environment conducive to learning. In order to ensure the highest possible standards of learning as well as the safety, health, and well-being of students, the district endorses a substance abuse policy to provide prevention education, intervention support groups, and aftercare support. Students possessing, using, selling, or being under the influence of any controlled substance will be subject to suspension, expulsion, and/or other corrective measures.

TOBACCO-FREE SCHOOLS

BP 3513.3, HSC 104420 and HSC 104495

In accordance with state and federal law, tobacco use is prohibited by all persons on all district facilities and vehicles. This prohibition applies to all employees, students and visitors at any activity or athletic event on any property owned, leased or rented by or from the district. Health and Safety Code Section 104495 further prohibits smoking or use of any tobacco or nicotine related products, including but not limited to electronic hookahs and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products, and disposal of any tobacco-related waste within 25 feet of a school playground. The prohibition does not apply to a public sidewalk located within 25 feet of a playground. Information about smoking cessation support programs is available and encouraged for pupils and staff.

ADMINISTRATION OF MEDICATION TO STUDENTS

EC 49423, EC 49423.1, EC 49480, EC 49414.7, and OUSD BP 5141.21

The district recognizes that during the school day, some students may need to take medication prescribed or ordered by an authorized health care provider, to be functional at school and participate in the educational program. For any student with a disability, as defined under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973, necessary medication shall be administered in accordance with the student's individualized education program or Section 504 services plan.

The parent/guardian of a student on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian of the pupil, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

Any pupil who is required to take, during the regular school day, medication prescribed for him or her by a physician may be assisted by the school nurse or other designated school personnel or may carry and self-administer auto-injectable epinephrine or asthma medication if the school receives a written statement from the physician detailing the name of the medication, the method, amount, and time schedules by which the medication is to be taken and a written statement from the parent/guardian of the pupil indicating the desire that the district assist the pupil in the matters set forth in the physician's statement. In order for a pupil to carry or self-administer auto-injectable epinephrine or asthma medication, the physician's written statement must include confirmation that the pupil is able to self-administer the medication and the written statement from the parent/guardian must consent to the self-administration, provide release for the school nurse or other designated school personnel to consult with the health care provider, and release the school district and school personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering

medication. The physician's written statements shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

A mandatory form for administering medication must be signed by parent/guardian and physician for each medication to be administered to a student. The form must be filed with the office manager of each school site. NO medication, over the counter or prescription (including Advil, Tylenol, cough syrup, etc.) may be administered to a student without the execution of this form.

Each school site must keep these forms on record, and all forms must be renewed each year for continuous medication. School site personnel are required to keep a log of time and date the medication is administered.

ADMINISTRATION OF EPILEPSY MEDICATION

EC 49414.7

If a pupil with epilepsy has been prescribed an emergency anti-seizure medication by his or her health care provider, the pupil's parent or guardian may request the pupil's school to have one or more of its employees receive training in the administration of an emergency anti-seizure medication in the event that the pupil suffers a seizure when a nurse is not available.

MEDICAL SERVICES INFORMATION

EC 46010.1

School authorities may excuse students in grades 7 through 12 from the school for the purpose of obtaining confidential medical services. School authorities will not inform parents of such an activity.

MEDICAL AND HOSPITAL INSURANCE

EC 49470 and EC 49472

The Ojai Unified School District does not carry accident, medical, hospital, or dental insurance for students should they be injured on school premises while under school jurisdiction or through school-sponsored activities. Some pupils may qualify to enroll in no-cost or low-cost insurance through Medi-Cal or Covered California. Information about these programs may be found online at <http://www.ventura.org/covered-ventura-county> or by contacting Ventura County Human Services Agency toll free at (888) 472-4463.

HEALTH INSURANCE COVERAGE FOR ATHLETES

EC 49471, EC 32220, EC 32221.5, and OUSD 5143

Under state law, school districts are required to ensure that all "members of school athletic teams" have accidental injury insurance that covers medical and hospital expenses. Low-cost medical/dental insurance plans are offered through Myers-Stevens & Toohey & Company, Inc. (CA License #0425842). Please call (800) 827-4695 for information. Some pupils may qualify to enroll in no-cost or low-cost insurance through Medi-Cal or Covered California. Information may be found online at <http://www.ventura.org/covered-ventura-county> or by contacting Ventura

County Human Services Agency toll free at (888) 472-4463.

