



# 2024-2025 ANNUAL PARENTS' RIGHTS NOTIFICATION



**SANTA PAULA UNIFIED SCHOOL DISTRICT**  
COMMITTED TO SERVING EVERY STUDENT EVERY DAY



## Vision Statement

Committed to Serving Every Student Every Day!

## Mission Statement

The Santa Paula Unified School District, in collaboration with educators, parents, and the community, will prepare all students academically, socially, and emotionally for college, careers, global citizenship, leadership, and lifelong learning. The district will use its resources to provide all students with diverse, equitable, differentiated experiences, and learning opportunities by a highly skilled educational team in a safe and supportive learning environment while remaining fiscally responsible.

**Santa Paula Unified School District**  
**2024-2025 School Year Calendar**  
**(805) 933-8800 Fax (805) 933-8026**

**CALENDAR - ELEMENTARY**

<b>July</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							<b>Dates to Remember</b> 8/5, 8/6, 1/6, 6/5 - Teacher Workdays 8/7 - First Day of School 10/11 - End of 1st Quarter 10/22-10/25 - Parent Conference Days 11/25-11/29 - Fall Break 8/30, 12/19 - Teacher/Student Minimum Day 12/19 - End of 1st Semester 12/20-1/5 - Winter Recess 3/14 - End of 3rd Quarter 3/25-3/27 - Parent Conference Days 4/14-4/25 - Spring Recess 6/4 - Last Day of School/End of 2nd Semester							<b>January</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						
<b>August</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							<b>February</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28							<b>March</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						
<b>September</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 PD							<b>April</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							<b>May</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						
<b>October</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							<b>June</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31													
<b>November</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							<b>Legend</b> <div> <div>First / Last Day of School</div> <div>Holidays / Non Student Day</div> <div>Recess / Non Student Day</div> <div>Teacher Workday / Non Student Day</div> <div>Minimum Day Student*</div> <div>Professional Development/Non Student Days</div> <div>Parent Conference Days</div> </div>													
<b>December</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31																				

Board Approved 5/11/2022

REVISED 2/8/2024



**Santa Paula Unified School District**  
**2024-2025 School Year Calendar**  
**(805) 933-8800 Fax (805) 933-8026**

**CALENDAR - ISBELL**

July							January						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	6			1	2	3	4
7	8	9	10	11	12	13	5	W	PD	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	31				26	27	28	29	30	31	
August							February						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2							1
4	W	W	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	18	19	20	21	22	23	16	17	18	19	20	21	22
2	25	26	27	28	29	30	23	24	25	26	27	28	
September							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7							1
8	9	10	11	12	13	14	2	3	4	5	6	7	8
15	16	17	18	19	20	21	9	10	11	12	13	14	15
19	22	23	24	25	26	27	16	17	18	19	20	21	22
1	29	PD					23	24	25	26	27	28	29
October							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4				1	2	3	4
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
22	20	21	22	23	24	25	20	21	22	23	24	25	26
	27	28	29	30	31		27	28	29	30			
November							May						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2					1	2	3
3	4	5	6	7	8	9	4	5	6	7	8	9	10
10	11	12	13	14	15	16	11	12	13	14	15	16	17
15	17	18	19	20	21	22	18	19	20	21	22	23	24
	24	25	26	27	28	29	25	26	27	28	29	30	31
December							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	W	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
14	22	23	24	25	26	27	22	23	24	25	26	27	28
	29	30	31				29	30					

**Dates to Remember**

8/5, 8/6, 1/6, 6/5 - Teacher Workdays

8/7 - First Day of School

10/11 - End of 1st Quarter

10/22-10/24 - Parent Conference Days

11/25-11/29 - Fall Break

8/30, 12/19 - Teacher/Student Minimum Day

12/19 - End of 1st Semester

12/20-1/5 - Winter Recess

3/14 - End of 3rd Quarter

3/25-3/26 - Parent Conference Days

4/14-4/25 - Spring Recess

6/4 - Last Day of School/End of 2nd Semester

Fall Semester = Dec 19 (88 days)  
Spring Semester = June 4 (92 days)

**Bell Schedules\***

Period 0 7:05 a.m. - 7:50 a.m.

Regular Day 8:00 a.m. - 2:35 p.m.

Monday/Minimum Day 8:00 a.m. - 12:40 p.m.

**Legend**

- First / Last Day of School
- Holidays / Non Student Day
- Recess / Non Student Day
- Teacher Workday / Non Student Day
- Minimum Day Student\*
- Professional Development/Non Student Days
- Parent Conference Days

**Santa Paula Unified School District**  
**2024-2025 School Year Calendar**  
**(805) 933-8800 Fax (805) 933-8026**

**CALENDAR - SANTA PAULA HIGH SCHOOL**

<b>July</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>Dates to Remember</b> 8/5, 8/6, 1/6, 6/5 - Teacher Workdays 8/7 - First Day of School 10/11 - End of 1st Quarter 11/25-11/29 - Fall Break 8/30, 12/19 - Teacher/Student Minimum Day 12/17-12/19 - Finals 12/19 - End of 1st Semester 12/20-1/5 - Winter Recess 3/14 - End of 3rd Quarter 4/14-4/25 - Spring Recess 6/2-6/4 - Finals 6/4 - Last Day of School/End of 2nd Semester	<b>January</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>August</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>February</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<b>March</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>September</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 PD	<b>Bell Schedules*</b> <b>SPHS</b> Period 0 7:34 a.m. - 8:24 a.m. Regular Day 8:30 a.m. - 3:24 p.m. Monday Early Release Day 8:30 a.m. - 2:24 p.m. Minimum Day 8:30 a.m. - 12:54 p.m. Period 7 3:30 p.m. - 4:30 p.m. <b>FINALS</b> Period 0 7:34 a.m. - 8:24 a.m. Periods 1/3/5 8:30 a.m. - 10:33 a.m. Periods 2/4/6 10:51 a.m. - 12:54 p.m. Period 7 1:24 p.m. - 2:26 p.m.	<b>April</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>October</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>May</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>June</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>November</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>Legend</b> <div> <div>First / Last Day of School</div> <div>H Holidays / Non Student Day</div> <div>X Recess / Non Student Day</div> <div>W Teacher Workday / Non Student Day</div> <div>Monday Early Release Day</div> <div>Minimum Day Student*</div> <div>PD Professional Development/Non Student Days</div> </div>	<b>December</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Board Approved 5/11/2022

