



**OXNARD UNION**  
HIGH SCHOOL DISTRICT

Parent & Student Handbook  
**2022-2023**



# Building Powerful Futures for *Every* Student

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Assistant Superintendent  
Business Services

August 2022

Dear Students, Parents, and Families,

Welcome to Oxnard Union High School District!

Our more than 17,000 students in Oxnard Union High School District are the reason our more than 1,700 faculty and staff work together to build powerful futures for our students.

Every day we strive to create prosperity in our communities through school environments that promote equity, inquiry, and wellness for our students throughout their journey to becoming college ready and career prepared.

Student success begins with ensuring that each student knows their true capacity and believes in their own gifts, talents, and abilities. It is also critical that our schools understand, value, and access the experiences, knowledge, and talent our students bring with them from their families and communities.

Together we will see it through!

Thank you for the opportunity to serve as your Superintendent. I am grateful to work alongside a talented team of professionals that go all out to serve the students, parents, and families of Oxnard Union High School District.

Respectfully yours,

Dr. Tom McCoy  
Superintendent  
Oxnard Union High School District  
thomas.mccoy@oxnardunion.org

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## PARENT INFORMATION

### ANTI-DISCRIMINATION

OUHSD BP 5145.2

The district's academic and activities programs shall be free from discrimination and discriminatory practices prohibited by state and federal law, including, but not limited to, the use of any racially derogatory or discriminatory school or athletic team name, mascot, or nickname. The Superintendent or designee shall ensure that equivalent opportunity are provided for males and females, and that students are permitted to participate in academics and activities consistent with their gender identity.

### DISTRICT OFFICE CONTACTS

#### District Office Personnel:

Dr. Tom McCoy, Superintendent  
(805) 385-2527

Roger Adams, Assistant Superintendent, Educational Services  
(805) 385-2553

Ted Lawrence, Assistant Superintendent, Administrative Services  
(805) 385-2529

Deborah Salgado, Assistant Superintendent, Human Resources  
(805) 385-2525

#### Board of Trustees:

**PURPOSE:** The Board of Trustees is the policy-making body of the high school district. Five members are elected by the public to serve four-year terms. The Board has discretionary powers assigned by constitutional and statutory laws. The Board makes the final financial decisions, which decide the scope of the educational program and services of the district.

The board follows established procedures and policies in seeing that schools are run properly and in ensuring that the public's desire for a good school system is attained.

\*To ensure that Limited English Proficient parents and students are able to participate effectively in meetings of the District Board of Trustees, interpretation services are provided at all public sessions of the Board of Trustees.

### PURPOSE OF THE PARENT & STUDENT HANDBOOK (ANNUAL NOTIFICATION)

EC §48980

The purpose of this notification is to provide annual notification to students, parents and guardians of their rights and responsibilities pertaining to their child's education. Please read this Annual Notification. The parent or guardian is required to acknowledge their receipt of this notice by signing and returning the signature page to the school or district office. The parent's or guardian's signature is an acknowledgement that they have been informed of their rights and does not indicate the parent's or guardian's consent for their child to participate or not participate in any particular program listed within the Annual Notification.

Some legislation requires additional notification to the parents or guardians during the school term prior to a specific activity. (A separate letter will be sent to the parents or guardians prior to any of these specified activities or classes, and the student will be excused whenever the parents or guardians file with the principal of the school a statement in writing requesting that their child not participate.) Other legislation grants certain rights that are to be spelled out in this Annual Notification.

The OUHSD and its Board recognize that parent or guardian involvement in their child's education promotes student achievement and contributes greatly to the student's success. This Annual Notification contains information on the various ways parental involvement is both permitted and encouraged by federal and state laws, as well as the district's policies. The district commits to providing a quality education to all of its students in a safe and healthy environment. OUHSD looks forward to a successful and positive school year made possible by the dedicated efforts of its administrators, teachers, paraeducators, support staff, students, and parents and guardians.

#### Ed Code Explanation:

Education Code (EC) §48980 et seq. requires school districts to notify parents or guardians of their rights and responsibilities at the beginning of the academic year. EC §48982 requires parents or 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.

EC §48981 allows for notice to be provided by regular mail, in electronic format if requested by the parent/guardian, or by any other method normally used to communicate with parents/guardians in writing.

EC §48984 prohibits a school district from undertaking any activity covered by EC §48980 for any pupil unless the parent or guardian has been properly notified or has received separate special notification.

EC §51100 et seq. encourages schools to promote parents or guardians understanding of, and involvement in, the education of their children for all families in the school community. Under EC §48985, if 15 percent or more of the students enrolled in a school speak a single primary language other than English, all notices and reports sent to the parent or guardian of any such student must be written in English and the primary language and may be answered by the parent or guardian in either language.

This bulletin is designed to assist school districts and charter schools in meeting the notification requirements. Required notifications are grouped by grade levels. Notifications which are required under special circumstances or are suggested are grouped in separate categories. Indented paragraphs provide model language in English and in Spanish to meet a notification requirement.

### PARENT ENGAGEMENT

EC §11500 – EC §11503

To participate in the district offerings of parent education and to provide parental input to the local training programs for parents, please contact the District's English Learner Services Department at (805) 385-6857.

### PARENT INVOLVEMENT POLICY

OUHSD BP 6020

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

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

The district's local control and accountability plan shall include goals and strategies for parent/guardian involvement, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities.

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

#### Title I Schools

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

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

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

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



5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

#### Non-Title I Schools

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

## ACADEMICS

### ADVANCED PLACEMENT & INTERNATIONAL BACCALAUREATE EXAMINATION FEES

EC §48980(j)

Requires the annual notification to advise the parent or guardian if the school district has obtained state funds to cover the costs of advanced placement examination fees under EC §48980(j). 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 OUHSD district office at (805) 385-2500 for information.

### AVAILABILITY OF PROSPECTUS

EC §49063 and EC §49091.14

Each school must annually compile a prospectus of the curriculum to include titles, descriptions and instructional goals for every course offered by the school. Please contact an administrator or counselor for a copy of the prospectus or access these on the website.

### CAL GRANT PROGRAMS

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 apply 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 by the October 1 deadline to the California Student Aid Commission (CASC) electronically by a school or school district official. A student, or the parent or guardian of a student under 18 years of age, may complete a form to indicate that he or 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 parent or guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself or herself out, and can opt in if the parent or guardian had previously decided to opt out the student. Notification regarding CASC and the opportunity to opt out of being automatically deemed a Cal Grant applicant will be provided to all students and their parents or guardians by January 1 of the students' 11th grade year. If you have questions or need further information, please contact the school office for assistance.

### CALIFORNIA HEALTHY YOUTH ACT / SEX & HIV/AIDS INSTRUCTION (GRADES 9-12)

EC §51930 – EC §51939

The purpose of the California Healthy Youth Act (Education Codes §51930 through §51939) is to provide every student with the knowledge and skills necessary to protect their sexual and reproductive health from unintended pregnancy and sexually transmitted diseases.

The Oxnard Union High School District will provide instruction in comprehensive sexual health education, HIV/AIDS prevention education, and/or will conduct assessments on pupil health behaviors and risks in the coming school year. Parents or guardians may:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV/AIDS prevention education;
2. Request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education;
3. Request a copy of Education Codes §51930 through §51939;
4. Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel or outside consultants; and
5. Receive notice by mail or another commonly used method of notification no fewer than 14 days before the instruction is delivered if arrangements for the instruction are made after the beginning of the year

6. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, to be informed of:
  - a. The date of the instruction
  - b. The name of the organization or affiliation of each guest speaker.

The District has selected a program called *Be Real. Be Ready. Smart Sexuality Education*, and parents may preview the material at <https://sfusdhealtheducation.org/be-real-be-ready-2/>. Teachers will notify parents prior to presenters or guest speakers regarding the topic to be covered and the affiliation of the speaker who will be presenting information related to the California Healthy Youth Act Sexual Education Program.

The District may administer to students in grades 9 through 12 anonymous, voluntary, and confidential research and evaluation instruments, including tests and surveys, containing age-appropriate questions about their attitudes or practices relating to sex. Prior to administering such a research and evaluation instrument, parents/guardians shall be provided written notice of the administration. Parents/guardians shall be given an opportunity to review the research instrument and to request in writing that their child not participate.

### CALIFORNIA HIGH SCHOOL PROFICIENCY EXAMINATION

CCR Title 5 §11523

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 coursework required for regular graduation from high school. For more information, including administration dates and registration deadlines, visit the following website: <http://www.chspe.net/>.

### CAREER COUNSELING AND COURSE SELECTION

EC §221.5(d)

Requires the parents or legal guardian of a pupil to be notified in a general manner at least once in the annual notification, in advance of career counseling and course selection commencing with course selection for grade 7, so that the parent or guardian may participate in the counseling sessions and decisions. Commencing grade 7, school personnel shall assist pupils with course selection or career counseling, 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.

### COLLEGE & CAREER TECHNICAL EDUCATION

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. In order to attend a community college, you need only be a high school graduate or 18 years of age. In order to attend a CSU, you have to take 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, or rank in the top four percent at a participating high school or qualify by examination alone. You may also transfer to a CSU or UC after attending a community college. For more information on college admission requirements, please refer to the following webpages.

- [www.cccco.edu](http://www.cccco.edu) - This is the official website of the California Community College system. It offers links to all of the California Community Colleges.
- [www.assist.org](http://www.assist.org) - This interactive site provides course transfer information for students planning to transfer from a California Community College to a CSU or UC.
- [www.csumentor.edu](http://www.csumentor.edu) - This extensive online site aids students and their families on the CSU system, including the ability to apply online, and links to all CSU campuses.
- [www.universityofcalifornia.edu](http://www.universityofcalifornia.edu) - This massive website offers information regarding admissions, online application, and links to all UC campuses.

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 webpage: [www.cde.ca.gov/ds/si/rp](http://www.cde.ca.gov/ds/si/rp). You 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. School counselors are listed on the school websites.

### CONTROVERSIAL ISSUES

The Governing Board recognizes that the district's educational program may sometimes include instruction related to controversial issues that may attract interest based on personal values and beliefs, political philosophy, culture, religion, or other influences. Instruction concerning such topics shall be relevant to the adopted course of study and curricular goals and should be designed to develop students' critical thinking skills, ability to discriminate between fact and opinion, respect for others, and understanding and tolerance of diverse points of view. For more information, please access Board Policy 6144 located on the district's website at [www.oxnardunion.org](http://www.oxnardunion.org) and go to the *Board Policies* section of the website.

### DRIVER'S TRAINING

EC §35211

Parents and guardians of students who take the district offered driver's training course behind the wheel must obtain mandated liability insurance coverage due to potential civil liability. For more information, please contact the school site principal.

### FEDERAL STUDENT AID OR DREAM ACT

EC §51225.8

Commencing the 2020-2021 school year, the governing board of each school district shall ensure that each of the pupils receives information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application, as appropriate, at least once before the pupil enters grade 12. For more information on this process, please contact your high school counselor or the District's Educational Services Department at (805) 385-2500.

### GRADUATION REQUIREMENTS

EC §51225.3

All students enrolled in grades 9-12 are required to earn a total of 230 credits to qualify for graduation from any of the district's high school. See the chart below for more information on how many credits are required for each of the subjects in order to meet current graduation requirements. For more information on Graduation Requirements, please visit the district website at [http://bit.ly/Grad\\_Reg](http://bit.ly/Grad_Reg) or contact the school counselor. The Oxnard Union High School District's Board Policy 6146.1 is also located on the district's website at [http://bit.ly/Grad\\_Reg\\_Policy](http://bit.ly/Grad_Reg_Policy).

Current		A-G		2024 Approved		Foster/Homeless	
<b>A</b>	History/Social Science 35 10 World Civ 10 US History 5 Government 5 Economics 5 Geography	<b>A</b>	History/Social Science 20 10 World Civ 10 US History	<b>A</b>	History/Social Science 35 10 World Civ 10 US History 5 Government 5 Economics 5 Ethnic Studies /Cultural Geography	<b>A</b>	History/Social Science 30 10 World Civ 10 US History 5 Government 5 Economics
<b>B</b>	English 40	<b>B</b>	English 40	<b>B</b>	English 40	<b>B</b>	English 30
<b>C</b>	Mathematics 30 <i>5 Credits:</i> Math 1 (second term) or Math 2 or any Higher Level Math	<b>C</b>	Mathematics 30 <i>Including:</i> Elementary/advanced algebra  two & three dimensional geometry	<b>C</b>	Mathematics 30 <i>5 credits:</i> Math 1 (second term) or Math 2 or any Higher Level Math	<b>C</b>	Mathematics 20 <i>5 credits:</i> Math 1 (second term) or Math 2 or any Higher Level Math
<b>D</b>	Science 20 10 Life 10 Physical	<b>D</b>	Science 20 10 Life 10 Physical	<b>D</b>	Science 30 10 Life 10 Physical 10 Other	<b>D</b>	Science 20 10 Life 10 Physical
<b>E</b>	World Language 20 Or CTE or VAPA	<b>E</b>	World Language 20	<b>E</b>	World Language 20 or CTE Pathway Completion	<b>E</b>	World Language 20 Or CTE or VAPA
<b>F</b>		<b>F</b>	VAPA 10	<b>F</b>	VAPA 10		
<b>G</b>	Electives 60 Any District Course	<b>G</b>	Electives 10 Any A-F course	<b>G</b>	Electives 40 Any District Course		
	P.E. 20 Health 5				P.E. 20 Health 5		P.E. 20
	<b>230</b>		<b>150</b>		<b>230</b>		<b>130</b>
	<i>Proficiencies</i> Physical Fitness Test		<i>15 courses minimum</i> <i>18 courses or more recommended</i>		<i>Proficiencies</i> Physical Fitness Test		<i>Students must have eligibility under AB 216/AB 1806</i>

### Alternative Credits toward Graduation

EC §49701, EC §51225.1 and EC §51225.3

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

The Superintendent or designee shall exempt or waive specific course requirements for foster youth, homeless students, and children of military families in accordance with Education Code §51225.1 and §49701.