"Members of a school athletic team" include:

1. members of any extramural athletic team engaged in athletic events on or outside school grounds.
2. members of school bands or orchestras, cheerleaders and their assistants, pompom girls, team managers and their assistants, and any student selected by the school or student body organization to directly assist in the conduct of the athletic event, including incidental activities, but only while such members are being transported by or under the sponsorship or arrangements of the district or the district's student body organization to or from a school or other place of instruction and the place at which the athletic event is being conducted.

HEALTH RELATED TEMPORARY DISABILITY

EC 48206.3, EC 48207, and EC 48208

The school district provides individual instruction (home and hospital) for pupils with temporary disabilities. A pupil with a temporary disability, which makes attendance in the regular day classes, or alternative education program in which the pupil is enrolled impossible or inadvisable shall receive individual instruction provided by the district in which the pupil is deemed to reside.

Instruction is provided to an individual pupil in the pupil's home, in a hospital or other residential health facility, excluding state hospitals, or under other circumstances prescribed by regulations. Temporary disability means a physical, mental, or emotional disability incurred while a pupil is enrolled in regular day classes or an alternative education program, and after which the pupil can reasonably be expected to return to regular day classes or the alternative education program without special intervention. A temporary disability shall not include a disability for which a pupil is identified as an individual with exceptional needs pursuant to Section 56026.

A pupil with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, which is located outside of the school district in which the pupil's parent/guardian resides, shall have deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located.

It shall be the primary responsibility of the parent/guardian of a pupil with a temporary disability to notify the school district in which the pupil is deemed to reside of the pupil's presence in a qualifying hospital.

NOTICE TO PARENTS REGARDING MEDI-CAL BILLING PROGRAMS IN SCHOOLS

The district, in cooperation with the California Departments of Health Services and Education, has a program to allow the district to be reimbursed with federal Medicaid dollars for selected health services (such as hearing screening, vision screening, and health education) provided to eligible students at school. In accordance with program policy, school health services currently provided to all students will not be changed by your response or lack of response. Students will not be denied services they require to attend school. To receive the federal dollars, we must

notify parents/guardians that the district may be sharing students' individually identifiable information. Call the Superintendent's Office at 805-640-4300 for further information.

SAFETY

COMPREHENSIVE SCHOOL SAFETY PLAN

EC 32286 and EC 32288

Each school shall review and update its plan annually by March 1 of every year. Each school shall report on the status of its school safety plan, including a description of its key elements in the annual School Accountability Report Card prepared to EC 33126 and EC 35256.

FINGERPRINTING

EC 32390 and EC 48980(f)

Students will not be fingerprinted by the district without the consent of the parent/guardian.

WALKING OR RIDING A BIKE TO SCHOOL

Parents of children who walk or ride their bicycles to school are asked to go over a safe route to school with their children. Walkers may not take short cuts through private property. All children are expected to display good behavior on the way to and from school.

BICYCLE HELMET LAW

CVC 21212

No person under 18 years of age shall operate a bicycle, a non-motorized scooter, skateboard or wear in-line or roller skates, nor ride as a passenger upon a bicycle, non-motorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets specified standards.

CHILD ABUSE REPORTING

PC 11164-11174 .3

The staff of the Ojai Unified School District are required by law to report cases of child abuse and neglect whenever they have a reasonable suspicion. Staff may not investigate to confirm the suspicion. Both the staff member's name and the report itself are confidential and cannot be disclosed except to authorized agencies.

MEGAN'S LAW

PC 290

Information about registered sex offenders in California can be found on the California Department of Justice's Web site www.meganslaw.ca.gov. The Web site also provides information on how to protect yourself and your family, facts about sex offenders, frequently asked questions, and sex offender registration requirements in California.

SCHOOL BUS SAFETY

EC 39831.5

Upon registration, parents or guardians of pupils in pre-kindergarten, kindergarten and grades 1 to 6 not previously transported in a school bus, shall receive written information on school bus safety as specified.

PESTICIDES

EC 17609, 17612, 48980.3 and 3 CCR 6692

Healthy Schools Act of 2000 - During the school year, it may be necessary to apply pesticides at school sites to avoid serious health problems posed by pests or to maintain the integrity of the school buildings and grounds. Parents, guardians, and school employees may register with the school district to be notified of individual pesticide applications at their specific school sites. Registered persons will receive notification by mail 72 hours in advance of the planned pesticide application at the school site. Please register annually by sending your name, address, student's name and school site to: OUSD, Attention Pesticide Notification, Operations Department, P.O. Box 878, Ojai, CA 93024. When advance posting is not possible due to an emergency condition requiring immediate use of a pesticide to protect the health and safety of students, staff, or other persons or the school site, the warning sign shall be posted immediately upon application and shall remain posted for 72 hours. A list of products that may be used during the school year may also be obtained by contacting the district's Maintenance, Operations and Transportation Department at (805) 640-4300 or by going to the district web site at <http://www.ojaiusd.org> and click on "Integrated Pest Management."