REVISED 2/8/2024

**Santa Paula Unified School District**  
**2024-2025 School Year Calendar**  
**(805) 933-8800 Fax (805) 933-8026**

**CALENDAR - RENAISSANCE HIGH SCHOOL**

July							January						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	6			1	2	3	4
7	8	9	10	11	12	13	5	W	PD	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	31				26	27	28	29	30	31	
August							February						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2							1
4	W	W	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	18	19	20	21	22	23	16	17	18	19	20	21	22
2	25	26	27	28	29	30	23	24	25	26	27	28	
September							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7							1
8	9	10	11	12	13	14	2	3	4	5	6	7	8
15	16	17	18	19	20	21	9	10	11	12	13	14	15
19	22	23	24	25	26	27	16	17	18	19	20	21	22
1	29	PD					23	24	25	26	27	28	29
October							30	31					
S	M	T	W	T	F	S	April						
			1	2	3	4	S	M	T	W	T	F	S
6	7	8	9	10	11	12							1
13	14	15	16	17	18	19	6	7	8	9	10	11	12
22	20	21	22	23	24	25	13	14	15	16	17	18	19
	27	28	29	30	31		20	21	22	23	24	25	26
November							27	28	29	30			
S	M	T	W	T	F	S	May						
					1	2	S	M	T	W	T	F	S
3	4	5	6	7	8	9							1
10	11	12	13	14	15	16	4	5	6	7	8	9	10
15	17	18	19	20	21	22	11	12	13	14	15	16	17
	24	25	26	27	28	29	18	19	20	21	22	23	24
December							25	26	27	28	29	30	31
S	M	T	W	T	F	S	June						
1	2	3	4	5	6	7	S	M	T	W	T	F	S
8	9	10	11	12	13	14							1
15	16	17	18	19	20	21	1	2	3	4	W	6	7
14	22	23	24	25	26	27	8	9	10	11	12	13	14
	29	30	31				15	16	17	18	19	20	21
							22	23	24	25	26	27	28
							29	30					

**Dates to Remember**

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8/30, 12/19 - Teacher/Student Minimum Day  
12/17-12/19 - Finals  
12/19 - End of 1st Semester  
12/20-1/5 - Winter Recess  
3/14 - End of 3rd Quarter  
4/14-4/25 - Spring Recess  
6/2-6/4 - Finals  
6/4 - Last Day of School/End of 2nd Semester

Fall Semester = Dec 19 (88 days)  
Spring Semester = June 4 (92 days)

**Bell Schedules\***

**RHS**

Tutoring (Optional) 8:45 a.m. - 9:12 p.m.  
Regular Day 9:15 a.m. - 2:30 p.m.  
Mondays/Minimum Day 9:15 a.m. - 12:15 p.m.

**Legend**

First / Last Day of School  
 Holidays / Non Student Day  
 Recess / Non Student Day  
 Teacher Workday / Non Student Day  
 Monday/Minimum Day Student\*  
 Professional Development/Non Student Days

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ESTABLISHED 2013

# SANTA PAULA UNIFIED SCHOOL DISTRICT

## Board of Trustees

*Mrs. Gabriela Ornelas, President*

*Mrs. Anna Villicana-Arroyo, Vice President*

*Mr. Tommy Frutos, Clerk*

*Dr. Daniel Sandoval, Member*

*Mr. Chris Wilson, Member*

## Superintendent

*Mr. Jeffrey Weinstein*

## **Know Your Educational Rights** **Your Child has the Right to a Free Public Education**

All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.

In California: All children have the right to a free public education.

All children ages 6 to 18 years must be enrolled in school.

All students and staff have the right to attend safe, secure, and peaceful schools.

All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.

All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

## **Information Required for School Enrollment**

When enrolling a child, schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency.

You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

## **Confidentiality of Personal Information**

Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.

Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school district must provide parents/guardians with written notice of the school's directory information policy, and let you know of your option to refuse release of your child's information in the directory.

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

You have the option to provide your child's school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.

You have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

## **Right to File a Complaint**

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





ESTABLISHED 2013

# SANTA PAULA UNIFIED SCHOOL DISTRICT

## Board of Trustees

Mrs. Gabriela Ornelas, President

Mrs. Anna Villicana-Arroyo, Vice President

Mr. Tommy Frutos, Clerk

Dr. Daniel Sandoval, Member

Mr. Chris Wilson, Member

## Superintendent

Mr. Jeffrey Weinstein

## Parent Notice

### Available Language Programs and Language Acquisition Programs

1. Santa Paula Unified School District 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]).

### Language and Language Acquisition Programs Offered:

- **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 students who are learning English. At minimum, students are offered Designated ELD and provided access to grade level academic subject matter content with Integrated ELD.
- **Dual-Language Immersion (DLI) Program:** 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. This program begins in Transitional Kindergarten/Kindergarten (TK/K) and continues to sixth grade.

### Other Language and Language Acquisition programs not currently offered:

- **Transitional Bilingual Program:** A language acquisition program for English learners that provides instruction to students utilizing English and a student's native language for literacy and academic instruction, enabling an English learner to achieve English proficiency and meet state-adopted academic achievement goals. This program begins in TK/K and continues to third grade where students transition to instruction all in English.
- **Developmental Bilingual Program:** Language acquisition program for English learners that provides instruction to students utilizing English and a student's native language for literacy and academic instruction, enabling an English learner to achieve language proficiency and meet state academic achievement goals. This program begins in TK/K and continues with the goal of biliteracy to sixth grade.
- **Heritage Language Program:** A language acquisition program for English learners that provides instruction to students utilizing English and a student's native language for literacy and academic instruction. Enables non-English speakers or students who have weak literacy skills in their native language to achieve language proficiency and meet academic achievement goals. This program is designed for sixth through eighth and ninth through twelfth grades.

## How to Enroll Your Child in a Language Acquisition Program:

If a parent/guardian would like for their child to participate in any of the Language or Language Acquisition programs from the list, please visit your child's school site and request a Language Learner Program Parental Request Form. Please complete the form and return to the Administrative Assistant. The Administrative Assistant will log your request. As soon as the district reaches the **threshold**, the district will reach out to you to notify you of next steps.

## 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])

- Submit a verbal or written request to the office at your child's school.

## Reaching a Threshold

When the parents of 30 pupils or more enrolled in a school, or when the parents of 20 pupils or more in the same grade enrolled in a school, request the same or substantially similar type of a language acquisition or language program, the school responds by notifying the District immediately and taking the following actions.