### Foster Youth Exemption from Local Graduation Requirements

EC §48853, EC §49069.5, EC §51225.1, EC §51225.2 and EC §51225.3

Foster and homeless youth are allowed educational rights, such as: immediate enrollment, remain in school of origin, enrollment in local comprehensive school, partial credits, graduation with state minimum requirements with possible fifth year/exemption from local graduation requirements, and access to academic resources, services and extracurricular activities. A local educational agency must provide a remedy to the affected pupil following the Uniform Complaint Procedures, including information regarding exemption from local graduation requirements, if educational rights are not allowed at the public high school.

### Coursework and Graduation Requirements: Children of Military Families

EC §51225.1 and EC §51225.2

If you are a military family, your child may qualify to be exempted from local graduation coursework requirements that are beyond the California state requirements. Please make an appointment with the school counselor to review your child's options for graduation. All coursework that was completed at another school outside of the Oxnard Union High School District will be issued full or partial credit. You may contact the school counselor or the District's Instructional Support Services Department at (805) 394-4785.

### Retroactive Grant of High School Diplomas: Departed & Deported Pupils

EC §51430

The Governing Board of the Oxnard Union High School District may award a diploma to any student who may have been deported outside the US, if in good standing after completing the second year of high school. Any transfer credits from outside the US will be considered as completion through online or after classes.

### OBJECTION TO DISSECTING, HARMING, OR DESTROYING ANIMALS

EC §32255 and EC §32255.1

Any pupil with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform his or her teacher of the objection. Objections must be substantiated by a note from the pupil's parent or guardian.

A pupil who chooses to refrain from participation in an education project involving the harmful or destructive use of an animal may receive an alternative education project, 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 alternative education project so that the pupil may obtain the knowledge, information, or experience required by the course of study in question.

### PREGNANT & PARENTING PUPILS

EC §221.51, EC §222.5, EC §46015, EC §48205, and EC §48980

The Oxnard Union High School District will treat both the pregnant teen mother and the teen father with the same accommodations, regardless of sex. The teen parents may not be excluded from any class or extracurricular activities, solely on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or post-partum recovery. Physical and emotional ability to continue may only be determined by physician or nurse practitioner. Pregnant or parenting pupils may not be required to participate in pregnant minor programs or alternative programs, with the exception of personal choice.

Parental rights will be an option available in annual notifications or at semester term periods, welcome packets, orientation, online or in print, or in independent study packets as provided to all regular students from school districts or charter schools.

Parental leave for eight weeks for preparation of birth of infant, post-partum for mental and physical health needs of the teen parents and to bond with infants, or any additional medically approved time to protect the infant or parents is allowed. Any additional time due if deemed medically necessary, as prescribed by physician or nurse practitioner. The pregnant and parenting teens are not required to take all or part of the leave to which they are entitled. Leave will be approved by the district or charter school supervisor of attendance, as excused absence, with a unique code similar to independent study. However, no work is required during the leave. Upon return, the parenting teens are entitled to return to the school courses that they were enrolled in before taking leave. Make up plans and re-enrollment will be

worked out with the school counselor or administrator to achieve an opportunity to fully participate in all activities as before leave. If needed, parenting teen may enroll for a fifth year of instruction if on course for graduation requirements. If parenting teens were enrolled in an alternative school setting, a return to that environment is to be available as needed to achieve graduation. A pupil shall not incur any academic penalties due to using these available accommodations.

An illness for sick child does not require a doctor note for the custodial parenting teens; the mother or father will be excused by the attendance supervisor.

### SEXUAL ABUSE / SEX TRAFFICKING PREVENTION / SEXUAL ASSAULT AWARENESS PREVENTION

EC §51900.6 and EC §51950

Parents/guardians will be notified of any instruction which includes topics related to sexual abuse, sexual assault awareness prevention, or sex trafficking prevention education. Parents may submit a written request to excuse their child from participation in these classes.

### SPECIALIZED EDUCATIONAL PROGRAMS

#### Bilingual Education

EC §52173 and 5 CCR §11303

Parents shall be provided an opportunity for consultation prior to placement of their child in a program of bilingual education. A parent or guardian shall be notified or informed 1) in a simple, nontechnical description of purposes, method, and content of the program; 2) that they have the right and are encouraged to visit classes and to come to the school for a conference to explain the nature and objectives of bilingual education; 3) of their right not to have their child enrolled in such a program; and 4) the opportunity to participate in the school or school district advisory committee, or both. Written notice shall be provided in English and the primary language of the pupil. For more information, contact the District's English Learner Services Department at (805) 385-6857.

#### English Learner Program

EC §52164.3, EC §52173.5, EC §310, EC §311 and CCR Title 5 §11301

District procedures regarding designation of students as English Learners or Fluent English Proficient include home language survey, language assessments, notice of assessment results, and opportunity for reassessment. Program placement takes place with written parent notification, opportunity for parent consultation, and procedures for granting waivers for alternative programs. For more information, contact the District's English Learner Services Department at (805) 385-6857.

#### English Learners Identification Notice

EC §313.2

Parents are to be notified by schools that in addition to the child's English proficiency status, for which they are notified using the English Language Proficiency for Assessments for California (ELPAC), and they are to be notified that their child is a "Long-term English Learner" or is an "English learner at-risk of becoming a Long-term English Learner".

#### Available Language Programs and Language Acquisition Programs

EC §310, EC §48980, EC §48981, and CCR Title 5 §11309

School districts and county offices of education (LEAs) provide all parents or legal guardians with information on the types of language and language acquisition programs. EC sections 48980 and 48981. Oxnard Union High School District (OUHSD) offers the following language and language acquisition programs for student enrollment. Parents/Guardians may choose a language acquisition program that best suits their child (EC Section 310[a]).

- 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 English Language

Development and access to grade level academic subject matter content. Education Code (EC) sections 305(a)(2) and 306(c)(3).

- Dual-Language Immersion (DLI) Program (English/[state language(s)]): Also referred to as Two-Way Immersion. A language acquisition program that provides language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding. Some OUHSD sites offer content courses in Spanish. EC Section 306(c)(1).
- Heritage Language Program (English/Spanish): A language acquisition program for English learners that provides instruction to pupils utilizing English and a pupil's native language for literacy and academic instruction, enabling non-English speakers or students who have weak



literacy skills in their native language to achieve language proficiency and meet academic achievement goals.

To enroll your student in a Language Acquisition Program, submit a verbal or written request to your site principal. If you wish to start a new language program submit a verbal or written request to your site principal. If you would like more information, contact the Director of English Learner Services at (805) 385-6857.

#### **Foster Youth**

EC §48204, EC §48645.5, EC §48853, EC §48853.5 and WIC §317 & §16010

Requires school district educational liaisons to ensure pupils in foster care receive stable school placements which are in the best interest of the child. If you have any questions, please contact the Director of Student Support Services at (805) 394-4690.

#### **Homeless Youth**

42 USC §11432, EC §48853, EC §49069, EC §51225.1 and EC §51225.2

Homeless youth are ensured school placements in their best interest, and parents are provided meaningful opportunities to participate in the education of their children.

Circumstances for eligibility include living in a shelter, a motel, hotel, a house or apartment with more than one family because of economic hardship or loss, in an abandoned building, in a car, at a campground, or on the street, in temporary foster care or with an adult who is not your parent or guardian, in substandard housing, or with friends or family because you are a runaway, unaccompanied, or migrant youth. Homeless youth have the right to immediate enrollment in school of origin or school where currently residing without proof of residency, immunization records or tuberculosis skin-test results, school records, or legal guardianship papers. Homeless youth have the right to education and other services (e.g., to participate fully in all school activities and programs for which child is eligible, to qualify automatically for nutrition programs, to receive transportation services, and to contact the District's Director of Student Support Services to resolve disputes that arise during enrollment. Homeless youth can be assisted by the Director of Student Support Services at (805) 394-4690.

#### **Indian Education Program (K-12)**

The district encourages all parents of children of American Indian or Alaskan Native descent (heritage) to enroll their child/ren in the Indian Education Program. The program was designed to meet the unique educational and culturally related academic needs of American Indian and Alaska Native students, so that such students can meet the same challenging State student academic achievement standards as all other students are expected to meet. To enroll, parents must complete the "Title VI Student Eligibility Certification" which can be found at all school sites or the district office. Indian Education services include Indian studies reading lessons, counseling, and evening family events. The program encourages all students of American Indian descent to finish high school and attend college. High school students are provided information regarding foundations, grants and scholarships, as well as other financial aides, to assist with entrance into vocational/technical trade schools, community colleges, selected private universities, state universities, and state colleges. For more information, contact the District's English Learner Services Department at (805) 385-6857.

#### **Migrant Education**

EC §54444.2

The Migrant Education Program is federally funded under Title 1 Part C. Eligibility is determined by an oral interview. A family is eligible if either parent or guardian changes residence and crosses school boundaries in search of employment in agriculture, fishing, lumber or dairy and the child accompanies or joins the parents later. Eligibility is for a three-year period.

Migrant Education funds/services actively solicit parent involvement in planning, operation, and evaluation of its program through a parent advisory council. For more information, contact the District's English Learner Services Department at (805) 385-6857.

#### **Migrant & Newly Arrived Pupils**

EC §51225.1 and EC §51225.2

Notice shall be provided in language that the parent and student understand within 30 days of migration: When a pupil completes the state minimum coursework requirements and becomes eligible for a diploma, to notify the pupil, the educational rights holders all of the following: The pupil's right to a diploma issued by the school district of residence if he or she completed the graduation requirements for high school student who transferred in their 3rd or 4th year of high school from another country or other school district. The school district of residence shall issue to the pupil a diploma from the school the pupil last attended after the transfer and accept coursework satisfactorily from the school previously attended, as well as from a country other than the United States. The district or charter school will explain how taking coursework and other requirements adopted by the governing board or charter school or continuing education upon transfer will affect the pupil's ability to gain admission to a postsecondary educational institution.

Information about transfer opportunities available through the California Community Colleges. The pupil's or the education rights holder's, as applicable, option to allow the pupil to take additional coursework for a 5th year of high school toward an achievable diploma requirement. If the district or charter school fails to provide timely notice, the pupil shall be eligible for the diploma once notified, even if that notification occurs after the initial transfer. In addition to the statewide minimum course work and other requirements adopted by the governing board of the district or charter school shall do both of the following: Inform the pupil of his or her option to take coursework and other requirements adopted by the governing board. Permit the pupil, upon agreement with the pupil, if the pupil is 18 years of age or older, or, if the pupil is under 18 years of age, upon agreement with the person holding the right to make educational decisions for the pupil, to take coursework or other requirements adopted by the governing board, to take additional coursework for a 5th year of high school. Advise the pupil, if the pupil is 18 years of age or older, or, if the pupil is under 18 years of age, the person holding the right to make educational decisions for the pupil, to consider enrollment in a school operated by the local educational agency or charter school, benefit from continued instruction, and graduate from high school with a valid diploma. If a pupil participating in a newcomer program is exempted from local graduation requirements, the exemption shall continue to apply after the pupil no longer meets the definition of a "pupil participating in a newcomer program" while he or she is enrolled in school or if the pupil transfers again to another school, including a charter school, or school district during the 3rd or 4th year of high school. Students and parents of migratory children shall not request a transfer solely to qualify for this exemption.