Upon receiving notification pursuant to that a grower expects to use agricultural pesticides within one-quarter mile of a school site Monday through Friday from 6:00 a.m. to 6:00 p.m., the principal or designee shall notify the Superintendent or designee, 1PM coordinator, staff at the school site, and parents/guardians of students enrolled at the school.

ASBESTOS MANAGEMENT PLAN

40 CFR 40763.93

The district has developed an asbestos management plan for each school. A copy of the complete, updated management plan for asbestos-containing material in school buildings may be reviewed at the District Office, at the Maintenance, Operations and Transportation Department.

PARENT AND FAMILY INVOLVEMENT POLICY AND RIGHTS

PARENT AND FAMILY INVOLVEMENT POLICY AND RIGHTS

OUSD BP AND AR 6020; EC 11500-11506; 51101 and USC Title 20

The board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/guardian involvement 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 and family members in the joint development of meaningful opportunities for them to be involved in district and school activities at all grade levels; advisory, decision-making, and advocacy roles; and activities to support learning at home.

In order to involve parents/guardians and family members in the joint development of a district plan that meets the needs of the children's education, and in the development of school support and improvement plans, the superintendent or designee shall ensure that the district and/or schools:

- engage parents positively in their' children's education by helping parents to develop skills to use at home that support their child's academic efforts at school and their children's development as responsible future members of our society.
- inform parents/guardians and family members that they can directly affect the success of their children's learning, by providing them with techniques and strategies they may use to improve their children's academic success and help their children in learning at home.
- initiate consistent and effective communication between the home and school so that parents/guardians may know when and how to assist their children in support classroom learning activities.
- train teachers and administrators to communicate effectively with parents/guardians and family members.
- encourage parents/guardians to serve as volunteers in the schools, attend school performances and school meetings and participate in site councils, advisory councils and other activities in which they may undertake governance, advisory and advocacy roles.

School plans shall delineate specific measures that shall be taken to increase parental involvement with their children's education, including measures designed to involve parents/guardians with cultural language or other barriers, which may inhibit such participation. Parents are involved in the development of each Single School Plan for Student Achievement advisory councils.

PARENT INFORMATION AND RESOURCE CENTER

The *No Child Left Behind Act* requires that a school district receiving Title I funding inform parents about Parent Information and Resource Centers (PIRCs), which are organizations designed to increase parental involvement in education. The California PARENT center for the Ventura County region is:

Child and Family Development College of Education San Diego State University
5500 Campanile Drive San Diego, CA 92182 Toll Free (877) 972-7368
Web Site: <http://parent.sdsu.edu/>

NON-DISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

OUSD BP/AR 5145.3, BP 0410, and CFR Title 34 Sec.106.9

The Ojai Unified School District is committed to providing equal opportunity for all individuals or groups in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, harassment, intimidation, bullying and sexual harassment based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy status, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics in all educational programs, school related or school sponsored activities, school attendance or employment policies which may have an impact or create a hostile environment at school as required by Title IX of the 1972 Education amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the California Fair Employment and Housing Act, and other applicable laws and regulations. For questions or concerns regarding discrimination, harassment, intimidation, bullying or sexual harassment, please contact the **District's Discrimination, Equity, Complaint and Title IX Compliance Officer: Sherrill Knox, Assistant Superintendent Educational Services Ojai Unified School District 414 E. Ojai Avenue Ojai, CA 93023 or phone 805-640-4300. Email sknox@ojaiusd.org.**

PUPIL FEES

EC 49010

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the Uniform Complaint Procedures.

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, uniform, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or uniforms associated with an educational activity.

VOLUNTEERS

Volunteers are an integral part of our community and our schools. Volunteers are utilized in many ways. If you enjoy helping children, supporting quality education, and are available on a consistent basis, please consider being a volunteer. For more information on how you can help, contact your child's schoolteacher or principal.

INVESTING FOR FUTURE EDUCATION

EC 48980 (d)

Parents are advised of the importance of investing for future college or university education for their children and of considering appropriate investment options including, but not limited to, United States Savings Bonds.