### 1. Communication

Within 10 school days of reaching a threshold described above, the District notifies the parents of pupils attending the school, the school's teachers, administrators, and the District English learner parent advisory committee and parent advisory committee, in writing, of the parents' request for a language acquisition program.

### 2. Cost and Resource Analysis

The District then identifies costs and resources necessary to implement any new language acquisition or language program, including but not limited to:

- Certificated teachers with the appropriate authorizations
- Necessary instructional materials
- Pertinent professional development for the proposed program
- Opportunities to parent and community engagement to support the proposed program goals.

### 3. Determination

Having completed the costs and resource analysis, the District determines, within 60 calendar days of reaching a threshold described above, whether it is possible to implement the requested language acquisition or language program. At that time, the District provides notice, in writing, to parents of pupils attending the school, the school's teachers, and administrators of its determination.

- **Determination to implement a program at the school:** In the case, that the district determines it can implement the requested program, the LEA creates and publishes a reasonable timeline of actions necessary to implement the program. As a part of the implementation, the District confers with school personnel, including administrators, and teachers with the authorizations required to provide or oversee programs and services for English learners, regarding the design and content of language acquisition programs.
- **Determination not to implement a program at the school:** In the case that the District determines it is not possible to implement the program requested by parents, the District provides a written explanation of the reason(s) why the program cannot be provided. Further, the District may offer an alternate option that can be implemented at the school.

## About Language Acquisition Programs and Language Programs

Program Type	Characteristics
<b>Language Acquisition Program (English Learners)</b>	<p>The California Code of Regulations section 11309 requires that any language acquisition program provided by a school, district, or county shall:</p> <ul style="list-style-type: none"><li>• Be designed using evidence-based research and include both Designated and Integrated English Language Development;</li><li>• Be allocated sufficient resources by the local district to be effectively implemented, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent and community engagement to support the proposed program goals; and</li><li>• Within a reasonable period of time, lead to:<ul style="list-style-type: none"><li>○ Grade-level proficiency in English, and, when the program model includes instruction in another language, proficiency in that other language; and</li><li>○ Achievement of the state-adopted academic content standards in English, and, when the program model includes instruction in another language, achievement of the state-adopted academic content standards in that other language.</li></ul></li></ul>
<b>Language Program (non-English Learners)</b>	<ul style="list-style-type: none"><li>• Language programs offer students who are not English learners opportunities to be instructed in languages other than English.</li><li>• May lead to proficiency in languages other than English.</li></ul>

## Parent and Community Engagement

Parents may provide input regarding language and language acquisition to programs in the District or to be considered in the District during the development of the Local Control and Accountability Plan (EC Section 5062). If interested in a different program from those listed above, please contact Dr. Gina Ramirez, Assistant Superintendent of EL Services and Community Engagement at 805-933-8878 or email: [gramirez@santapaulaunified.org](mailto:gramirez@santapaulaunified.org).

## EMERGENCY COMMUNICATIONS SYSTEMS FOR PARENTS/GUARDIANS

In the event of an emergency, please access the following:

- Ventura County Sheriff's Office of Emergency Services' website  
[www.vcsd.org/sub-office-er.php](http://www.vcsd.org/sub-office-er.php)
- Ready Santa Paula 1610 AM (English)  
KUNX AM 1400 (Spanish)
- ParentSquare – voice message on your telephone from your student's school or the district office.

## IMPORTANT DATES & MINIMUM DAYS

EC §48980(c)

At the beginning of the first semester or quarter of the regular school term, the Board of Education shall notify parents/guardians of all pupils of the schedule of minimum days and pupil-free staff development days for the 2024-2025 school year.

**First Day of School**  
August 7, 2024

**Last Day of School**  
June 4, 2025

**Pupil-Free Days**  
September 30, 2024  
January 6-7, 2025

**Holidays**  
September 2, 2024 – Labor Day  
November 11, 2024 – Veteran's Day  
November 28-29, 2024 – Thanksgiving Holiday  
December 24, 2024 – Christmas Eve  
December 25, 2024 – Christmas Day  
December 31, 2024 – New Year's Eve  
January 1, 2025 – New Year's Day  
January 20, 2025 – Martin Luther King Day  
February 10, 2025 – Lincoln's Birthday  
February 17, 2025 – President's Day  
April 18, 2025 – Good Friday  
May 26, 2025 – Memorial Day

**Recess / Non-Student Day**  
October 14, 2024  
November 25-27, 2024  
December 20, 2024  
December 23, 2024  
December 26-27, 2024  
December 30, 2024  
January 2-3, 2025  
April 14-17, 2025  
April 21-25, 2025

**Dates to Remember – All Schools**  
August 7, 2024 – First Day of School  
October 11, 2024 – End of First Quarter  
October 22-24, 2024 – Parent Conferences (Isbell MS only)  
October 22-25, 2024 – Parent Conferences (Elementary only)  
November 25-29, 2024 – Fall Break  
December 17-19, 2024 – Finals (RHS & SPHS only)  
December 19, 2024 – End of 1<sup>st</sup> Semester  
December 20, 2024 – January 5, 2025 – Winter Recess  
January 6 & 7, 2025 – Teacher Work Day & Prof. Development  
March 14, 2025 – End of 3<sup>rd</sup> Quarter  
March 25-26, 2025 – Parent Conference Days (Isbell MS only)  
March 25-27, 2025 – Parent Conference Days (Elementary only)  
April 14-25, 2025 – Spring Recess  
June 2-4, 2025 – Finals (RHS & SPHS only)  
June 4, 2025 – Last Day of School/End of 2<sup>nd</sup> Semester

**Early Release Days – Santa Paula High**  
August 12, 19 & 26, 2024  
September 9, 16 & 23, 2024  
October 7, 21 & 28, 2024  
November 4 & 18, 2024  
December 2 & 9, 2024  
January 13 & 27, 2025  
February 3 & 24, 2025  
March 3, 10, 17, 24 & 31, 2025  
April 7 & 28, 2025  
May 5, 12 & 19, 2025