## **STUDENTS WITH DISABILITIES**

EC §56301, 29 USC §794, 34 CFR §104.32 and §504 Rehabilitation Act

#### **Section 504 Accommodations for Students**

Section 504 of the federal Rehabilitation Act of 1973, and the Americans with Disabilities Act (42 USC §12101, et seq.) prohibits discrimination on the basis of disability. Section 504 requires school districts to identify and evaluate children with disabilities in order to provide them a free, appropriate public education. Individuals with a physical or mental impairment that substantially limits one or more major life activities, including seeing, hearing, walking, breathing, working, performing manual tasks, learning, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, speaking, are eligible to receive services and aids designed to meet their needs as adequately as the needs of nondisabled students are met.

OUHSD designated individual for implementing Section 504: Shannon Houston Scott (805) 385-2552.

Screening and evaluation procedures used by DISTRICT when there is a reason to believe a student has a disability under Section 504: in Board Policy 6164.4 at <http://bit.ly/2PQSuXi> and a copy of the 504 process and initial review at [http://bit.ly/504\\_Process](http://bit.ly/504_Process).

A student has the right to a written accommodation plan if the student qualifies for services under Section 504.

A student has the right to be educated with nondisabled students to the maximum extent appropriate based on the student's needs.

A copy of the parents or guardians legal safeguard can be obtained at <http://bit.ly/2PQSuXi>.

#### **Special Education**

EC §56000 and EC §56035

Any individual, public agency, or organization which has cause to believe that the Oxnard Union High School District is violating any federal or state law or regulation governing special education has the right to file a complaint with the Superintendent of the District or the Superintendent of Public Instruction of the State of California. A list of free or low cost legal services is available through the district. A parent has the right to examine his/her student's special education records. Special education parent notifications will be in the parents' primary language or mode of communication. For further information about these regulations, please contact the director of Special Education or your local school.

#### **Services to Non-Special Education Handicapped Students**

The Oxnard Union High School District provides reasonable accommodations to handicapped students who are not eligible for services under the Individuals with Disabilities Education Act (IDEA). The District provides an evaluation and will implement a plan for the delivery of needed services for students it has reason to believe are handicapped. Parents shall be provided with notice of identification, evaluation or placement of the student and shall be entitled to an impartial hearing if they disagree with the District's decisions in these matters.

The determination of appropriate reasonable accommodations will be made by the school Student Success Team (SST). The student's counselor, in consultation with the school psychologist, shall be responsible for preparation, presentation and follow-up on the student's case. The SST will review the following: the nature of the handicap; how the handicap affects the student's education; whether accommodations are needed; and, the definition of

appropriate reasonable accommodations. Parents who wish to access these services should request consideration for the request through the school counselor and administration.

### **Child Find Systems** EC §56301

The district is a member of the Ventura County Special Education Local Plan Area which has established written policies and procedures including continuous child find systems including children with disabilities who are migrant, 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.

## **ATTENDANCE**

### **ABSENCES, TARDINESS, TRUANCY**

#### **Avoiding Absences, Written Excuses**

Oxnard Union High School District urges parents to make sure their children attend school regularly and to schedule medical and other appointments after school or during school holidays. The district also asks that travel or other absences be avoided during the time school is in session. The higher the district's daily attendance rate, the more a student will learn and the greater the amount of funding that the district will receive from the state for classroom instruction and academic programs. The school calendar is designed to minimize problems for families which plan vacations around traditional holiday periods, and thereby minimize student absences.

Following an absence, a student is required to bring a written excuse from home when returning to school. Illnesses, and doctor and dental appointments are considered excused absences. Absences without a written excuse are recorded as unexcused.

#### **Tardiness**

Children should be encouraged to be prompt as part of developing good habits. They are expected to be at school on time. If a child is late, the child should bring an excuse from home to the school office. Repeated tardies in excess of 30 minutes lead to the student being designated as truant.

#### **Truancy Definitions**

EC §48260, EC §48262 and EC §48263.6

A student is considered truant after three absences or three tardies of more than 30 minutes each time or any combination thereof and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year and the district has made a conscientious effort to meet with the family, 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.

Unexcused absences are all absences that do not fall within EC §48205. The text of EC §48205 is provided in the next section, "Excused Absences".

#### **Arrest of Truants/School Attendance Review Boards**

EC §48263 and EC §48264

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 a habitual truant may be referred to a School Attendance and Review Board (SARB).

#### **Chronic Absenteeism**

EC §60901

A student is considered a chronic absentee when he/she is absent on 10% or more of the school days in one school year, from the date of enrollment to the current date. Chronic absenteeism includes all absences – excused and unexcused – and is an important measure because excessive absences negatively impact academic achievement and student engagement.

### **EXCUSED ABSENCES**

EC §46014 and EC §48205

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral or religious instruction.

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.

- (a) Notwithstanding Section 48200, a pupil shall be excused from school for any of the following reasons:

- (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, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
  - (5) For the purpose of jury duty in the manner provided for by law.
  - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
  - (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, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
  - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
  - (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC §49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
  - (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
  - (11) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit 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 test and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

### **ABSENCES FOR CONFIDENTIAL MEDICAL SERVICES**

EC §46010.1

School authorities may excuse any pupil in grades 9-12 from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

### **MINIMUM DAYS AND/OR PUPIL-FREE STAFF DEVELOPMENT 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.

2020-21 Minimum Days and/or Pupil-Free Staff Development Days:

- January 19, 2021
- March 15, 2021

### **OFF-CAMPUS LUNCH IS NOT PERMITTED**

EC §44808.5

The governing board of the Oxnard Union High School District, pursuant to Education Code §44808.5, has decided not to permit the students enrolled at any of the OUHSD High Schools to leave the school grounds during the lunch period.

In order to protect students in a supervised, safe, and orderly environment, the Oxnard Union High School District shall adopt a closed campus policy for

each of the high schools. Parents expect schools to be a safe learning environment for their children whereby schools have the responsibility to account for each and every student every minute on campus and with the heightened concerns of school safety, a closed campus is essential to protect our students.

Once students arrive at school, they must remain on campus until the end of the school day unless they have brought written authorization from their parents/guardians and received permission from school authorities to leave for a specific purpose. The specific written authorization from their parents/guardians shall be only for the specific date and does not allow a student to leave campus on a regular basis. Students must remain on campus during lunch time and shall not leave campus just for the purpose of lunch. Students who leave campus without such authorization shall be classified as truant and subject to disciplinary action.

Neither the school district, nor any officer or employee thereof shall be liable for the conduct nor safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.

## ENROLLMENT

### ATTENDANCE OPTIONS

EC §48490(h), EC §48200, EC §48204, EC§ 48300, EC§ 46600 and USC Title 20 §7912

#### Employment in Lieu of Residency (Allen Bill) EC §48204

OUHSD has chosen to accept employment in lieu of residency. OUHSD allows a student to have complied with the residency requirements for school attendance in the district if at least one parent/guardian of the pupil is physically employed within the boundaries of that district for a minimum of ten hours during the school week. Once admitted to residency, the pupil's transfer may be revoked only if the parent ceases to be employed within the boundaries of the district. As a resident, the student does not have to re-apply for the transfer to be valid.

#### Interdistrict Enrollment/Transfer Requests

EC §46600, et seq.

The parent or legal guardian of a pupil may seek release from the home district to attend a school in any other school district. School districts may enter into agreements for the Interdistrict transfer of one or more pupils 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 pupil will not have to reapply for an Interdistrict transfer, and the school board of the district of enrollment must allow the pupil to continue to attend the school in which he/she is enrolled. Forms may be obtained on the website of the district or at the Student Services Office at 309 South K Street, Oxnard, California 93030.

Regardless of whether an agreement exists or a permit is issued, the school district of residence cannot prohibit the transfer of a pupil who is a child of an active military duty parent to a school district of proposed enrollment if that district approves the application for transfer. Nor may a district prohibit an interdistrict permit release when no intradistrict permit options are available to a victim of bullying. A "victim of an act of bullying" means a pupil that has been determined to have been a victim of bullying by an investigation pursuant to the complaint process described in Section 234.1 and the bullying was committed by any pupil in the school district of residence, and the parent of the pupil has filed a written complaint regarding the bullying with the school, school district personnel, or a local law enforcement agency. "Bullying" means any severe or pervasive physical or verbal communication made in writing or by means of an electronic act directed toward one or more pupils that results in placing a reasonable person in fear of harm of self or property. It may cause a substantially detrimental effect on physical or mental health, interfere with academic performance or the ability to participate in or benefit from the services, activities, or privileges provided by a school, and may be done in person or online. Bullying may be exhibited in the creation or transmission of bullying online, on or off the school site, by telephone or other device in a message, text, sound, video, or image in a post on a social network internet website or burn page that creates a credible impersonation of another student knowingly and without consent for the purpose of bullying. Sharing or forwarding messages contributes to the act of bullying.

A pupil who has been determined by personnel of either the school district of residence or the district of proposed enrollment to have been the victim of an act of bullying, as defined in EC §48900(r), shall, at the request of the parent or legal guardian, be given priority for interdistrict attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement.

#### Intradistrict Open Enrollment

EC §35160.5(b)

Residents of the Oxnard School District 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 on the District website. Parents of high school athletes should check on CIF sports eligibility rules before pursuing open enrollment. Parents of students wishing to participate in an academy should contact the high school or Student Support Services; academy transfers are on a space available basis and require an interview process by the school site and academy lead. Transportation to any other school is the responsibility of the parent.

Students who are a victim of bullying shall be allowed an intradistrict permit to transfer if space is available at the same grade level. If there is no "intra-district" space to attend, the student may seek an "inter-district" permit to another district without any delay in release from the home district, but it does not guarantee entrance to an outside district. The process to enter another school district will be according to the desired district's transfer policies. A "victim of an act of bullying" means a pupil that has been determined to have been a victim of bullying by an investigation pursuant to the complaint process described in Section 234.1 and the bullying was committed by any pupil in the school district of residence, and the parent of the pupil has filed a written complaint regarding the bullying with the school, school district personnel, or a local law enforcement agency. "Bullying" means any severe or pervasive physical or verbal communication made in writing or by means of an electronic act directed toward one or more pupils that results in placing a reasonable person in fear of harm of self or property. It may cause a substantially detrimental effect on physical or mental health, interfere with academic performance or the ability to participate in or benefit from the services, activities, or privileges provided by a school, and may be done in person or online. Bullying may be exhibited in the creation or transmission of bullying online, on or off the school site, by telephone or other device in a message, text, sound, video, or image in a post on a social network internet website or burn page that creates a credible impersonation of another student knowingly and without consent for the purpose of bullying. Sharing or forwarding messages contributes to the act of bullying.

Application materials will be available on the district website or by parent pick up at the district office and must be received by last working day in January. For further information, please contact Student Support Services Office at (805) 385-2552. The intradistrict transfer form can be found on the district's website at the following address:

<https://docs.google.com/forms/d/e/1FAIpQLSF7pGSRNXhT6o8JARPIDsaK1HyVheq13AXXjuJ0Pr8CVvzbKq/viewform>.

#### Involuntary Transfer

EC §48980(n) and EC §48929

A student may be transferred to another district school if he/she is convicted of a violent felony, as defined in Penal Code §667.5(c), or a misdemeanor listed in Penal Code §29805 and is enrolled at the same school as the victim of the crime for which he/she was convicted.

Before transferring such a student, the Superintendent or designee shall attempt to resolve the conflict using restorative justice, counseling, or other such services. He/she shall also notify the student and his/her parents/guardians of the right to request a meeting with the principal or designee.

Participation of the victim in any conflict resolution program shall be voluntary, and he/she shall not be subjected to any disciplinary action for his/her refusal to participate in conflict resolution.

The principal or designee shall submit to the Superintendent or designee a recommendation as to whether or not the student should be transferred. If the Superintendent or designee determines that a transfer would be in the best interest of the students involved, he/she shall submit such recommendation to the Board for approval.

The Board shall deliberate in closed session to maintain the confidentiality of student information, unless the parent/guardian or adult student submits a written request that the matter be addressed in open session and doing so would not violate the privacy rights of any other student. The Board's decision shall be final.

The decision to transfer a student shall be subject to periodic review by the Superintendent or designee.

The Superintendent or designee shall annually notify parents/guardians of the district's policy authorizing the transfer of a student pursuant to Education Code §48929.

A student may be transferred to another district school if he/she is convicted of a violent felony, as defined in Penal Code §667.5(c), or a misdemeanor listed in Penal Code §29805 and is enrolled at the same school as the victim of the crime for which he/she was convicted.

Before transferring such a student, the Superintendent or designee shall attempt to resolve the conflict using restorative justice, counseling, or other such services. He/she shall also notify the student and his/her



parents/guardians of the right to request a meeting with the principal or designee.

Participation of the victim in any conflict resolution program shall be voluntary, and he/she shall not be subjected to any disciplinary action for his/her refusal to participate in conflict resolution.

The principal or designee shall submit to the Superintendent or designee a recommendation as to whether or not the student should be transferred. If the Superintendent or designee determines that a transfer would be in the best interest of the students involved, he/she shall submit such recommendation to the Board for approval.