CUSTODY CONCERNS

The courts must handle custody disputes. The school has no legal jurisdiction to refuse a biological parent access to their child/and or school records. However, the school is not to be used for parent visitation. The only exception is when current signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation that leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene. Parents are asked to make every attempt not to involve school sites in custody matters. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

DISRUPTION

EC 32210 and OUSD BP 3515.2

Any person who willfully disturbs a public school or a public-school meeting is guilty of a misdemeanor and may be punished by a fine of not more than \$500.

The district is committed to providing a safe environment for district students, staff, and others while they are on district property or engaged in school activities. The principal or designee shall remove any individual who, by his/her presence or action, disrupts or threatens to disrupt normal district or school operations, threatens the health or safety of anyone on district property or causes or threatens to cause damage to district property or to any property on school grounds. The principal or designee may direct any person to leave school grounds if the principal or designee has reasonable basis for concluding that the

person is committing or has entered the campus with the purpose of committing an act which is likely to interfere with the peaceful conduct, discipline, good order, or administration of the school or a school activity, or with the intent of inflicting damage to any person or property.

California Penal Code 415 states that fighting, noise or offensive words shall be punished by imprisonment in the county jail for a period of not more than 90 days, a fine of not more than four hundred dollars, or both such imprisonment and fine. Additionally, PC 415.5 provides various penalties for any person who unlawfully disturbs the peace of a school and is not a registered student or lawful employee.

TEACHER QUALIFICATIONS

20 USC 6311, and 34 CFR 200.61

Parents/guardians of each student may request, and district will provide the parents on request (and in timely manner), information regarding the professional qualifications of their student's classroom teachers, including, at a minimum the following:

- Whether the teacher met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- 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.
- Whether the child is provided services by paraprofessionals and, if so their qualifications.

In addition, Schools receiving Title I funds are required to notify parents/guardians in a timely manner the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified.

EMPLOYEE CODE OF CONDUCT

BP 4119.21, 4219.21, 4319.21

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

LUNCH PROGRAM

EC 38084, EC 38100, 42 USC 1760 and BP and AR 3551

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent the goal of paying the costs of maintaining the cafeterias (exclusive of the costs of housing and equipping cafeterias, or other costs determined by Board resolution. The Superintendent shall also establish strategies and procedures for the collection of meal payments, including delinquent meal payments. Such procedures shall conform with 2 CFR 200.426 and any applicable CDE guidance.

PARENTAL EXCEPTION WAIVER OPTION - ENGLISH LEARNERS

EC 51101.1

The district shall take all reasonable steps to ensure that all parents/guardians of students who speak a language other than English are properly notified in English and their home language, pursuant to EC Section 48985, of the rights and opportunities available to them. Parents/guardians of English learners are entitled to participate in the education of their children as follows:

- To receive, pursuant to paragraph (5) of subdivision (a) of Section 51101, the results of their child's performance on standardized tests, including the English language development test.
- To be given any required written notification, under any applicable law, in English and the pupil's home language pursuant to Section 48985.
- To participate in school and district advisory bodies in accordance with federal and state laws and regulations.
- To support their children's advancement toward literacy. School personnel shall encourage parents and guardians of English learners to support their child's progress toward literacy both in English and, to the extent possible, in the child's home language. School districts are encouraged to make available, to the extent possible, surplus or undistributed instructional materials to parents and guardians, pursuant to subdivision (d) of Section 60510, in order to facilitate parental involvement in their children's education.
- To be informed, pursuant to Sections 33126 and 48985, about statewide and local academic standards, testing programs, accountability measures, and school improvement efforts.
- Furthermore, pursuant to 20 USC 6312, 34 CFR 100.3 and 5 CCR 11301, parents/guardians have a right to decline or opt their child out of a language acquisition program.

STRUCTURED ENGLISH IMMERSION (SEI) PROGRAM

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.

ACCESS BY MILITARY RECRUITERS

USC Title 20 7908

Federal law requires school district to provide military recruiters the same access to secondary school pupils as is provided to post- secondary educational institutions or to prospective employers. Parents may request that the district not release their pupil's name, address and telephone number without prior written consent. Written notice must be submitted to the school if the parent or legal guardian wishes to deny access to this information.

DIRECTORY INFORMATION

EC 49073, EC49075 - EC49077 and OUSD BP 5125.1

The Board of Education recognizes the importance of maintaining the confidentiality of directory information. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes name, date and place of birth, major field of study, participation record in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, and most recent previous school attended. Directory information shall not be released regarding any student whose parent/guardian notifies the district in writing that such information not be disclosed.