**Minimum Days – Santa Paula High**  
August 30, 2024  
December 17-19, 2024  
June 2, 3 & 4, 2025

**Minimum Days - Elementary**  
August 7, 12, 19, 26 & 30, 2024  
September 9, 16 & 23, 2024  
October 7, 21 & 28, 2024  
November 4 & 18, 2024  
December 2, 9, 16, 17, 18 & 19, 2024  
January 13 & 27, 2025  
February 3 & 24, 2025  
March 3, 10, 17, 24 & 31, 2025  
April 7 & 28, 2025  
May 5, 12 & 19, 2025  
June 2, 3 & 4, 2025

**Minimum Days – Middle**  
August 7, 12, 19, 26 & 30, 2024  
September 9, 16 & 23, 2024  
October 7, 21 & 28, 2024  
November 4 & 18, 2024  
December 2, 9, 16, 17, 18 & 19, 2024  
January 13 & 27, 2025  
February 3 & 24, 2025  
March 3, 10, 17, 24 & 31, 2025  
April 7 & 28, 2025  
May 5, 12 & 19, 2025  
June 2, 3 & 4, 2025

**Minimum Days – Renaissance High**  
August 12, 19, 26 & 30, 2024  
September 9, 16 & 23, 2024  
October 7, 21 & 28, 2024  
November 4 & 18, 2024  
December 2, 9, 17, 18 & 19, 2024  
January 13 & 27, 2025  
February 3 & 24, 2025  
March 3, 10, 17, 24 & 31, 2025  
April 7 & 28, 2025  
May 5, 12 & 19, 2025  
June 2, 3 & 4, 2025

**If you require a paper copy of the Annual Parents' Notice, please contact your child's school administrator.**



## IMPORTANT CONTACT INFORMATION

### Complaint Contact Information

#### Sexual Harassment Contact:

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code §234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Santa Paula Unified School District  
201 S. Steckel Drive  
Santa Paula, CA 93060  
(805) 933-8800

Associate Superintendent of  
Educational Services  
(805) 933-8963  
[ucp@santapaulaunified.org](mailto:ucp@santapaulaunified.org)

Director of Student Support Services  
(805) 933-8843  
[TitleIX@santapaulaunified.org](mailto:TitleIX@santapaulaunified.org)

#### Title II Contact:

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws, including Title II:

Dr. David Moore,  
Associate Superintendent of Educational Services  
(805) 933-8963  
[TitleII@santapaulaunified.org](mailto:TitleII@santapaulaunified.org)

#### Title IX Contacts:

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's 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, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at:

Santa Paula Unified School District  
201 S. Steckel Drive  
Santa Paula, CA 93060  
(805) 933-8800

Associate Superintendent of  
Educational Services  
(805) 933-8963  
[ucp@santapaulaunified.org](mailto:ucp@santapaulaunified.org)

Director of Student Support Services  
(805) 933-8843  
[TitleIX@santapaulaunified.org](mailto:TitleIX@santapaulaunified.org)

#### Uniform Complaint Contacts:

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

Santa Paula Unified School District  
201 S. Steckel Drive  
Santa Paula, CA 93060  
(805) 933-8800

Associate Superintendent of  
Educational Services  
(805) 933-8963  
[ucp@santapaulaunified.org](mailto:ucp@santapaulaunified.org)

Director of Student Support Services  
(805) 933-8843  
[TitleIX@santapaulaunified.org](mailto:TitleIX@santapaulaunified.org)

#### Williams Complaint Contact:

Parents, guardians, pupils, 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. The individual responsible for processing complaints at the school district level may be contacted at:

Santa Paula Unified School District  
201 S. Steckel Drive  
Santa Paula, CA 93060

Dr. Georgina Ramirez  
Assistant Superintendent of EL Services and Community Engagement  
(805) 933-8878

[williamscomplaints@santapaulaunified.org](mailto:williamscomplaints@santapaulaunified.org)

### See Something, Say Something

For more information on the See Something, Say Something program in the Santa Paula Unified School District, please contact the Director of Student Support Services at (805) 933-8843.



**WeCare**  
**WeCall**  
**WePrevent**  
**SEE something, SAY Something**

Who or What you saw  
When you saw it  
Where it happened  
Why it's suspicious

**Always Anonymous**  
**Report Suspicious Activity**  
**800.78.CRIME**  
**www.WeTip.com**  
**CALL 911**



### Health Services Information

Ventura County Alcohol & Drug Youth Services (844) 385-9200

Ventura County Behavioral Health 24/7 Hotline (866) 998-2243

Ventura County Child Protective Services Hotline (805) 654-3200

## ACADEMICS

### ADVANCED PLACEMENT EXAMINATION FEES

EC §52244 & SPUSD Board Policy 6141.5

Advanced placement examination fees are covered through the District's Local Control and Accountability Plan (LCAP). For more information, please contact staff at the Santa Paula High School administration office at (805) 525-4400.

### AVAILABILITY OF PROSPECTUS

EC §49063, EC §49091.14 & SPUSD Administrative Regulation 5020

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 the District's Educational Services Department at (805) 933-8963 for a copy of the prospectus.

### CAL GRANT PROGRAMS

EC §69432.9 & SPUSD Administrative Regulation 5125

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

In order to assist students in applying for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student's GPA will be submitted to the California Student Aid Commission (CASC) electronically by a school or school district official. A student, or the parent/guardian of a student under 18 years of age, may complete a form to indicate that he/she does not wish for the school to electronically send CASC the student's GPA. If you do not wish to have your GPA submitted to CASC, please contact the school principal to complete the "opt out" form by no later than January 1<sup>st</sup> of your freshman year.

Until a student turns 18 years of age, only the parent/guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself/herself out, and can opt in if the parent/guardian had previously decided to opt out the student. The March 2 application deadline may be extended up to 30 calendar days when requested by students impacted by natural disaster, state of emergency, labor action, or any other commission approval of "qualifying event".

### CALIFORNIA HEALTHY YOUTH ACT / SEX & HIV/AIDS INSTRUCTION (GRADES 5, 7 & 9)

EC §51930 – EC §51939, SPUSD Board Policy 6142.1 & SPUSD Administrative Regulation 6142.1

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 (1) protect their sexual and reproductive health from HIV and other sexually transmitted infections and from unintended pregnancy; (2) provide students with the knowledge and skills they need to develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family; (3) promote understanding of sexuality as a normal part of human development; (4) ensure students receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention instruction and provide educators with clear tools and guidance to accomplish that end; and (5) provide students with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors.

The Santa Paula Unified 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 for pupils in grades 5, 7 & 9.