The Board shall deliberate in closed session to maintain the confidentiality of student information, unless the parent/guardian or adult student submits a written request that the matter be addressed in open session and doing so would not violate the privacy rights of any other student. The Board's decision shall be final.

The decision to transfer a student shall be subject to periodic review by the Superintendent or designee.

The Superintendent or designee shall annually notify parents/guardians of the district's policy authorizing the transfer of a student pursuant to Education Code §48929.

#### **Persistently Dangerous Schools** 5 CCR 11993(k) and 20 USC 7912

Students shall be allowed to attend a safe school. DISTRICT shall notify parents or guardians of pupils in elementary and/or secondary schools considered to be "persistently dangerous" pursuant to California Department of Education guidelines and of available options for attendance at a safe school. "Any firearms violations" is an event which must be considered in determining whether a school site is at risk of being classified as persistently dangerous.

#### **Residency Requirements** EC §48200 and EC §48204

A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located.

A pupil 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; a pupil residing in a state hospital located within the boundaries of the school district; or a pupil whose parent is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order. Students in military and migrant families may remain in their school of origin and shall have waived residency restrictions due to the frequency of movement of their families. Connect with the school office for more information on the protections afforded these students per California laws.

### CHARTER SCHOOL COMPLAINT NOTICE

EC §47605(d)(4)

Charter Schools may NOT discourage enrollment for any of these reasons: low academic achievement, economic disadvantaged, English non-proficient, Ethnicity, Foster Youth, Homelessness, Nationality, Neglect or Delinquent, Race, Sexual orientation, Disabilities. Charter Schools shall NOT: request records or require records to be submitted prior to enrollment, encourage disenrollment for any reason (other than suspension or expulsion). In order to submit a complaint, complete the Charter School Complaint Form, submit to the charter school authorizer by mail or electronically:

Architecture, Construction & Engineering Charter High (ACE) 570 Airport Way Camarillo, CA 93010-8500 (805) 437-1410	Camarillo Academy of Progressive Education 777 Aileen Street Camarillo, CA 93010-2959 (805) 384-1415
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### INSTRUCTION FOR PUPILS WITH A TEMPORARY DISABILITY

EC §48206.3, EC §48207 and EC §48208

A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil's home for one hour a day. Please contact an administrator for further information.

A pupil with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied

with the residency requirements for school attendance in the school district in which the hospital is located.

It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the district will within five working days determine whether the pupil will be able to receive individualized instruction pursuant to EC §48206.3 and, if so, provide the instruction within five working days or less.

### NOTICE OF ALTERNATIVE SCHOOLS

EC §58501

California state law authorizes all school districts to provide for alternative schools. Education Code §58500 defines alternative school as a school or separate class group within a school which is operated 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 or 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 students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

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

### VICTIM OF VIOLENT CRIME

USC Title 20 §7912

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 school principal or the District's Director of Student Services at (805) 385-2252.

## HEALTH

### ADMINISTRATION OF MEDICINE DURING THE SCHOOL DAY

EC §49414.7, EC §49423, EC §49423.1 and EC §49480

#### **Medication Regimen** EC §49423

The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse or [other contact person] of the medication being taken, the current dosage, and the name of the supervising physician.

Any pupil who is required to take, during the regular school day, medication prescribed by a physician may be assisted by the school nurse or other designated school personnel if the school district receives both a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken requesting the school nurse to assist the pupil with prescribed medication as set forth in the physician statement. Student may carry and self-administer auto-injectable epinephrine or inhaled asthma medication if the school district receives both a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken and a written statement from the parent or guardian requesting that the student self-administer. All requests are to be approved by school nurse prior to use.

#### **Administration of Prescribed Medication for Pupils** EC §49423 and EC §49423.1

Any pupil who is required to take, during the regular school day, medication prescribed by a physician or surgeon, may be assisted by the school nurse or other designated school personnel or may carry and self-administer auto-injectable epinephrine or inhaled asthma medication if the school district receives both a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be

taken and a written statement from the parent or guardian requesting the school district assist the pupil with prescribed medication as set forth in the physician statement.

### **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.

Checklist when children need medication at school: Talk to your child's doctor about making a medicine schedule so that your child does not have to take medicine while at school.

1. If your child is regularly taking medicine for an ongoing health problem, even if he or she only takes the medicine at home, give a written note to the school nurse or other designated school employee at the beginning of each school year. You must list the medicine being taken, the current amount taken, and the name of the doctor who prescribed it (EC 49480).
2. If your child must take medicine while at school, give the school a written note from you and a written note from your child's doctor or other health care provider, who is licensed to practice in California. Provide new, updated notes at the beginning of each school year and whenever there is any change in the medicine, instructions, or doctor (EC 49423).
3. As parent or guardian, you must supply the school with all medicine your child must take during the school day. You or another adult must deliver the medicine to school, except medicine your child is authorized to carry and take by him or herself.
4. All controlled medicine, like Ritalin, must be counted and recorded on a medicine log when delivered to the school. You or another adult who delivered the medicine should verify the count by signing the log.
5. Each medicine your child must be given at school must be in a separate container labeled by a pharmacist licensed in the United States. The container must list your child's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take.
6. Pick up all discontinued, outdated, and/or unused medicine before the end of the school year.
7. Know and follow the medicine policy of your child's school.

### **Emergency Treatment for Anaphylaxis** EC §49414

Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur after encountering an allergic trigger, such as food, medicine, an insect bite, latex or exercise. Symptoms include narrowing of the airways, rashes or hives, nausea or vomiting, a weak pulse and dizziness. It is estimated that approximately 25% of the anaphylactic reactions occur during school hours to students who had not previously been diagnosed with a food or other allergy. Without immediate administration of epinephrine followed by calling emergency medical services, death can occur. Being able to recognize and treat it quickly can save lives. Recent changes to EC §49414 now require school districts to provide epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history.

## **CHILD ABUSE NEGLECT & REPORTING**

Penal Code §11164

The school may consider informing parents of staff's role as mandated reporters as well as providing information to assist parents in determining whether or not child abuse has occurred and, if so, how to file a complaint of child abuse to the appropriate agency. For additional resources, visit CDE's webpage: <http://www.cde.ca.gov/lr/ss/ap/>.

OUHSD is committed to protecting all students in its care. All employees of the District are considered mandated reporters, required by law to report cases of child abuse and neglect whenever there is reasonable suspicion abuse or neglect has occurred. District employees may not investigate to confirm a suspicion. All complaints must be filed through a formal report, over the telephone, in person, or in writing, with an appropriate local law enforcement agency (i.e. Police or Sheriff's Department, County Probation Department, or County Welfare Department/County Child Protective Services). Both the name of the person filing the complaint and the report itself are confidential and cannot be disclosed except to authorized agencies.

Parents and guardians of students also have a right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. Complaints may be filed with the local law enforcement agency; you may also notify the District of an incident by contacting Student Support Services at (805) 385-2552 or the district office at (805) 385-2500.

Child abuse does not include an injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:

1. To stop a disturbance threatening physical injury to people or damage to property;
2. For purposes of self-defense;
3. To obtain possession of weapons or other dangerous objects within control of a student;
4. To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning

## **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 the 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, charter school, or private school that elects to offer an athletic program must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. If the license health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete initiates 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.

## **CONTROLLED SUBSTANCES: OPIOIDS**

EC §49476

The athletic departments of the Oxnard Union High School District will provide facts regarding the risks and side effects of opioid use each school year to athletes. Parents and student athletes must sign acknowledgement of receipt of the document annually. More information can be found in the Athletic Handbook looked under the *Students & Parents* section of the District's website.

## **ELECTRONIC NICOTINE DELIVERY SYSTEMS (E-CIGARETTES)**

HSC §119405

The Oxnard Union High School District prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in district vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin.

Section 119405 of the Health and Safety Code prohibits the sales of e-cigarettes to minors which means that students should not be in possession of any such devices. Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by §11014.5 of the Health and Safety Code.

## **ERIC PAREDES SUDDEN CARDIAC ARREST PREVENTION ACT**

SB 1375

The senate bill requires a pupil in any public school, including a charter school, or private school that elects to conduct athletic activities, and the pupil's parent or guardian, to sign and return an acknowledgement of receipt of an information sheet on sudden cardiac arrest symptoms and warning signs each school year before the pupil participates in an athletic activity.

## **IMMUNIZATIONS**

EC §49403, EC §48216, HSC §120325, HSC §120335, HSC §120370 and HSC §120375

As of January 1, 2016, parents of students in any school, will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1,

2016 will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7th grade.

Students are not required to have immunizations if they attend a home-based private school or an independent study program and do not receive classroom-based instruction. However, parents must continue to provide immunizations records for these students to their schools.

The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs. A student not fully immunized may be temporarily excluded from a school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above.

## MEDICAL SERVICES INFORMATION

EC §49471 and EC §49472

### Medical Services and Health Insurance Coverage for Athletes

Your child's school district does not provide medical insurance coverage for injuries occurring during school activities. This means that you are responsible for the medical bills if your child gets hurt during school or while participating in school activities. Student accident/health insurance plans are offered to help you obtain medical coverage. These insurance plans brochures are available at your child's school.

Many coverage options are available. The Student Health Care and High Option 24-Hour Accident plans are especially recommended for those students with no other insurance because they provide the most help when injuries occur.

Student Health Care covers illness as well as injury, 24 hours a day. We strongly recommend the high option plans for students participating in interscholastic sports or who are without any medical insurance.

If your child does have other health coverage, student insurance may also be used to help pay those eligible charges not covered by other insurance (i.e. deductibles and co-payments). Also, the student insurance plans allow you to take your child to any doctor or hospital you choose. Please read your brochure carefully. If you have questions, please call the plan administrator, Myers-Stevens & Toohy & Co., Inc., at (800) 827-4695, or (949) 348-0656. Bilingual representatives are available for parents who need assistance in Spanish. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling, (800) 300-1506 Covered California or (800) 541-5555 Medi-Cal.

### Medical Attention at School for Accidents/Injuries

An emergency card will be used to contact parents/guardians in the event of a medical emergency. The school will act in the absence of parent contact to ensure appropriate medical treatment is provided even if the parent/guardian cannot be reached. The school may make available medical or hospital services for students while at or on the way to or from any school activity. Specific direction regarding emergency care must be noted on emergency cards.

## MENTAL HEALTH SERVICES

EC §49428

In order to initiate access to available pupil mental health services, you may contact the following mental health provider: Ventura County Behavioral Health crises line at (866) 998-2243 or text **"CONNECT" to 741741**. A trained Crisis Counselor will receive the text to assist you with the current crisis. Crisis hotline information is also available on all student IDs and our district website. Our school district will notify parents at least twice per year. This is one time through our Annual Notifications, and we will also notify you again a second time each school year by the following means through the mail or another commonly used method of notification.

## PHYSICAL EXAMINATION

EC §49451

A parent or guardian may file annually with the school principal a written statement, signed by the parent or legal guardian, withholding consent to a physical examination of the pupil. However, whenever there is good reason to believe that the pupil is suffering from a recognized contagious or infectious disease, the pupil shall be sent home and shall not be permitted to return until school authorities are satisfied that the contagious or infectious disease no longer exists.

Physical examinations that schools are required to conduct include sight and hearing testing under EC §49452 and scoliosis screening under EC §49452.5. Schools may screen for type 2 diabetes mellitus under EC §49452.6. As indicated in EC §49451 and 20 USC 1232h a parent or guardian may file a waiver of the examination requirement based on personal beliefs.

## SUICIDE PREVENTION

The Governing Board recognizes that suicide is a major cause of death among youth and should be taken seriously. The superintendent or designee shall establish procedures to be followed when a suicide attempt, threat, or disclosure is reported. The district shall also provide students, parents/guardians, and staff with education that helps them recognize the warning signs of severe emotional distress and take preventive measures to help potentially suicidal students.

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies, mental health professionals, and community organizations.

More information regarding suicide prevention can be located on the District's website in Board Policy 5141.2 located at <https://www.oxnardunion.org/board-of-trustees/board-policies/>.

## TOBACCO FREE CAMPUS

EC 48901, HSC §104420, HSC §104495, and Business & Professions Code §22950.5

The Governing Board recognizes that smoking and other uses of tobacco products constitute a serious public health hazard and are inconsistent with District goals to provide a healthy environment for students and staff.

The Board prohibits smoking and/or the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles.

The Board prohibits smoking and/or the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles.

These prohibitions apply to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

Signs prohibiting the use of tobacco shall be prominently displayed at all entrances to school property.

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking.

Tobacco products include:

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited.

## SAFETY

### ASBESTOS MANAGEMENT PLAN

CFR Title 40 §763.93

The OUHSD School District maintains and annually updates its management plan for asbestos containing material in school buildings. For a copy of the asbestos management plan, please contact Josh Koenig-Brown at (805) 385-2500.