MARKETING

USC Title 20 Section 1232(h)

Parents/Guardians will be notified and will be given the opportunity to opt their child out of participation in any activity involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information

PARENT/GUARDIAN RIGHTS

EC 51101, EC 51102 and OUSD BP 5020

Parents/guardians of enrolled students have the right to be included in the education process and to have access to the systems on behalf of their children as follows:

- Classroom Observation: parents have the right to visit their child's classroom to observe activities. The time and date of the visitation must be arranged in advance with the school.
- Teacher Conferencing: parents have the right to request a conference with their child's teacher(s) or the principal. Parents should contact the school to schedule a date and time convenient to all participants.
- Volunteering: parents have the right to volunteer their time and resources for the improvement of school facilities and programs. Parents should contact the school to determine the terms and conditions of this service.
- Student Attendance: parents have the right to be notified in a timely manner if their child is absent from school without permission.
- Student Testing: parents have the right to be notified of their child's performance on standardized and statewide tests and the school's ranking on these tests.

- School Selection: parents have the right to request that their child be enrolled in any school in the district. The district is not compelled to grant the request.
- Safe School Environment: parents have the right to have a school environment for their child that is safe and supportive of learning.
- Curriculum Materials: parents have the right to examine the curriculum materials of the class(es) in which their child is enrolled.
- Student Academic Progress: parents have the right to be informed of their child's academic progress in school and of the persons to contact if they wish more information or assistance with their child.
- Student Records: parents have the right to access their child's records.
- Standards: parents have the right to receive information regarding the academic performance standards, proficiencies, or skills their child is expected to accomplish.
- School Rules: parents have the right to receive written notification of school rules, attendance policies, dress codes and procedures for school visitations.
- Psychological Testing: parents have the right to receive information on all psychological testing recommended for their child.
- Councils and Committees: parents have the right to participate as a member of a parent advisory committee, school site council, or site-based management leadership team, in accordance with established rules and regulations for membership.
- Inquiries: parents have the right to question anything in their child's record that the parent feels inaccurate or misleading or is an invasion of privacy and to receive a response from the school.
- Retention: parents have the right to be notified, as early in the school year as practicable, pursuant to EC Section 48070.5, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal a decision to retain or promote their child.

Parents/guardians may support the learning environment of their children by:

1. Monitoring attendance of their children
2. Ensuring that homework is completed and turned in on time
3. Encouraging their children to participate in extracurricular and co-curricular activities
4. Monitoring and regulating the television viewed by their children
5. Working with their children at home in learning activities that extend the classroom learning
6. Volunteering in their children's classroom(s) or for other school activities
7. Participating in decisions related to the education of their own children or the total school program as appropriate.

The right of parents/guardians to participate in parent activities and programs shall only apply to the extent that the participation does not conflict with a valid restraining order, protective

order, or order for custody or visitation issued by a court of competent jurisdiction.

ANNUAL NOTIFICATION TO PARENTS/GUARDIANS

EC 48980

Requires the districts to notify parents/guardians of their rights and responsibilities at the beginning of the academic year. The law requires parents/guardians to sign the notice and return it to school. A signature on the notice is an acknowledgement by parents or guardians that they have been informed of their rights.

STUDENT RECORDS

EC 49063 and OUSD BP 5125

The district maintains a cumulative record on the history of each student's development and educational progress, attendance records, suspension records, health information, and parental restrictions. The district is committed to protecting the privacy of such records. Parents/guardians have the right to inspect, review, or challenge any and all records related to their child. Records are available for review within 5 days upon receipt at the school office.

The superintendent shall designate a certificated employee to serve as custodian of student records at the district level. At each school, the principal or certificated designee shall act as custodian of records for students enrolled.

REQUESTS FOR STUDENT RECORDS/INFORMATION

The district shall maintain for each pupil's record a list of all persons, agencies, or organizations requesting or receiving information from the record and the legitimate educational interests thereof. The following individuals are not required to be recorded on the log:

- parents/guardians or adult students
- students who are 16 years of age or older or who have completed the 10th grade
- parties obtaining district-approved directory information
- parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
- school officials and employees who have a legitimate educational interest

The district log is available for inspection only by a parent and the school official, or his designee, responsible for the maintenance of pupil records, and to the Comptroller General of the United States, the Secretary of Health, Education, and Welfare, and administrative head of an education agency as defined in Public Law 93-380, and state educational authorities as a means of auditing the operation of the system.