Parents or guardians may:

1. Inspect the written and audiovisual educational materials to be used in comprehensive sexual health and HIV prevention education;
2. Request in writing to excuse their child from comprehensive sexual health or HIV prevention education, or research on student health behaviors and risks;
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. 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
- c. Information stating the right of the parent/guardian to request a copy of Education Code §51933, §51934, and §51938

**Surveys:** The district may administer to students in grades 5, 7 & 9 anonymous, voluntary, and confidential research and evaluation tools to measure student health risks and behaviors, including tests and surveys about student attitudes or practices related to sex as long as parents/guardians are provided written notice and given an opportunity to request, in writing, that their child not participate. 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 & SPUSD Board Policy 6146.2

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) & SPUSD Board Policy 6164.2

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 & SPUSD Board Policy 6143

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 CSU, you have to take specific high school courses, have the appropriate grades and test scores, and have graduated from high school. Parents/guardians and students may find the following list of website references helpful in learning about college admission requirements and high school courses that have been certified by the University of California as satisfying the requirements for admission to the University of California and the California State University.

- [www.cccco.edu](http://www.cccco.edu)
- [www.assist.org](http://www.assist.org)
- [www.californiacolleges.edu](http://www.californiacolleges.edu)
- [www.universityofcalifornia.edu/admissions](http://www.universityofcalifornia.edu/admissions)
- [www.csummentor.edu](http://www.csummentor.edu)
- [www.cde.ca.gov/ci/gq/hs/hsgtable.asp](http://www.cde.ca.gov/ci/gq/hs/hsgtable.asp)

The California Department of Education defines "career technical education" as a program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. Career technical education may include agricultural education, apprenticeship opportunities, business and marketing coursework, health careers education, home economics, industrial and technology education, regional occupational programs, student organizations, technical preparation coursework, and work experience. More information related to the state's career technical education program can be found at [www.cde.ca.gov/ci/ct](http://www.cde.ca.gov/ci/ct). Detailed information related to each high school's career technical education programs and course offerings can be located in the counseling office/department.

### FEDERAL STUDENT AID (9-12)

EC §51225.8

Under state law, school districts are to ensure that students prior to entering 12<sup>th</sup> grade are entitled to information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application at least once. This information should be available in a timely manner as financial aid is awarded in order of submission according to deadlines, on a first-come, first-served basis. All family and student personal information will be protected according to state

and federal privacy laws and regulations. Student lists will be matched to FAFSA applications for the purpose of ensuring that either the FAFSA is completed or an opt out form is completed to maintain the students' ability to graduate.

California high school seniors are required to complete a Free Application for Federal Student Aid (FAFSA), or a California Dream Act Application (CADAA), unless the student or parent has opted out of the submission process. The opt-out letter is available in the College & Career Center and needs to be returned to the SPSHS College & Career Center by Oct 1, 2024. Questions may be directed to the College & Career Specialist at (805) 525-4400 ext. 22030.

## GRADUATION DRESS CODE

SPUSD Board Policy 5127

High school graduation ceremonies shall be held to recognize those students who have earned a diploma by successfully completing the required course of study, satisfying district standards, and passing any required assessments. The Board of Education believes that these students deserve the privilege of a public celebration that recognizes the significance of their achievement and encourages them to continue the pursuit of learning throughout their lives.

At the discretion of the Superintendent or designee, a student who will complete graduation requirements during the summer may be allowed to participate in graduation exercises without receiving a diploma. When the requirements have been satisfied, a diploma shall be sent to the student. High school students who have passed a high school equivalency test or the California High School Proficiency Examination must also meet district graduation requirements in order to participate in graduation ceremonies. Invocations, prayers, or benedictions shall not be included in graduation ceremonies. The school or district shall not sponsor other ceremonies or programs for graduates that include prayer.

### Honors and Awards

To honor superior academic achievement, graduation ceremonies shall include recognition of valedictorian(s) and salutatorian(s). Valedictorian(s) and salutatorian(s) shall be selected based on established criteria and procedures that use multiple measures of academic performance.

The Superintendent or designee shall identify other school-sponsored awards which may be given during graduation exercises. A separate awards program may be held to recognize graduating students receiving other school and non-school awards.

### Graduation Attire

The Superintendent or designee may require graduating students to wear ceremonial attire, such as cap and gown, at the ceremony.

Any graduating student who has completed basic training and is an active member of any branch of the United States Armed Forces may, at the student's option, wear a military dress uniform at the ceremony.

Students shall be permitted to wear tribal regalia or recognized objects of religious or cultural significance as an adornment to the customary ceremonial attire, as long as the adornment does not cause a substantial disruption of, or material interference with, the graduation ceremony.

Students who desire to wear such adornments shall seek permission from the Superintendent or designee at least 14 days before the graduation ceremony.

### Disciplinary Considerations

Students are expected to comply with district and school policies, regulations, and rules throughout the school session, including during graduation and related events. Students shall not be denied the privilege of participating in graduation ceremonies except as discipline in cases of serious misconduct. In no event shall a student be denied participation in graduation ceremonies unless the principal or designee has informed the student and the student's parents/guardians of the misconduct and has given them an opportunity to respond.

During the graduation ceremony, a student may be removed from the ceremony for conduct that is disruptive or that poses a risk to safety.

High school seniors shall be notified of this policy in advance, through the student handbook or other means, and shall be required to acknowledge receiving it.

## GRADUATION REQUIREMENTS

EC §51225.3 & SPUSD Board Policy 6146.1

All students enrolled in grades 9-12 are required to earn a total of 230 units to qualify for graduation from any of the district's high schools. Requirements include 30 units in Social Studies, 40 units in English, 30 units in Mathematics, 20 units in Science, 20 units in Visual or Performing Arts/World Language including American Sign Language (one CTE course may substitute for one of these courses), 5 units in Health, 60 units of Electives, 20 units of Physical Education and 5 units of Ethnic Studies.

## Alternative Credits toward Graduation

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. (Education Code §51225.3)

A foster youth, homeless student, former juvenile court school student, migrant, Newcomer, or child of a military family who transfers into the district any time after completing his/her second year of high school shall be required to complete all graduation requirements specified in Education Code §51225.3 but shall be exempt from any additional district-adopted graduation requirements, unless the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of his/her fourth year of high school. Within 30 days of the transfer, any such student shall be notified of the availability of the exemption and whether he/she qualifies for it. In order to graduate, 130 credits are required under these circumstances. (Education Code §51225.1)

### **Foster & Homeless Youth Exemption from Local Graduation Requirements**

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

SPUSD Administrative Regulation 6173.1

Foster and homeless youth are allowed educational rights, such as: immediate enrollment, to 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. You may contact the school counselor or the District's Assistant Superintendent of EL Services and Community Engagement at (805) 933-8879.