## CIVILITY ON SCHOOL GROUNDS

CCR §708.9 and EC §32210

Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars (\$500).

It is unlawful for any person, except a parent/guardian acting toward his/her minor child, to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds.

## CUSTODY ISSUES

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to his/her child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which 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.

## GUN-FREE SCHOOL ZONE

Penal Code §626.9 and Penal Code §30310

Recasts the provisions relating to a person holding a valid license to carry a concealed firearm to allow that person to carry a firearm in an area that is within 1,000 feet of, but not on the grounds of, a public or private school providing instruction in kindergarten or grades 1 to 12, inclusive. Deletes the exemption that allows a person holding a valid license to carry a concealed firearm to bring or possess a firearm on the campus of a university or college. Creates an additional exemption from those prohibitions for certain appointed peace officers who are authorized to carry a firearm by their appointing agency, and an exemption for certain retired reserve peace officers who are authorized to carry a concealed or loaded firearm. Reorganizes those exceptions: deletes the exemption that allows a person to carry ammunition or reloaded ammunition onto school grounds if the person is licensed to carry a concealed firearm. Creates an additional exception to that prohibition by authorizing a person to carry ammunition or reloaded ammunition onto school grounds if it is in a motor vehicle at all times and is within a locked container or within the locked trunk of the vehicle.

## PESTICIDE PRODUCTS

EC §17612 and EC §48980.3

The Healthy Schools Act of 2000 (AB 2260) requires schools to provide parents/guardians of students and school staff with annual written notification of pesticides use. During the school year, it may be necessary to apply pesticides at your child's school to avoid serious health problems posed by pests or to maintain the integrity of the school buildings and grounds.

The Act also provides parents/guardians and school employees the opportunity to register with the school district if they wish to be notified of individual pesticide applications at their specific school site. Persons who register for this notification will be notified at least 72 hours prior to any application. Please provide registration information, even if you have registered in a prior year.

To register, please send your name, address, student's name and school site to: Oxnard Union High School District Operations Department, Attn: Pesticide Notification, 309 South K Street Oxnard, CA. You may access the form on the district's website at <http://bit.ly/2Pknsag>.

It is the intent of the OUHSD to minimize the use of chemical pesticides and, when their use cannot be avoided, to utilize the least toxic appropriate method. You may obtain additional information on pest management products and practices on the California Department of Pesticide Regulation's website at: <http://www.cdpr.ca.gov>. If you have any questions, please call Maintenance and Operations at (805) 385-2518.

## SCHOOL SAFETY: BULLYING

EC §234.4 and EC §32283.5

The Oxnard Union High School District is committed to the prohibition of discrimination, harassment, intimidation, and bullying. Annual training will be provided to all staff who work with students to prevent bullying and cyberbullying.

If you or your child should experience any bullying on campus, at school events, or on the way to or from school, please go to the district website <https://www.oxnardunion.org> or student support services website at

<https://www.oxnardunion.org/student-support-services/>. You can also contact the District's Student Support Services Department at (805) 394-4690.

## SCHOOL SAFETY PLAN

EC §32280, et seq.

Each OUHSD school site has a Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures. Copies are available to read at each school office. Fire and emergency drills are held periodically at each school.

## STUDENT CONDUCT & DISCIPLINE

### ATHLETIC HANDBOOK

The OUHSD athletic handbook can be accessed on the district's website at [www.oxnardunion.org](http://www.oxnardunion.org) under the *Students & Parents* page for more information athletic-related subjects.

### DISCIPLINE BOARD POLICIES

For information on discipline, fighting, intervention and more, please reference the following policies on the district's website located at [www.oxnardunion.org](http://www.oxnardunion.org) under Board/Policies: BP/AR 5020, BP 5131, BP 5131.6, BP 5131.62, BP 5131.7, BP 5132, BP 5136, BP 5144, BP 5145.12, BP 6020, BP/AR 6145.2, BP 6145.4, BP 6153, BP 6159, BP 6159.4, BP 6163.4, BP 6164.4, BP 6164.6, BP 6177.

### DRESS AND GROOMING

EC §35183

The Governing Board of Trustees firmly believes that appropriate dress and grooming contribute to a productive learning environment at each of the school's campuses. The Trustees expect students to wear clothing that is suitable for school activities in which they participate. Clothing must not present a health or safety hazard or a distraction, which would interfere with the educational process.

In light of the current trends and the concern for student and staff members' safety, the Governing Board of Trustees authorizes each school site to establish a reasonable dress code that prohibits students from wearing gang-related apparel or clothing that is linked to hate or violence type groups. A list of such dress apparel shall be developed by school site administration, parents and students in cooperation with the local law enforcement agency. The list shall be published in order to set a standard upon which those who enforce the policy and those who must abide by it may make an objective judgment about that which is prohibited. Students who violate these standards shall be subject to appropriate disciplinary action that may include suspension and/or expulsion. It is not the intent of the Governing Board of Trustees to suppress free speech nor freedom of expression, but to take action designed to strengthen the safety of the campuses in order - to promote greater student achievement.

### EDUCATIONAL EQUITY: IMMIGRATION AND CITIZENSHIP STATUS

EC §200, EC §220, EC §234.1 (adding Article 5.7 to EC 234.7), EC §66251, EC §66260.6, EC §66270 and EC §66270.3

#### Immigration Status

EC §66251, EC §66260.6, EC §66270 and EC §66270.3

The Equity in Higher Education Act, states that all persons, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other specified characteristic, equal rights and opportunities and adds this opportunity to apply for financial aid for higher education to also be equitable, and an application may not be denied of a student based on their immigration status. This does not guarantee any final eligibility, but simply an ability to apply for financial aid just like any other student, without discrimination.

#### Immigration and Citizenship Status

EC §200, §220 and §234.1 (adding Article 5.7 to EC §234.7)

All persons in public schools, regardless of their Immigration status, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other specified characteristic, are to be afforded equal rights and opportunities in the schools, and are not to be discriminated against on the basis of these specific characteristics in any program or activity conducted by the school that receives or benefits from state financial assistance or enrolls students who receive state financial aid. School officials are prohibited from collecting information or documents regarding citizenship or immigration status of students or their family members. Schools are to adopt a policy that prohibits and adopt a process for receiving and investigating complaints of discrimination, harassment, intimidation, and bullying based on those actual or perceived specified characteristics. The superintendent of a school district or county office of

education and principal of a charter school are to report to the governing board of local educational agency in a timely manner any requests for information or access to the school site by an officer or employee or a law enforcement agency for the purpose of enforcing the immigration laws in a manner that ensures the confidentiality and privacy of any potentially identifying information. Schools are encouraged, when an employee is aware that a student's parent or guardian is not available to care for the student, to work with parents or guardians to update the emergency contact information and not to contact Child Protective Services to arrange for the student's care unless the school is able to arrange for care through the use of emergency contact information or instructions provided by the student's parent or guardian. Governing boards or schools are to provide information to parents and guardians as appropriate, regarding their children's right to a free public education, regardless of immigration status or religious beliefs. Regardless of immigration status, students who are enrolled in community college bridge programs may use their individual tax identification number, if a student does not have a social security number, in order to fully participate in an internship offered through concurrent enrollment pathway courses. Residency status does not stop opportunities offered to all students on their pathway toward graduation with appropriate courses and internships available to all students eligible.

## ELECTRONIC LISTENING OR 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.

## SAFE PLACE TO LEARN ACT

EC §234 and EC §234.1

OuhSD has adopted policies pertaining to the following:

1. Prohibition of discrimination and harassment based on characteristics set forth in EC §220 and Penal Code §422.55;
2. Process for receiving and investigating complaints of discrimination and harassment;
3. Maintenance of documentation of complaints and their resolution;
4. Process to ensure complainants are protected from retaliation and the identity of a complainant is kept confidential if appropriate; and
5. Identification of a responsible LEA officer to ensure compliance.

OuhSD's antidiscrimination and anti-harassment policies are posted in schools and offices and available online at <http://www.ouhdsd.k12.ca.us/>.

## SCHOOL RULES

EC §35291

Each school district may prescribe procedures to provide written notice to pupils 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 Governing Board. Parents/guardians will be notified regarding the availability of site and district rules as well as procedures pertaining to discipline.

## SEARCH OF SCHOOL LOCKERS

The Board reserves the right to have school officials search and inspect a student's locker without obtaining consent of the student, if there exists a reasonable suspicion that the locker contains prohibited items. A locker may also be searched when odors, smoke, fire and/or other threats to student health, welfare or safety emanate from the locker, closed containers or other objects within lockers are also subject to opening and inspection of their contents. Student lockers are also subject to periodic, random, unannounced "inspections" or "sweeps" by trained detection canines sniffing the exterior surface of lockers for prohibited items which may be stored within the lockers. If a trained detection canine "alerts" to the presence of prohibited items within a locker, reasonable suspicion shall exist for school officials, without a student's consent, to open and search the locker and any closed container(s) or object(s) within the Locker School Rules – EC §35291 School rules are available at each school site. Please contact the school administration for a copy.

## SEXUAL HARASSMENT

EC §231.5 and EC §48980(g)

The Oxnard Union High School District is committed to maintaining a learning and working environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject

to disciplinary action up to and including dismissal. For a copy of the district's sexual harassment policy or to report incidences of sexual harassment, please contact Kim Tresvant, Director of Human Resources.

## SEXUAL HARASSMENT POLICY

EC §48980(g)

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who has experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

### Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment, even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the District investigation of a sexual harassment complaint continues.
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

### Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals and/or their designees are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 9-12, 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.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

### Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

### Administrative Regulation 5145.7:

The Coordinator/Compliance Officer may be contacted at:

Dr. Deborah Salgado - Assistant Superintendent Human Resources  
Oxnard Union High School District  
309 South "K" Street  
Oxnard, CA 93030  
(805) 385-2500  
deborah.salgado@oxnardunion.org

## USE OF DETECTION CANINES/METAL DETECTION

Each school district may prescribe procedures to provide written notice to pupils District and school site administration recognizes that incidents may occur which jeopardizes the health, safety and welfare of students and staff. The potential for this occurrence may necessitate the search and possibly the seizure of a student's property such as backpacks, vehicles or other personal belongings. Student lockers are the property of the Oxnard Union High School District and the Board reserves the right for its school principals or designees to inspect a student's locker if there exists a reasonable suspicion that the locker is a depository for a substance or object either prohibited by law or by district or campus rules or regulations.

The Board believes that additional steps need to be taken to strengthen the safety of the campuses in order to promote greater student achievement. Students cannot learn nor can staff work or teach in a campus that may have the presence of drugs, alcohol, or weapons. Therefore, it is the intent of the Oxnard Union High School District to use scent discriminating, non-aggressive, trained detection canines in an effort to provide a school environment that is safe and drug free. The use of detection canines shall incorporate the routine inspection of areas such as lockers, gym areas, common areas, parking lots, or vehicles located on district property. Classrooms randomly may be an area of canine detection inspection. Inspections shall be performed unannounced and on a random basis. Although the canines are not trained to sniff individuals, should a canine "hit" on a backpack, locker or vehicle, the owner of the property will be summoned and the school site administrator shall conduct a further search of the property.

Classrooms are subject to random metal detection to prevent the bringing of dangerous objects and/or weapons to school. Students who bring items such as drugs, alcohol, or weapons are subject to disciplinary actions which may include a recommendation for expulsion.

## PARENTS' RIGHTS

### BEFORE AND AFTER SCHOOL PROGRAMS

EC §8482.6, EC §8483 and EC §8483.1

The After School Education and Safety Program serves pupils in kindergarten through grade 9 at participating public schools, including charter schools. The grades served by the program at participating schools may be determined by local needs. Programs that charge family fees shall not charge for a child who is homeless or in foster care. In any before or after school program, first priority for enrollment goes to pupils who are identified by the program as homeless at the time they apply or at any time during the school year, and pupils who are identified by the program as being in foster care; second priority in programs serving middle and junior high school pupils goes to those who attend daily. The program must inform the parent or caregiver of a pupil of the right of homeless and foster children to receive priority enrollment and how to request priority enrollment. For more information, please contact the school principal.

### COMPETITIVE ATHLETES SEEKING HIGHER EDUCATION PROGRAMS

EC §67455

Under state law, students who witness or are the victim of any wrongdoing condoned by the higher education athletic organization, have a right to make a report, file, or otherwise assist the reporting of any violation of student athlete rights involving the program, participants, or staff. This right to make such reports is guaranteed by the "Student Athlete Bill of Rights" and may not result in retribution or removal of any benefits if the report has been made in good faith and truthfulness.

### COMPETITIVE ATHLETICS

EC §221.9

All elementary and secondary schools that offer competitive athletics shall publicly make available at the end of the school year the following information:

1. The total enrollment of the school, classified by gender.
2. The number of pupils enrolled at the school who participate in competitive athletics, classified by gender.
3. The number of boys' and girls' teams, classified by sport and by competition level.