School officials and employees with legitimate educational interests, schools of intended enrollment, specified federal and state educational administrators, a county-placing agency fulfilling court-ordered case management responsibilities or assisting with enrollment of a student, and those who provide financial aid are entitled access to student records without parental consent. A legitimate educational interest is one held by officials or employees whose duties and responsibilities to the district require that they have access to student records. Records access may also be obtained without parental consent in response to a lawfully issued subpoena or court order.

Following inspection and review of a student's records, the parent/guardian of a pupil may challenge the content of any pupil record. The parent/guardian of a pupil may file a written request with the principal to correct or remove any information recorded in the written records concerning his/her child which the parent/guardian alleges to be any of the following:

- Inaccurate
- An unsubstantiated personal conclusion or inference
- A conclusion or inference outside of the observer's area of competence
- Not based on the personal observation of a named person with the time and place of the observation noted
- Misleading
- In violation of the privacy or other rights of the student

The teacher who gave the grade shall be given an opportunity to state orally, in writing, or both, the reasons for which the grade was given. Insofar as practicable, he/she shall be included in all discussions related to any grade change. Within 30 days of receiving a request to correct or remove information from a record, the superintendent or designee shall meet with the parent/guardian and with the employee (if still employed) who recorded the information in question. The superintendent shall then sustain or deny the allegations. If the superintendent denies the allegations, the parent/guardian may write within 30 days to appeal the decision to the Board of Education. Within 30 days of receiving the written appeal, the board shall meet in closed session with the parent/guardian and the employee (if still employed) who recorded the information in question. The board shall then decide whether to sustain or deny the allegations. If it sustains any or all of the allegations, the superintendent shall immediately correct or remove and destroy the information from the student's records. The decision of the board shall be final. If the decision of the board is unfavorable to the parent/guardian, the parent/guardian shall have the right to submit a written statement of objections. This statement shall become a part of the student's record.

Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the district to comply with the provisions of Section 438 of the General Education Provisions Act (20 U.S.C.A. Sec). The address of the office that administers Family Educational Rights and Privacy Act (FERPA) is the Family Policy Compliance Office, U.S.

MANDATORY ACCESS TO STUDENT RECORDS

The following persons or agencies shall have access to those particular records which are relevant to the legitimate educational interests of the requester: natural parents, adoptive parents or legal guardians of a dependent student age 18 or older; students 16 or older or who have completed the 10th grade; school officials and employees; school attendance and review board members and involved school officials and employees; officials or employees of other public schools or school systems where educational programs leading to high school graduation are provided; federal, state and local officials, as needed for program audits or compliance with law; county child welfare services workers responsible for the case plan of a minor who is being placed in foster care; and those so authorized in compliance with a court order. Upon written request, peace officers designated by their law enforcement agency shall receive information about the transfer of a student's records to another district or private school within the state, or to a district within another state, when authorized by law to assist in suspected kidnapping investigations.

COMPLAINTS

UNIFORM COMPLAINT PROCEDURES

5 CCR 4600

The Ojai Unified School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

The District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion, **sex**, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The District will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the District, which is funded directly by, or that receives or benefits from any state financial assistance.

The District shall investigate and seek to resolve all complaints alleging failure to comply with applicable state and federal laws and regulations including, but not limited to, allegations about discrimination, harassment, intimidation, bullying, and noncompliance with laws relating to pupil fees for participation in an educational activity and seek to resolve those complaints in accordance with the District's Uniform Complaint Procedures.

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

- Adult Education
- Child Care and Development
- Local Control and Accountability Plans (LCAP)
- After School Education and Safety
- Child Nutrition
- Migrant Education
- Agricultural Career Technical Education
- Compensatory Education
- Physical Education Instructional Minutes
- American Indian Education Centers
- Consolidated Categorical Aid
- Pupil Fees
- Early Childhood Education Program
- Course Periods without Educational Content
- Reasonable Accommodations to a Lactating Pupil
- Assessments
- Economic Impact Aid
- Regional Occupational Centers and Programs
- Bilingual Education
- Education Of Pupils In Foster Care, Pupils
- School Safety Plans
- California Peer Assistance and Review
- Who Are Homeless, Former Juvenile Court
- Special Education
- Programs for Teachers
- Pupils Now Enrolled In A School District, and
- State Preschool
- Career Technical and Technical Education; Career Technical; Technical Training (State)
- Pupils Of Military Families
- Every Student Succeeds Act/ No Child Left
- Tobacco-Use Prevention Education
- Career Technical Education (Federal)
- Behind (Titles I-VII)

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. 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.

Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees. A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

If the public school finds merit in a pupil fees complaint, the public school shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, include reasonable efforts by the procedures established through regulations adopted by the state board. The district will attempt in good faith by engaging in reasonable efforts to identify and fully reimburse all pupils, parents, and guardians who paid a pupil fee within one year prior to the filing of the complaint.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Dr. Tiffany Morse, Superintendent
Ojai Unified School District
Office of the Superintendent PO Box 878
414 East Ojai Avenue Ojai, CA 93024
Email: tmorse@ojaiusd.org
Telephone: (805) 640-4300, Extension 1011

Complainants are protected from retaliation, and the identity of a complainant alleging discrimination, harassment, intimidation or bullying will remain confidential, as appropriate.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or six (6) months from 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.

Complaints will be investigated, and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) daytime period may be extended by written agreement of the complainant. The district person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the District's decision to the California Department of Education (COE) by filing a written appeal within fifteen (15) days of receiving the District's decision. The appeal must include a copy of the complaint filed with the District and a copy of the District's decision.

Refusal by the District to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. 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.

A copy of the District's UCP policy and complaint procedures shall be available free of charge.

TITLE IX COORDINATOR

The Title IX Coordinator ensures schools are compliant with Title IX, coordinates the investigation and disciplinary process, and looks for patterns or systematic problems with compliance to ensure schools fulfill all federal obligations. Every school district that receives federal funding is required to designate and train at least one employee to coordinate the recipient's Title IX responsibilities.

Complaints alleging noncompliance with Title IX can be filed by utilizing the Uniform Complaint Procedures (UCP) as identified in California Code of Regulations, Title 5, Sections 4600 et. seq. and Ojai Unified School District Policy and should be directed to the Title IX Coordinator(s):

Dr. Sherrill Knox, Assistant Superintendent 414 E. Ojai Avenue
Ojai, CA 93023
805-640-4300 X 1005
sknox@ojaiusd.org

WILLIAMS LAWSUIT COMPLAINT PROCESS

EC 35186

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments.

The Ojai Unified School District's established Uniform Complaint Procedure (see 5 CCR 4600 notification above) with modifications, as necessary, shall be used to identify and resolve any deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, teacher vacancy or misassignments, and intensive instruction services provided pursuant to EC 37254. If a school is believed to have deficiencies in these areas, the district encourages individuals to express their concern at the site level and allow the school principal to respond. If the school does not take corrective action, then a complaint form may be obtained at the Administration Office at the District Office or on the Web site at www.ojaiusd.org.

KEY TO ABBREVIATIONS

Abbreviation Abreviatura	Complete Title Título Completo
EC CE	California Education Code <i>Código de Educación de California</i>
5CCR SCRC	Title 5, California Code of Regulations <i>Título 5, Código de Reglamentos de California</i>
HSC css	California Health and Safety Code <i>Código de Salud y Seguridad de California</i>
PC GP	California Penal Code <i>Código Penal de California</i>
vc CV	California Vehicle Code <i>Código de Vehículos de California</i>
WIC CBI	California Welfare and Institutions Code <i>Código de Bienestar e Instituciones de California</i>
USC CEEUU	United States Code <i>Código de los Estados Unidos</i>
34CFR 34CRF	Title 34, Code of Federal Regulations <i>Título 34, Código de Reglamentos Federales</i>
40CFR 40CRF	Title 40, Code of Federal Regulations <i>Título 40, Código de Reglamentos Federales</i>

CONCUSSION INFORMATION SHEET

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a "ding" or a bump on the head can be serious. You cannot see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headaches
- "Pressure in head"
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- "Don't feel right"
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Signs observed by teammates, parents and coaches include:
<ul style="list-style-type: none">• Appears dazed• Vacant facial expressionConfused about assignmentForgets plays• Is unsure of game, score, or opponent• Moves clumsily or displays incoordination• Answers questions slowlySlurred speechShows behavior or personality changes• Can't recall events prior to hit• Can't recall events after hitSeizures or convulsions• Any change in typical behavior or personality• Loses consciousness

Concussion Information Sheet

What can happen if my child keeps on playing with a concussion or returns to soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

If you think your child has suffered a concussion ...

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. California Education Code section 49475 and CIF Bylaw 313 now require implementation of long and well-established return-to-play concussion guidelines that have been recommended for several years.