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

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 Santa Paula Unified School District will be issued full or partial credit. Contact the school counselor or the Associate Superintendent of Educational Services at (805) 933-8963.

### **Retroactive Grant of High School Diplomas: Departed/Deported Pupils (9-12)**

EC §51430

The Board of Trustees of the Santa Paula Unified 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 foreign classes.

## MARRIED/PREGNANT/PARENTING STUDENTS

EC §221.51, EC §222-222.5 & SPUSD Board Policy 5146

The Board of Trustees of the Santa Paula Unified 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.

Santa Paula Unified School District Graduation Requirements		University of California Admission Requirements For Freshman Entry		California State University Admission Requirements For Freshman Entry	
Courses	Units	Courses	Units	Courses	Units
<b>Social Studies</b> (Three courses) United States History & Geography (10 units) World History, Culture & Geography (10 units) American Government & Civics (5 units) Economics (5 units)	30	(a) <b>Social Science</b> (Two years including:) • 1 year of World History, Cultures, or Historical Geography (may be a single yearlong course or two one-semester courses), and • 1 year of US History or one-half year of US History and one-half year of Civics or American Government.	20	(a) <b>Social Science</b> (Two years including:) 1 year of US History or 1 semester of US History and 1 semester of Civics or American Government AND 1 year of social science.	20
<b>English</b> (Four courses)	40	(b) <b>English</b> Four years of college-preparatory English that include frequent writing, from brainstorming to final paper, as well as reading of classic and modern literature. No more than one year of ESL-type courses can be used to meet this requirement.	40	(b) <b>English</b> (Four years including:) College preparatory English composition and literature	40
<b>Mathematics</b> (Three courses) (At least one mathematics course, or a combination of the two mathematics courses, shall meet or exceed state academic content standards for Algebra I or Mathematics I. Completion of such coursework prior to grade 9 shall satisfy the Algebra I or Mathematics I requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12. Students may be awarded up to one mathematics course credit for successful completion of an approved computer science course that is classified as a "category c" course based on the "a-g" course requirements for college admission.)	30	(c) <b>Mathematics</b> Three years of college-preparatory mathematics that include the topics covered in elementary and advanced algebra and two- and three-dimensional geometry; a fourth year of math is strongly recommended. A geometry course or an integrated math course with a sufficient amount of geometry content must be completed. Approved integrated math courses may be used to fulfill part or all of this requirement, as may math courses taken in the seventh and eighth grades if the high school accepts them as equivalent to its own courses.	30	(c) <b>Mathematics</b> (Three years including:) College preparatory math including or integrating topics covered in Algebra, Geometry, and Intermediate Algebra (4 years recommended)	30
<b>Science*</b> (two courses) Biological Sciences (10 units) Physical Science (10 units) *30 units recommended	20*	(d) <b>Science</b> Two years of college-preparatory science, including or integrating topics that provide fundamental knowledge in two of these three subjects: biology, chemistry, or physics. One year of approved interdisciplinary or earth and space sciences coursework can meet one year of the requirement. Computer Science, Engineering, Applied Science courses can be used in area D as an additional science (i.e., third year and beyond.	20	(d) <b>Laboratory Science</b> (Two years including:) Biological Science (10 units) Physical Science (10 units) Integrated science and interdisciplinary courses can meet this requirement. (3 years recommended)	20
<b>Visual or Performing Arts / World Language including American Sign Language</b> (Two courses*) (*One CTE course may substitute for one of the above courses. "A course in career technical education" means a course in a district-operated career technical education program that is aligned to the career technical model curriculum standards and framework adopted by the state board, including courses through a regional occupational center or program operated by a county superintendent of schools or pursuant to a joint powers agreement.)	20	(e) <b>Language other than English</b> (Two years, or equivalent to the 2 <sup>nd</sup> level of high school instruction of the same language other than English are required. Courses should emphasize speaking and understanding, and include instruction in grammar, vocabulary, reading, composition and culture. American Sign Language and classical languages such as Latin and Greek, are acceptable. Courses taken in the seventh and eighth grades may be used to fulfill part or all of this requirement if the high school accepts them as equivalent to its own courses). (3 years/3 <sup>rd</sup> level of high school instruction recommended)	20	(e) <b>Language other than English</b> (Two years including:) Two years of the same language; American Sign Language and classical languages such as Latin and Greek are acceptable  *Waiver of "Language other than English" – If you can demonstrate competency in a language other than English that is equivalent to or higher than that expected of students who have completed two years of language other than English study, you may be allowed a waiver for this language requirement.	20
<b>Health</b> (One semester)	5	(f) <b>Visual &amp; Performing Arts</b> (One yearlong course of visual and performing arts chosen from the following disciplines: dance, music, theater, visual arts or interdisciplinary arts – or two one-semester courses from the same discipline is also acceptable.)	10	(f) <b>Visual/Performing Arts</b> One year or two semester courses from the same discipline required including dance, music, theatre, visual arts or interdisciplinary arts.	10
<b>Elective Courses</b>	60	(g) <b>College Preparatory Electives</b> (One year (two semesters) chosen from courses specific to the elective (G) subject area or courses beyond those used to satisfy the requirements of the A-F subjects.)	10	(g) <b>College Preparatory Electives</b> (additional year chosen from UC "a-g" list)	10
<b>Physical Education</b>	20	<b>Required Testing</b> (UC no longer considers SAT or ACT test scores as a factor in admissions decisions.)		<b>Required Testing**</b> (CSU no longer considers SAT or ACT test scores as a factor in admissions decisions.)	
<b>Ethnic Studies</b> (One semester to be taken in grade 9)	5				



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

EC §32255 & 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.

## **PLACEMENT IN MATHEMATICS COURSES**

SPUSD Board Policy 6152.1

The Board of Education believes that a sound educational program must include the study of subjects that prepare students for admission to higher education and/or fulfilling careers. District students shall be provided an opportunity to complete a sequence of mathematics courses recommended for admission into the University of California and California State University systems.