Schools shall make the information identified above publicly available by posting it on the school's website. "Competitive athletics" means sports where the activity has coaches, a governing organization, and practices, and competes during a defined season, and has competition as its primary goal. For more information, please contact the school site principal.

## DISCLOSURE OF STUDENT INFORMATION

### Directory Information

EC §49073 7

"Directory Information" includes one or more of the following items: student's name, address, telephone number, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent public or private school attended by the student. The District has determined that the following individuals, officials, or organizations may receive directory information: Universities/Institutions of Higher Education, elected officials, health department, media, military recruiters, companies that provide school services such as rings, photos, and graduation caps and gowns.

### Disclosure of Student Information for Marketing Purposes

20 USC 1232(h)

Requires notification to parents of pupils, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when an activity involving the collection, disclosure, or use of personal information collected from pupils for the purpose of marketing or selling that information is scheduled or expected to be scheduled. Notification to offer parents an opportunity to opt pupils out of participation in the activity.

Requires the school district to develop policy, in consultation with parents, regarding the collection, disclosure, or use of personal information collected from pupils for the purpose of marketing or selling that information.

Requires notification to parents of pupils enrolled in schools served by the district of the adoption or continued use of such policies. Notification to be provided annually, at the beginning of the school year, or within a reasonable period of time after any substantive changes in the policy.

### Surveys

EC §51513

Anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent is notified in writing that 1) this test, questionnaire, or survey is to be administered, 2) the student's parent is given the opportunity to review the test, questionnaire, or survey, and 3) the parent consents in writing.

Allows for passive consent when measuring students' health behaviors and risks, including attitudes and practices relating to sex, for students in grades 7 to 12. Healthy Kids Survey Objection Form is in this handbook, please sign and return if you object to your student's participation.

## FREE MEALS 2022-2023 SY

EC §49510

The Oxnard Union High School District serves breakfast, lunch, supper & snack daily in our cafeterias. Students can receive healthy school meals every day at no charge.

For the 2022-2023 school year, you do not need to fill out a meal application to qualify for free meals because all students will be offered free meals. OUHSD will be operating the School Breakfast Program (SBP), the National School Lunch Program (NSLP) and Child and Adult Care Food Program (CACFP). All OUHSD school sites are Community Eligibility Provision (CEP). CEP is a school meal funding option that enables OUHSD to provide free breakfast and lunch to students until June 7, 2023. Additionally, the California Universal Meals Program provides reimbursement that enables OUHSD to provide free breakfast and lunch to students until June 7, 2023.

Your children will be offered one free meal per meal service per school day (1 breakfast, 1 lunch, 1 supper each school day). Any a la carte items or second meals must be paid for in cash or funds deposited into your student's Mealtime accounts.



We encourage parents and guardians to place funds on their student(s) account instead of sending students with cash. Prepayments speed up meal service lines and provide parents with a convenient way of tracking their student(s) meal service account. Go to [www.mealtime.com](http://www.mealtime.com), click on the "Mealtime Payments" button and you will be guided to making deposits on your student(s) account.

We offer a variety of menu items daily, including salads, sandwiches, wraps, bowls, vegetarian items, vegan items and more! Choice of fruit, vegetables, and milk will be offered at each meal service. Please visit the Nutrition Services website for daily menus at <https://www.oxnardunion.org/departments/business-services/nutrition-services>. Monthly menus will also be posted in the school cafeterias for students to view. Special Diet requests are available upon request and must be completed by your student's physician.

If you have any questions or concerns, please contact your student's school site cafeteria or the Nutrition Services office at (805)385-2764.

## NONDISCRIMINATION IN DISTRICT

CFR Title 34 §106.9

Discrimination in education programs and activities is prohibited by state and federal law. Education Code 200 et seq. requires school districts to afford all pupils regardless of gender, gender identity, gender expression, sex, race, color, religion, national origin, ethnic group identification, mental or physical disability, sexual orientation, or the perception of one or more of such characteristics, equal rights and opportunities in education. State law, as provided in EC 221.5, specifically prohibits discrimination based on gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color and national origin. Title IX of the Education Amendments of 1972 and Title IV of the Civil Rights Act of 1964, also prohibits discrimination based on gender. The Americans with Disabilities Act and Section 504 of the Vocational Rehabilitation Act of 1973 prohibit discrimination based on disability. The Office for Civil Rights of the U.S. Department of Education has authority to enforce federal laws in all programs and activities that receive federal funds.

The OUHSD School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, nationality, ethnic group identification, age, religion, marital status, immigration status, pregnancy or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; 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. Specifically, state law prohibits discrimination based on gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact: Assistant Superintendent of Human Resources at (805) 385-2500.

## PARENTS OF ENGLISH LEARNERS

EC §51101.1

The district shall take all reasonable steps to ensure that all parents and guardians of pupils who speak a language other than English are properly notified in English and in their home language, pursuant to Section 48985, of the rights and opportunities available to them. Parents and guardians of English learners are entitled to participate in the education of their children pursuant to Section 51101 and as follows:

1. 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.
2. To be given any required written notification, under any applicable law, in English and the pupil's home language pursuant to Section 48985.
3. To participate in school and district advisory bodies in accordance with federal and state laws and regulations.
4. 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.

5. To be informed, pursuant to Sections 33126 and 48985, about statewide and local academic standards, testing programs, accountability measures, and school improvement efforts.

## PUPIL MEALS – CHILD HUNGER PREVENTION AND FAIR TREATMENT ACT

EC §49557.5

The Oxnard Union High School District has a Meal Charge Policy about how students who pay the full or reduced cost of a school meal are impacted by not having enough cash on hand or in their account to purchase a meal. The meal charge policy may be viewed at <http://bit.ly/nutritionalservices>.

## PROPERTY DAMAGE

EC §48904

Parents or guardians may be held financially liable if their child willfully damages school property or fails to return school property loaned to the child. The school may further withhold the grades, diploma, and transcript of the pupil until restitution is paid.

## RIGHT TO KNOW PROFESSIONAL QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS

ESSA Section 1112

In compliance with the requirements of the Every Student Succeeds Act, the Oxnard Union High School District would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/or paraprofessional(s). The following information may be requested:

- Whether the student's teacher –
  - o has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - o is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - o is teaching in the field of discipline of the certification of the teacher
- Whether the child is provided services by paraprofessionals and, if so, their qualifications

If you wish to request information concerning your child's teacher and/or paraprofessional's qualifications, please contact the District's Human Resources Department at (805) 385-2500.

## SCHOOL ACCOUNTABILITY REPORT CARD

EC §35256 and EC §35258

Parents may obtain a copy of any school's annual School Accountability Report Card at the district office, each school site, or the district website [http://bit.ly/OUHSD\\_SARC](http://bit.ly/OUHSD_SARC). Each school is required to maintain copies of their individual School Accountability Report Card which shall be provided upon request.

## STUDENT RECORDS

EC §49063, EC §49069, CFR Title 34 §99.7 and USC Title 20 §1232(g)

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a pupil's development and educational progress. The District will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the student's educational record maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access student records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, the District shall disclose educational records without parental consent.

Parents' request to access their student's educational records must be submitted in a written form to the principal and the school will have five (5) business days from the day of receipt of the request to provide access to the records. Copies of student records are available to parents for a fee of .25 per page.

Any challenge to school records must be submitted in writing to the principal. A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a

conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the student. 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 the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

## COMPLAINT PROCESS

### UNIFORM COMPLAINT PROCEDURES

5 CCR §4622, EC §234.1, EC §32289 and EC §49013

Except as the Governing Board may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified here:

- District violation of state or federal law or regulations governing: Adult Education, Career Technical Education, Pre-School Programs, Categorical Programs, Local Control Accountability Plan (LCAP), Migrant Education, Nutrition Services, Pupil Fees, Special Education.
- Unlawful discrimination, including discriminatory harassment, intimidation, or bullying based on actual or perceived characteristics of the following: Age, Ancestry, Disability, Ethnic Group, Gender, Gender Expression, Gender Identity, Marital Status, Parenting, Nationality, National Origin, Race, Religion, Sex, Sexual Harassment, Sexual Orientation.
- Bullying that is not based on actual or perceived characteristics as listed above
- Retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to Uniform Complaint Procedures

#### Compliance Officers

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

Deborah Salgado, Assistant Superintendent, Human Resources  
(805) 385-2525  
1800 Solar Dr. Oxnard, CA 93030  
deborah.salgado@oxnardunion.org

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall include current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee. The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

#### Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms.

The Superintendent or designee shall annually provide written notification of the district's UCP, including information regarding unlawful student fees, local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth and homeless students, to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties.

## WILLIAMS LAWSUIT SETTLEMENT COMPLIANCE

EC §35186

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. Textbooks or instructional materials must not be in poor or unusable condition, have missing pages, or be in unreadable condition due to damage. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained at OUHSD. Parents, students, teachers or any member of the public may submit a complaint regarding these issues.

However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

## STUDENT ACCEPTABLE USE OF TECHNOLOGY POLICY

One of the adopted goals of the OUHSD is to assist in advancing the use of technology to enhance student learning. Access to OUHSD technology is a privilege, not a right, and students enrolled in District programs or activities must follow District guidelines and procedures regarding acceptable use of technology. All OUHSD students and their parents/guardians shall sign the Acceptable Use Policy prior to using District technological resources. The OUHSD shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using District technology.

Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability. **The OUHSD Acceptable Use Policy (AUP) is located on the district's website at <http://bit.ly/OUHSDaup> and must be acknowledged and signed on page 21 before your child can access the Internet.**

## CALIFORNIA EDUCATION CODES

### PARENT/GUARDIAN RIGHTS

EC §51101 and EC §51102

The rights of parents/guardians of district students include, but are not limited to, the following:

1. To observe, within a reasonable period of time after making the request, the classroom(s) in which their child is enrolled or for the purpose of selecting the school in which their child will be enrolled (Education Code §51101)  
Parents/guardians may observe instructional and other school activities that involve their child in accordance with Board policy and administrative regulations adopted to ensure the safety of students and staff, prevent undue interference with instruction or harassment of school staff, and provide reasonable accommodation to parents/guardians. Upon written request by a parent/guardian, the Superintendent or designee shall arrange for parental observation of a class or activity in a reasonable time frame and in accordance with Board policy and administrative regulations. (Education Code §49091.10)
2. To meet, within a reasonable time of their request, with their child's teacher(s) and the principal (Education Code §51101)
3. Under the supervision of district employees, to volunteer their time and resources for the improvement of school facilities and school programs, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher (Education Code §51101)
4. To be notified on a timely basis if their child is absent from school without permission (Education Code §51101)
5. To receive the results of their child's performance and the school's performance on standardized tests and statewide tests (Education Code §51101)  
For parents/guardians of English learners, this right shall include the right to receive the results of their child's performance on the English language development test. (Education Code §51101.1)
6. To request a particular school for their child and to receive a response from the district (Education Code §51101)

## GROUNDS FOR SUSPENSION & EXPULSION

EC §48900 and EC §48915

The Oxnard Union High School District may suspend students from school and/or recommend transfer to another school or alternative school or recommend expulsion for the following reasons:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 110535) of Division 10 of the Health and Safety Code, 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.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) 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.
- (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph is inoperative on July 1, 2020.
- (3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- (4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) 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.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or

7. To have a school environment for their child that is safe and supportive of learning (Education Code §51101)
8. To examine the curriculum materials of the class(es) in which their child is enrolled (Education Code §51101; 20 USC §1232h)  
Parents/guardians may inspect, in a reasonable time frame, all primary supplemental instructional materials and assessments stored by the classroom teacher, including textbooks, teacher's manuals, films, tapes and software. (Education Code §49091.10)  
Each school site shall make available to parents/guardians and others, upon request, a copy of the prospectus for each course, including the titles, descriptions and instructional aims of the course. (Education Code §49091.14)  
The school may charge an amount not to exceed the cost of duplication. (Education Code §49091.14)
9. To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child (Education Code §51101)
10. For parents/guardians of English learners, to support their child's advancement toward literacy (Education Code §51101.1)  
The Superintendent or designee may make available, to the extent possible, surplus or undistributed instructional materials to parents/guardians pursuant to Education Code §60510. (Education Code §51101.1)
11. For parents/guardians of English learners, to be informed, through the school accountability report card, about statewide and local academic standards, testing programs, accountability measures and school improvement efforts (Education Code §51101.1)
12. To have access to the school records of their child (Education Code §51101)
13. To receive information concerning the academic performance standards, proficiencies or skills their child is expected to accomplish (Education Code §51101)
14. To be informed in advance about school rules, including disciplinary rules and procedures in accordance with Education Code §48980, attendance policies, dress codes and procedures for visiting the school (Education Code §51101)
15. To be notified, as early in the school year as practicable pursuant to Education Code §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 such a decision (Education Code §51101)
16. To receive information about any psychological testing the school does involving their child and to deny permission to give the test (Education Code §51101)
17. To refuse to submit or to participate in any assessment, analysis, evaluation or monitoring of the quality or character of the student's home life, any form of parental screening or testing, any nonacademic home-based counseling program, parent training, or any prescribed family education service plan and to inspect any survey collecting personal information (Education Code §49091.18; 20 USC §1232h)
18. To participate as a member of a parent advisory committee, school site council or site-based management leadership team in accordance with any rules and regulations governing membership in these organizations (Education Code §51101)  
For parents/guardians of English learners, this right shall include the right to participate in school and district advisory bodies in accordance with federal and state law and regulations. (Education Code §51101.1)
19. To question anything in their child's record that the parent/guardian feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school (Education Code §51101)
20. To provide informed, written parental consent before their child is tested for a behavioral, mental or emotional evaluation. A general consent, including medical consent used to approve admission to or involvement in a special education or remedial program or regular school activity, shall not constitute written consent for these purposes. (Education Code §49091.12)