You should also inform your child's coach if you think that your child may have a concussion.

Remember: It is better to miss one game than miss the whole season. "When in doubt, the athlete sits out."

Return to Play (RTP)

Concussion symptoms should be completely gone before returning to full practice or competition. **A RTP** progression involves a gradual, stepwise increase in physical effort, sports-specific activities and the risk for contact. If symptoms occur with activity, the progression should be stopped. If there are no symptoms the next day, exercise can be restarted at the previous stage.

RTP after concussion should occur only with medical clearance from a medical doctor (not a chiropractor) trained in the evaluation and management of concussions, and a step-wise progression program monitored by an athletic trainer, coach, or other identified school administrator. Please see cifstate.org for a graduated return to play plan. Return to play (i.e., full practice and competition) must be no sooner than 7 days after the concussion diagnosis has been made by a physician.

For current and up-to-date information on concussions you can go to: <http://www.cdc.gov/headsup/youthsports/index.html>

Policies for Collecting and Retaining Student Information

The Superintendent shall maintain in writing Ojai Unified School District policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures.

If the Ojai Unified School District possesses information that could indicate immigration status, citizenship status, or national origin information, the Ojai Unified School District shall not use the acquired information to discriminate against any students or families or bar children from enrolling in or attending school.

If parents or guardians choose not to provide information that could indicate their or their children's immigration status, citizenship status, or national origin information, the Ojai Unified School District shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling or attending school.

The Ojai Unified School District shall not allow school resources or data to be used to create a registry based on race, gender, sexual orientation, religion, ethnicity, or national origin.

Policies for Inquiries Regarding Immigration Status, Citizenship Status, and National Origin Information

Ojai Unified School District personnel shall not inquire specifically about a student's citizenship or immigration status or the citizenship or immigration status of a student's parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport, or citizenship papers.

Where any law contemplates submission of national origin related information to satisfy the requirements of a special program, Ojai Unified School District personnel shall solicit that documentation or information separately from the school enrollment process.

Where permitted by law, the Superintendent of the Ojai Unified School District shall enumerate alternative means to establish residency, age, or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status, citizenship status, or national origin, and that do not reveal information related to citizenship or immigration status.

Policies for Inquiries Regarding Immigration Status, Citizenship Status, and National Origin Information

Where residency, age, and other eligibility criteria for purposes of enrollment or any program may be established by alternative documents or information permitted by law or this policy, the Ojai Unified School District's procedures and forms shall describe to the applicant, and

accommodate, all alternatives specified in law and all alternatives authorized under this policy.

Policies for Inquiries About Social Security Numbers or Cards

The Ojai Unified School District shall not solicit or collect entire Social Security numbers or cards. The Ojai Unified School District shall solicit and collect the last four digits of an adult household member's Social Security number only if required to establish eligibility for federal benefit programs.

When collecting the last four digits of an adult household member's Social Security number to establish eligibility for a federal benefit program, the Ojai Unified School District shall explain the limited purpose for which this information is collected, and clarify that a failure to provide this information will not bar the student from enrolling in or attending the school.

The Ojai Unified School District shall treat all students equitably in the receipt of all school services, including, but, not limited to, the gathering of student and family information for the free and reduced lunch program, transportation and educational instruction.

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.

PARENT AND FAMILY INVOLVEMENT POLICY AND RIGHTS

Ojai Unified School District BP AND AR 6020; EC 11500-11506; 51101 and USC Title 20

The board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/guardian involvement 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 and family members in the joint development of meaningful opportunities for them to be involved in district and school activities at all grade levels; advisory, decision-making, and advocacy roles; and activities to support learning at home.

In order to involve parents/guardians and family members in the joint development of a district plan that meets the needs of the children's education, and in the development of school support and improvement plans, the superintendent or designee shall ensure that the district and/or schools:

- Engage parents positively in their children's education by helping parents to develop skills to use at home that support their child's academic efforts at school and their children's development as responsible future members of our society.
- Inform parents/guardians and family members that they can directly affect the success of their children's learning, by providing them with techniques and strategies they may use to improve their children's academic success and help their children in learning at home.
- Initiate consistent and effective communication between the home and school so that parents/guardians may know when and how to assist their children in support classroom learning activities.
- Train teachers and administrators to communicate effectively with parents/guardians and family members.
- Encourage parents/guardians to serve as volunteers in the schools, attend school performances and school meetings and participate in site councils, advisory councils and other activities in which they may undertake governance, advisory and advocacy roles.