The Superintendent or designee shall work with district teachers, counselors, and administrators and the representatives of feeder schools to develop a well-articulated sequence of mathematics courses and consistent protocols for placing students in mathematics courses offered at district high schools.

Such placement protocols shall systematically take into consideration multiple objective academic measures that may include, but are not limited to, statewide mathematics assessments, including state interim and summative assessments; placement tests that are aligned to state-adopted content standards in mathematics; classroom assignment and grades; and report cards. (Education Code 51224.7)

District staff shall implement the placement protocols uniformly and without regard to students' socioeconomic background or any characteristic specified in BP 0410 - Nondiscrimination in District Programs and Activities, including, but not limited to, race, sex, gender, nationality, and ethnicity.

The placement protocols shall provide for at least one reevaluation within the first month of the school year to ensure that students are appropriately placed in mathematics courses and shall specify the criteria the district will use to make this determination. Any student found to be misplaced shall be promptly placed in the appropriate mathematics course.

If a student or parent/guardian questions the student's placement, he/she may appeal the decision to the Superintendent or designee. The decision of the Superintendent or designee shall be final.

The Superintendent or designee shall ensure that all teachers, counselors, and other district staff responsible for determining students' placement in mathematics courses receive training on the placement protocols.

The Board and the Superintendent or designee shall annually review student data related to placement in mathematics courses offered at district high schools to ensure that students who are qualified to progress in mathematics courses based on their performance on objective academic measures are not being held back in a disproportionate manner on the basis of any subjective or discriminatory basis, and shall develop strategies for removing any identified barriers to students' access to mathematics courses. The Superintendent or designee shall also report on the percentage of district students who have successfully completed mathematics courses that satisfy the requirements for entrance to the University of California and the California State University.

## **RETROACTIVE GRANT OF HIGH SCHOOL DIPLOMAS: DEPARTED AND DEPORTED PUPILS**

EC §51430

The Board of Trustees of the Santa Paula Unified 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 foreign classes.

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

EC §51900.6 & 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.

## **SPECIAL EDUCATION – USE OF ASSISTIVE TECHNOLOGY**

EC §56040.3

Upon exiting the school district, students may continue to use the assistive technology devices provided by the school as determined by the IEP team offer for a maximum of two months until a replacement or comparable device is obtained.

## **SPECIALIZED EDUCATIONAL PROGRAMS**

### **Bilingual Education**

EC §52173, 5 CCR §11303 & SPUSD Board Policy 6174

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 Assistant Superintendent of EL Services & Community Engagement at (805) 933-8879.

### **English Learner Program**

EC §52164.3, EC §52173.5, EC §310, EC §311, 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 Assistant Superintendent of EL Services and Community Engagement at (805) 933-8879.

### **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".

### **English Immersion Program (Language Acquisition Program)**

EC §310, CCR Title 5 §11309

Parents and guardians of children placed in a structured English immersion program must be notified of such placement and be provided an opportunity to apply for a different language program. For more details regarding program options, please contact the Assistant Superintendent of EL Services and Community Engagement at (805) 933-8879.

### **Foster Youth**

EC §48204, EC §48645.5, EC §48853, EC §48853.5 & WIC §317 & §16010  
SPUSD Administrative Regulation 6173.1

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 District's Assistant Superintendent of EL Services and Community Engagement at (805) 933-8879.

### **Gifted & Talented Education (GATE)**

5 CCR §3831 & SPUSD Board Policy 6172

The GATE plan and information on testing and services is available by contacting the District's Educational Services Department at (805) 933-8963.

### **Homeless Youth**

42 USC §11432, EC §48853, EC §49069, EC §51225.1, EC §51225.2 & SPUSD Administration Regulation 6173

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 Homeless Liaison to resolve disputes that arise during enrollment. Homeless youth can be assisted by the Assistant Superintendent of EL Services and Community Engagement at (805) 933-8879.

#### **Homeless Youth: Right to Apply for Financial Aid**

Students experiencing homelessness have a right to apply for financial aid to seek education beyond high school. Every district and charter school must appoint a homeless liaison to assist students and families. Please contact the Assistant Superintendent of EL Services and Community Engagement at (805) 933-8879 for more information of services and policies related to homeless education rights.

#### **Migrant Education & Newly Arrived Immigrant Pupils**

EC §54444.2 & SPUSD Administrative Regulation 6171

The Migrant Education Program is federally funded under Title 1 Part C. Eligibility is determined by an oral interview. Students age 3 to 21 years shall be eligible for the district's migrant education program if they, their parents/guardians, or their spouses are migratory agricultural workers or fishers who, in the preceding 36 months, moved into the district due to economic necessity and engaged in new temporary or seasonal employment or personal subsistence in agriculture or fishing. If such employment was not secured soon after the move, students may be considered migrant students if they, their parents/guardians, or their spouses actively sought such new employment and have a recent history of moves for temporary or seasonal agricultural or fishing employment.

A student who ceases to be a migrant student during a school term shall be eligible for services until the end of the term. If comparable services are not available through other programs, a student who is no longer migratory may continue to receive services for one additional school year. Students who were eligible for services in secondary school may continue to be served through credit accrual programs until graduation.

#### Graduation Requirements

Your child is eligible for a state minimum coursework diploma, which will limit the entrance to higher education to community college. However, if you should choose an option for a 5<sup>th</sup> year of high school, your child may earn a diploma according to our board approved graduation guidelines that may make your child eligible for UC or CSU applications. These two options of minimum state or local graduation requirements with a 5<sup>th</sup> year of school are for students who are from a migrant family, eligible for a newcomer program, or who have not been advised within the first 30-days upon transfer in their 3<sup>rd</sup> or 4<sup>th</sup> year of high school. Contact our counseling office to determine eligibility. Students and parents of migratory children shall not request a transfer solely to qualify for this exemption.

Migrant Education funds/services actively solicit parent involvement in planning, operation, and evaluation of its program through a parent advisory council. Contact the Assistant Superintendent of EL Services and Community Engagement at (805) 933-8879.

#### **Migrant Education – Extended School Year**

Students who are identified as a "Migrant child" in grades TK-6 may be allowed to enroll in two public schools during summer, winter, or other intersessions – both the school in which they last attended and the next intended school to be entered upon the migration with parents from one agricultural work site to another.

## **STUDENTS WITH DISABILITIES**

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

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

Section 504 of the Rehabilitation Act of 1973 provides equal access to education by providing accommodations for students with identified disabilities that substantially limit one or more major life activities even if they are not eligible for special education services. Further, Section 504 prohibits discrimination against students with disabilities in district programs, gives parents/guardians rights to examine relevant records, to participate in an impartial hearing including the opportunity for representation by counsel and a review procedure.