### Parent Responsibilities

Parents/guardians may support the learning environment of their child by: (Education Code §51101)

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



- prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
- (1) "Bullying": means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, 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:
- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) 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.
- (2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager of a communication, including, but not limited to any of the following:
- (i) A message, text, sound, or image.
- (ii) A post on a social network Internet website, including, but not limited to:
- (I) Posting to or creating a burn page. "Burn page" means an Internet website created for the purpose of having one or more of the effects listed in paragraph (1).
- (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "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.
- (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "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.
- (iii) (I) An act of cyber sexual bullying.
- (II) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
- (III) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) 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.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period, whether on or off the campus.
- (4) During, or while going to, or coming from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.
- (w) (1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.
- (2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

## SEXUAL HARASSMENT

### EC §48900.2

In addition to the reasons specified in Section 48900, a pupil 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 committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

## HATE VIOLENCE

### EC §48900.3

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, 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, as defined in subdivision (e) of Section 233.

## HARASSMENT, THREATS OR INTIMIDATION

### EC §48900.4

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, 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 intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

## LIMITATIONS ON IMPOSING SUSPENSION

### EC §48900.5

Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to person.

## TERRORISTIC THREATS

EC §48900.7

- (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil 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.
- (b) 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.

## CIRCUMSTANCES FOR RECOMMENDING EXPULSION

EC §48915

- (a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:
  - (A) Causing serious physical injury to another person, except in self-defense.
  - (B) Possession of any knife or other dangerous object of no reasonable use to the pupil.
  - (C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:
    - (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
    - (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
  - (D) Robbery or extortion.
  - (E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
- (2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.
- (b) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel a pupil for any of those acts shall be based on a finding of one or both of the following:
  - (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
  - (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
  - (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.
  - (2) Brandishing a knife at another person.

- (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- (5) Possession of an explosive.
- (d) The governing board of a school district shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:
  - (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
  - (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
  - (3) Is not housed at the schoolsite attended by the pupil at the time of suspension.
- (e) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:
  - (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
  - (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (f) The governing board of a school district shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study that meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.
- (g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.
- (h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

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## 2022-2023 STUDENT ACCEPTABLE USE POLICY

Technology resources, including, but not limited to, email, Internet access, school computers and tablets, and the use of personal electronic portable devices on school grounds or at school-sponsored events, are to be used for educational purposes only. Adherence to the Student Acceptable Use Policy (AUP) is required for all students' continued access to these technology resources.

To fulfill the state and federal Internet safety laws, and as the parent or guardian of this student, I understand that access to the Internet at school or school-sponsored events is designed for educational purposes. I further understand that the Oxnard Union High School District (OUHSD) has taken precautions to block inappropriate and/or controversial material through content filters. However, I recognize that it is impossible for the OUHSD to completely restrict access to inappropriate materials. I will not hold the OUHSD responsible for materials acquired through the Internet and/or related networks.

I understand that all OUHSD schools will include a Digital Literacy program at all grade levels so that every student will learn how to be safe, appropriate, and responsible online, both at home and at school. As the parent/guardian, I understand that I am responsible for supervising my child's use of technology, including the use of personal electronic devices and social networking, outside of the school setting.

It is the responsibility of the student, and his/her parent/guardian, to protect the security of any user names and passwords the student and/or parent uses. The OUHSD accepts no responsibility in the event a student and/or parent's/guardian's user name and/or password is shared, stolen, or in any other way becomes the possession of a person other than the student or parent.

Parents/guardians need to remember that email and other communications over the Internet are not guaranteed to be private and are subject to state and federal laws.

Violations of the rules stated above may result in disciplinary action, including the loss of the student's privileges, suspension, and/or possible supervision and monitoring of a student's continued use of any devices involved in a violation of the AUP.

School and District authorized employees monitor the use of information technology resources to help ensure that technology resources are used securely and in conformity with this policy.

Administrators reserve the right to confiscate, examine, and disclose any information and/or data found on a student's device in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature of Parent/Guardian (if student is under 18) OR Signature of Student (if student is 18 or older)

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## 2022-2023 STUDENT DEVICE POLICY

This OUHSD Student Device Policy is a supplement to the OUHSD Acceptable Use Policy. The OUHSD Acceptable Use Policy and OUHSD Student Device Policy applies to the use of all devices both on site and off site. Students are expected to follow these policies when using district issued devices.

Oxnard Union High School District has decided to allow students to use district devices on site and off site to enhance, enrich, and facilitate teaching and learning.

- District devices are to be used as a productivity tool for education-related tasks, curriculum enhancement, research, and communications.
- Students shall exercise appropriate judgment and common sense when using a district device.
- All devices and related equipment and accessories are district property and are provided to the students for a period of time as deemed appropriate by the school's administration.

As a condition of the use of OUHSD devices, students must comply with and agree to all of the following (after reading, please put a check mark next to each statement):

- The device is for the use of the student only.
- I will NOT attempt to install software or hardware or change the system configuration including network settings.
- I am expected to protect school devices from damage and theft.
- I will return the device and related equipment and accessories to the district in the same condition in which it was provided or I may be responsible for the replacement cost (i.e. AC adapter, Hotspot)
- If the district device is lost, damaged, or stolen while assigned to my name, I am expected to file a police report or claim under my insurance coverage, where coverage is available.
- Upon the district's request, I will provide full access to any devices, equipment, and/or accessories I have been assigned.
- I will be ready to use my device for learning every day.

### **General Device Use Rules:**

- Since a device's keyboard or touch pad can be permanently attached to the rest of the system, make sure that your hands are clean before using them.
- Do not place drinks or food in close proximity of your device.
- Extreme temperatures or sudden changes in temperature can damage a device.
- DO NOT leave a device in an unattended vehicle.
- ALWAYS use the supplied surge protector when a device is plugged in or charging.

### **How to Avoid Device Theft:**

Due to size and portability, devices are especially vulnerable to theft. Students should follow the rules set out below.

- Do not leave your device in an unlocked vehicle, even if the vehicle is in your driveway or garage. If you must leave your device in a vehicle, place it in a locked trunk. If you do not have a trunk, hide it under a seat or in the back, covered, and lock the doors.
- Be aware of the damage extreme temperature can cause to a device.
- Carry your device in a nondescript carrying case or bag when traveling.
- Do not leave a classroom without your device. Take it with you.
- Never check a device as luggage at an airport.
- If a theft does occur, immediately notify your school's administration.

### **Device Policy Acceptance Form:**

I agree to all of the terms in the OUHSD Student Device Policy as described in this document and the OUHSD Acceptable Use Policy.

I understand that a violation of the terms and conditions set out in the policy will result in the restriction and/or termination of my use of district devices, equipment, and/or accessories and may result in further disciplinary action.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Student ID \_\_\_\_\_

School Site \_\_\_\_\_

Type of Device(s) and accessories: (Laptop, Chromebook, Hotspot, Stylus Pen, iPad, Carrying Case, AC adapter)

District Asset Tag ID# Of Applicable) \_\_\_\_\_

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## 2022-2023 ACKNOWLEDGEMENT OF RECEIPT AND REVIEW

Dear Parent/Guardian:

The Oxnard Union High School District is required to annually notify the parents and guardians of rights and responsibilities in accordance with Education Code §48980.

If you have any questions, or if you would like to review specific documents mentioned in the notice, please contact an administrator at your child's school. He or she will be able to give you more detailed information and assist you in obtaining copies of any materials you wish to review.

Please complete the "Acknowledgment of Receipt and Review" form below and return it to your child's school.

This annual notification is also available in an electronic format and can be provided to you upon request. If the notice is provided in an electronic format, the parent or guardian shall submit to the school this signed acknowledgement of receipt of the notice. Signature of the notice is an acknowledgment by the parent or guardian that he or she has been informed of his or her rights but does not indicate that consent to participate in any particular program has either been given or withheld.

### ACKNOWLEDGMENT OF RECEIPT AND REVIEW

Pursuant to Education Code §48982, the parent/guardian shall sign this notice and return it to the school. Signature on the notice is an acknowledgment by the parent or guardian that he or she has been informed of his or her rights but does not necessarily indicate that consent to participate in any particular program or activity has been given or withheld.

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature of Parent/Guardian (if student is under 18) OR Signature of Student (if student is 18 or older)

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# CONSENT FOR THE CALIFORNIA HEALTHY KIDS SURVEY 2022-2023 SCHOOL YEAR

Dear Parent or Guardian:

Your child is being asked to be a part of our school's California Healthy Kids Survey (CHKS) sponsored by the California Department of Education. This is a very important survey that will help promote better health and wellbeing among our youth, improve the school learning environment and combat problems such as drug abuse and violence. Your child does not have to take the survey. If you do not want your child to complete the survey, you must notify your school.

Survey Content. The survey gathers information on developmental supports provided to youth; school connectedness and barriers to learning; school safety; and health-related concerns such as physical activity and nutritional habits; alcohol, tobacco and other drug use; and risk of depression and suicide and perceived sexual orientation.

The results from this survey are compiled into district and county-level CHKS Reports. To view a copy of your district's report go to <http://chks.wested.org/reports/search> (Outside Source) and type in the district name.

It is Voluntary. Students who, with your permission, agree to participate do not have to answer any questions they do not want to answer, and may stop taking the survey at any time.

It is Anonymous. No names are recorded or attached to the survey forms or data. The results will be made available for analysis only under strict confidentiality controls.

Administration. The survey will be administered the fall of 2021 school year. It will take about one class period to complete (about 50 minutes) and will be administered in one of your child's class.

Potential Risks. There are no known risks of physical harm to your child. Risks of psychological or social harm are very small. None have been reported in 14 years of survey administration. In rare instances, some discomfort might be experienced from the questions. The school's counseling services will be available to answer any personal questions that may materialize.

For Further Information. The survey was developed by WestEd, a public, non-profit educational institution. If you have any questions about this survey, or about your rights, call the district at (805) 278-3082 to speak with the district coordinator, Carrie Wolfe.

If you do not want your child to participate, you may contact:

Carrie Wolfe at [carrie.wolfe@oxnardunion.org](mailto:carrie.wolfe@oxnardunion.org) or call (805) 278-3082.

## CHKS Withdrawal Form

By returning this form, I do not give permission for my child to be in the California Healthy Kids Survey.

(Please Print) Child's Name \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher's name or Class subject: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## PASSIVE CONSENT FORM FOR CLASSROOM CRISIS INTERVENTION

Dear Parent:

As you know, our school community could experience a traumatic event. If that happens, our school crisis intervention team would be engaged in a number of different activities designed to help our students understand and cope with the tragedy. One such activity is known as Classroom-Based Crisis Intervention. Using this approach, our school psychologist or Student Intervention Specialist would be available to meet with a group of students who have had similar crisis experiences. During this meeting, we will answer students' questions about the event, allow them to share their experiences and reactions to the crisis, and help them to find ways to cope with the event in a healthy manner. This notice is to inform you that we feel your child may benefit from such a session and that one will be offered should that occur. As always, if you have any questions about this group activity, please feel free to contact your school principal or the district office.

**If for any reason you DO NOT want your child to participate in this Classroom-Based Crisis Intervention session (or if you don't feel your child is ready to share his or her crisis experiences and reactions), please complete the form below and return it to the school office by (8/31/21).**

\_\_\_\_\_ I **DO NOT** want my child to participate in a Classroom-Based Crisis Intervention.

Parent Name (Print) \_\_\_\_\_

Student Name (Print) \_\_\_\_\_

Student ID Number \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

## PARENTAL CONSENT/OBJECTION FORM SCHOOL YEAR 2022-2023

Pease read about the following items in the Parent/Student Information Handbook.

**\*RETURN THIS FORM TO YOUR STUDENT’S SCHOOL IF YOU MARK 1 OR MORE OF THE BELOW OPTIONS.\***

Please check if you wish to notify the school of your concerns in the following areas:

I object to the release of Directory Information about my son/daughter under current Board Policy 5125 (EC §49073, Title V Section 430-438). I do not wish to release the name, address and telephone number of the student named below to the agency or agencies checked below:

- Universities/Institutions of Higher Education  Elected Officials  Health Department
- Media Release: The student may NOT be interviewed, photographed or filmed by members of the media
- Morgan Hill Concerned Parents’ Association v. California Department of Education
- I object to the release of Directory Information about my son/daughter to the military service representative under current Board Policy 5125 (EC §49073, Title V Section 430-438). Federal public law 107-110, section 9528 of the ESEA, “No Child Left Behind Act” required school districts to release student names, addresses, and phone numbers to military recruiters upon their request. Students are then called at home by recruiters. This item checked and returned serves as your request to withhold private information from the United States Armed Forces.
- I object to the release of Directory Information to companies working with our school to provide school services, such as rings, school photos, and graduation caps and gowns.
- I wish to be notified in advance of the content of instruction in health education/human reproduction studies.
- I would like my child excused from participation in an education project involving the harmful or destructive use of animals. (EC §32255)
- I object to listing achievement test scores on my son/daughter’s high school transcripts. (AP, SAT, PSAT, CAASPP) (EC §60607)
- I object to my son/daughter’s participation in CAASPP assessments.
- I object to a physical examination of my child (EC §49451)
  - I object to Sexual health and HIV/AIDS Prevention Education for my child. (Students enrolled in District programs may receive instruction in health education, which may include sexually transmitted disease prevention and alcohol/drug abuse prevention)
  - I would like to be pre-notified every time a pesticide application is to take place at the school in addition to the annual notification of approved products. I understand that the notification will be provided at least 72 hours before the application. If you want to be notified, complete and the pesticide response form and email to [henry.williams@oxnardunion.org](mailto:henry.williams@oxnardunion.org).
- I object to my child’s photograph or video image being published on a school or district web site without my express written consent.
- I confirm I have read the OUHSD Student Acceptable Use Policy along with my child and understand it clearly.

Name of Student \_\_\_\_\_ DOB \_\_\_\_\_ Student ID \_\_\_\_\_

School \_\_\_\_\_

Parent Email Address \_\_\_\_\_

\_\_\_\_\_  
Signature of Student if 18 Years or Older

\_\_\_\_\_  
Signature of Parent/Guardian



## Firearms Safety Memorandum July 2022

**To:** Parents and Guardians of Students in the Oxnard Union High School

District **From:** Dr. Tom McCoy, Superintendent

**Subject:** California Law Regarding Safe Storage of Firearms

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The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the Oxnard Union High School District of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- California makes a person criminally liable for keeping a loaded firearm, under their custody and control, where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian and the child obtains access to the firearm and thereby: (1) causes death or great bodily injury to the child or any other person; (2) carries the firearm to a public place, including to any preschool or school grades kindergarten through twelfth grade, including to any school-sponsored event, activity, or performance; or (3) brandishes a firearm to others. The criminal penalty may be greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.<sup>1</sup>
- As of 2014, California makes a person criminally liable if they negligently store or leave any loaded firearm on their premises where a child is likely to gain access to it—regardless of whether or not the child brings the gun to a public place.<sup>1</sup>
- A parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward. These damages may be up to \$30,000 per victim.<sup>2</sup>

**Note:** Gun owners may avoid criminal liability under California Penal Code Section 25100 by keeping their firearm in a locked container or secured with a locking device that renders the firearm inoperable.<sup>3</sup>

Thank you for helping to keep our students and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

Sincerely,

Dr. Tom McCoy  
Superintendent

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<sup>1</sup> See California Penal Code sections 25100 through 25125; 25200 through 25220.

<sup>2</sup> See California Civil Code Section 1714.3.

<sup>3</sup> See California Penal Code sections 25105; 25205.



## Law Enforcement on Campus, BP 5145.11

**To: Parents and Guardians of Students in the Oxnard Union High School District**

**From: Dr. Tom McCoy, Superintendent**

**Subject: Revision of Board Policy 5145.11, Law Enforcement on Campus**

During law enforcement interactions on school premises the Board supports the constitutional rights of students and staff and prohibits unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student or staff member based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression; or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

It is the spirit of this policy to direct District administrators, staff, and law enforcement officers to promote the non-criminalization of youth, and to prioritize administrative and socio-emotional remedies over arrest for school misconduct and lesser/minor offenses.

The mission of the School Resource Officer (SRO) program is to maintain a safe campus environment and develop a positive relationship between students and law enforcement.

- **On campus interviews regarding off campus incidents:**
  - When any law enforcement officer requests an on campus interview with a student or staff member regarding an incident that occurred on or off campus, the principal or their designee shall request and be provided with the officers identity, and a briefing of the circumstances that necessitate the interview(s).
  - The principal or assistant principal shall accommodate the interview in a way that causes the least possible disruption for the student or staff member and provides appropriate privacy.
  - The principal or assistant principal shall provide accommodations to support students with disabilities and English Learners who are interviewed Except in cases of child abuse, neglect, imminent danger, or immediate threat the interview will not be conducted during instructional time.
  - The principal or a designee with specific training in the rights of students during law enforcement interviews shall be present during the student's interview. State law provides for the protection of identity of victims for certain crimes like domestic violence, sexual assault and others. If the victim does not want a staff member present for such an interview, it is their choice under Penal Code Section 293 and Government Code Section 6254 The principal or designee will request that a female law enforcement officer conduct an interview with a female student and/or a student identifying as female. If no female law enforcement officer is available a female principal or female designee shall be present when an interview of a female student is conducted.
  - The principal or a site administrator shall be present during an interview of staff. State law provides for the protection of identity of victims for certain crimes like domestic violence, sexual assault and others. If the victim does not want a staff member present for such an interview, it is their choice under Penal Code Section 293 and Government Code 6254.
  - Except in cases of child abuse, neglect, imminent danger, or immediate threat the principal or designee shall notify the student's parent/guardian as soon as the law enforcement officer begins interviewing the student on school premises.
  - If a minor student is taken into the custody of law enforcement they will receive their Miranda rights advisement and the principal or designee shall immediately notify the parent/guardian or responsible relative regarding the students arrest and the place to which he/she is being taken, except when the minor has been taken into custody as a victim of suspected child abuse. (Education Code 48906).
  - Students interviewed by law enforcement on school premises shall be referred for counseling and/or intervention services on the same day to address any specific needs identified through the interview process.
  - The principal shall maintain a school record of law enforcement interviews of students and staff regarding off campus incidents.
- **School Resource Officers:** The mission of the School Resource Officer (SRO) program is to maintain a safe campus environment and develop a positive relationship between students and law enforcement.
  - The SRO shall meet regularly with students, parents, teachers, staff, the principal and their designee to discuss issues of school safety, community concern, and student wellbeing.
  - SRO's must recognize the importance of non-criminalization of youth, as well as the value of prioritizing prevention, intervention, and socio-emotional service-based remedies over arrest.
  - Absent a real and immediate threat to a student, teacher, staff member, or the general public SRO's will defer to school officials to handle school misconduct and petty offenses through prevention, intervention, and socio-emotional service based-remedies over arrest, the SRO shall not become involved in school discipline issues.
  - Absent a real and immediate threat to a student, teacher, staff member, or the general public the principal and their designee shall not request the SRO be present to participate in the interview of a student related to non-criminal matters.
  - Absent a real and immediate threat to a student, teacher, staff member, or the general public an SRO shall conduct or participate in a search of a student's person, possessions, or locker only when there is probable cause that the search will turn up evidence that the student is committing a criminal offense. Any search conducted by the SRO will be documented per the procedures of their agency.
  - The SRO shall not ask the principal or their designee to conduct a search to circumvent the rights of students.



- Except in cases of child abuse, neglect, imminent danger, or immediate threat the principal or designee or SRO shall notify the student's parent/guardian as soon as the SRO begins interviewing the student related to a criminal offense.
- If a minor student is taken into the custody of the SRO due to a criminal offense they will receive their Miranda rights advisement and the principal or designee or SRO shall immediately notify the parent/guardian or responsible relative regarding the student's arrest and the place to which he/she is being taken, except when the minor has been taken into custody as a victim of suspected child abuse. (Education Code 48906).
- Students interviewed by law enforcement on school premises shall be referred for counseling and/or intervention services on the same day to address any specific needs identified through the interview process.
- The principal shall maintain a school record of law enforcement interviews of students and staff regarding on campus incidents.
- **SRO Training:**
  - Every SRO shall attend a 40-hour Peace Officers Standards and Training (POST) approved Basic School Resource Officer course within their first year of service through their agency.
  - Annually, every SRO shall annually attend in-service training provided by the District on topics including, but not limited to: Child and Adolescent development and psychology; Positive Behavior Intervention and Support; Conflict Resolution; Peer Mediation; and cultural competency.
  - Annually, the District shall provide each SRO training in programs adopting non-punitive approaches to student discipline promoted by the District.
  - Annually, the District shall familiarize every SRO with the differentiated needs of students with disabilities, foster youth, homeless youth, LGBTQ+ youth, as well as the cultural components and language needs of communities served by the District.
- **Notifications:**
  - Annually the District will notify students, parents, and families of the purpose of the SRO program as well as student rights when interacting with law enforcement. This notification will be conducted through parent/student handbook in both English and Spanish. Additionally, twice during the school year, each school site hosting the SRO program will conduct an informational community meeting in both English, Spanish, and Mixteco regarding the purpose of the program as well as student rights when interacting with law enforcement.
  - Annually, the District shall provide notification of this policy to every SRO at the beginning of their assignment. The District shall be responsible for maintaining records of this notice.
  - With respect to non-SRO officers that are conducting official business, including contacting students on District property, it shall be the District's responsibility to ensure that the officers are fully aware of this policy.
- **District Training:**
  - Annually the District will provide training for employees regarding student rights when interacting with law enforcement. Employees trained in student rights when interacting with law enforcement will serve as student rights advocates during law enforcement interviews on campus. This training program shall be developed jointly by the District, law enforcement, and community experts.
- **Subpoenas:**
  - Although subpoenas may legally be served at school on students age 12 or older, the Board believes that serving officials should serve subpoenas at the home of the student whenever possible. When served at school, the principal or designee shall take reasonable steps to protect the student's privacy rights and to minimize loss of instructional time for the student.



#### Notice of Available Language Programs and Language Acquisition Programs (Prop 58)

**To: Parents and Guardians of Students in the Oxnard Union High School District**

**From: Dr. Tom McCoy, Superintendent**

**Subject: Available Language Programs and Language Acquisition Programs (Prop 58)**

In November 2016, California voters approved Proposition 58, also known as the CA Ed.G.E. Initiative. The purpose of the CA Ed.G.E. Initiative is to ensure that all students in California public schools receive the highest quality education, master the English language, and access high-quality, innovative, and research-based language programs that prepare them to fully participate in a global economy. The CA Ed.G.E. Initiative authorizes school districts and county offices of education to establish language acquisition programs for both native and non-native English speakers and requires school districts and county offices of education to solicit parent and community input in developing language acquisition programs. Parents/Guardians may choose a language acquisition program that best suits their student (EC Section 310[a]). These are the programs offered in the Oxnard Union High School District:

- **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. Education Code (EC) sections 305(a)(2) and 306(c)(3).
- **Native Speakers Courses (Spanish)** a course of language study designed for native speakers of the target language.
- **Foreign Language Experience (FLEX)** A program to expose students to the study of a language or languages and cultures to motivate them to pursue further study. (OUHSD offers French, German, and Spanish)

#### **How to Enroll Your Student in a Language Acquisition Program:**

To enroll your student in a Language Acquisition Program outlined above, submit a verbal or written request to your student's counselor. The counselor will place the student in a program based on the following; teacher recommendation from the feeder school, school records and or parent/guardian consultation.

#### **How to Request the Establishment of a New Program at a School:**

Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible. (EC Section 310[a].)

**To request a new language acquisition program**, submit a verbal or written request to the Principal. The principal's secretary will have a form for you to complete or someone will assist you. Records of each request is maintained for three years. This includes requests from students enrolled for the current year as well as the following school year. The school will monitor the number of Parent/Guardian requests for language acquisition or language programs on a regular basis throughout the year. The administration will consider requests for a multilingual program model from Parent/Guardian of pupils enrolled in the school who are native speakers of English when determining whether a threshold is reached.

### **Parent and Community Engagement**

Parents may provide input regarding language and language acquisition programs in the LEA or to be considered in the LEA during the development of the Local Control and Accountability Plan, LCAP, (EC Section 52062.). If interested in a different program from those listed above, please contact Director Guadalupe Reyes at [guadalupe.reyes@oxnardunion.org](mailto:guadalupe.reyes@oxnardunion.org) or 805-385-6857 to ask about the process.