It is the policy of the district to provide a free, appropriate public education to each student with disabilities. Parents/guardians who believe their student may have a disability are to contact the principal of the school to initiate a referral to the Student Success Team (SST) for review. For more information, contact the Director of Special Education at (805) 933-8836.

#### **Special Education**

Special education services are available to meet the needs of students who have been assessed, found to have a disability and to be eligible for services from ages 3-22 years. Early intervention services are available for "at risk infants and toddlers" under 3 years of age.

It is the policy of our district to provide a free, appropriate public education to each student with disabilities. Parents/guardians who believe their student may have a disability are to contact the principal of the school to initiate a referral to the Student Success Team for review. If the child is younger than age 5, contact the Director of Special Education at (805) 933-8836.

#### **Procedural Safeguards**

The procedural safeguards will be made available in written form which is 1) understandable to the general public; and 2) provided in the native language of the parent or other mode of communication used by the parent, unless it is clearly not feasible to do so. A copy of the procedural safeguards is located on the website.

Copies of parents' rights regarding identification, referral, assessment, instructional planning, implementation, review, and procedures for initiating referrals for assessment are available at the student's school site. For more information, contact the Director of Special Education at (805) 933-8836.

With regards to special education matters, parents shall be given a copy of their rights and procedural safeguards annually, except that a copy also shall be given to the parents:

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

#### **Child Find Systems**

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 FOR CONFIDENTIAL MEDICAL SERVICES**

EC §46010.1, SPUSD Board Policy 5113 & SPUSD Administrative Regulation 5113

The Board of Trustees of each school district shall, each academic year, notify pupils in grades 7 to 12, inclusive, and the parents/guardians of all pupils enrolled in the district, that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent/guardian.

### **EXCUSED ABSENCES**

EC §46014, EC §48205, SPUSD Board Policy 5113 & SPUSD Administrative Regulation 5113

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for the following reasons:

1. Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
4. For the purpose of attending the funeral services or grieving the death of either a member of the pupil's immediate family, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five days per incident.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.
7. For justifiable personal reasons, including, but not limited to, an attendance or appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, attendance at an employment

conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.

8. Service as a member of a precinct board for an election pursuant to Elections Code 12302.
9. For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen. (EC §48205)
11. For the purpose of participating in a cultural ceremony or event.
12. (A) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence.  
(B) (i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one schoolday-long absence per school year.  
(ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.
13. (A) For any of the purposes described in clauses (i) to (iii), inclusive, if an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, has died, so long as the absence is not more than three days per incident.  
(i) To access services from a victim services organization or agency.  
(ii) To access grief support services.  
(iii) To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, including, but not limited to, temporary or permanent relocation.  
(B) Any absences beyond three days for the reasons described in subparagraph (A) shall be subject to the discretion of the school administrator, or their designee, pursuant to Section 48260.
14. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

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

For purposes of this section, attendance at religious retreats shall not exceed one schoolday per semester.

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

For purposes of this section, the following definitions apply:

1. A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.
2. "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people.
3. "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.
4. "Victim services organization or agency" has the same meaning as defined in paragraph (7) of subdivision (g) of Section 230.1 of the Labor Code.

## OPEN CAMPUS PRIVILEGES FOR HIGH SCHOOL STUDENTS

EC §44808.5

Seniors meeting specific GPA and behavioral criteria are permitted to leave school grounds during the lunch period at Santa Paula High School. Neither the school district nor any officer or employee thereof shall be

liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section. Seniors desiring to leave campus at lunch may do so as long as they meet the following requirements:

1. Have a 2.0 grade point average the preceding semester and a minimum of 170 credits.
2. Have no more than six (6) unexcused absences or no more than six (6) tardies the preceding semester.
3. Have a permission form on file in the Assistant Principal's office.
4. All monetary obligations must be paid off, no outstanding detentions, Saturday school or community service hours.

Parents/guardians wishing to permit their eligible student to leave campus at lunch must either come to the school office and sign a permission form or have their signature notarized on the form. Forms may be picked up in the Assistant Principal's office after school. During the first two weeks of school, students are not permitted to leave campus while all off-campus lunch applications are being processed. Call Santa Paula High School at (805) 525-4400 ext. 2016 for further assistance. Replacement cost for a lost, stolen, or damaged lunch pass will be \$10.00.

### Renaissance High School is a closed campus for all grade levels.

Students shall not leave the school grounds at any other time during the school day without written authorization of their parents/guardians and permission of school authorities. Students who leave school without such authorization shall be classified as truant and subject to disciplinary action.

## ENROLLMENT

### ATTENDANCE OPTIONS

EC 35160.5(b), EC §48200, EC §48204, EC §48204.2, EC§ 48300, EC§ 46600, EC §48490(g), USC Title 20 §7912 & SPUSD Board Policies 5111.1, 5116, 5116.1, 5117 & SPUSD Administrative Regulation 5111.1, 5116, 5116.1, 5117

Compulsory Education law states that students must enroll in school in the school district in which the residence of either the parent or legal guardian is located. If a parent is seeking a change in a public district outside of the residential district, then an interdistrict permit is required. Exceptions are for charter school, home school or other private school enrollments, and other online charter school options.

An interdistrict agreement is signed by both the releasing and accepting districts. When denied, there are appeal processes according to the local district policies. The education rights holder may appeal to their County Office of Education for an appeal process within 30 days of a final denial from either district.

### Interdistrict Enrollment/Transfer Requests

Parents/guardians of students living outside the boundary of Santa Paula Unified School District may apply for an Interdistrict Transfer. 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. A student who has completed grade 10 by June 30, may remain enrolled within the district of enrollment through grades 11 and 12 without any revocation from the desired district, and must be treated the same as any other resident student.

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 home or receiving district 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.

Requests are based on the district's enrollment and staffing needs. Preferences will be given to pupils whose parents are enlisted in the military. Parents/guardians should contact the District's Educational Services Department at (805) 933-8963 for further information.

#### **Intradistrict Enrollment/Transfer Requests**

Parents/guardians of students living within the City of Santa Paula who moved to the attendance area of a different school may apply for an Intradistrict Transfer. These requests are based on enrollment and staffing needs. Parents of high school athletes should check on CIF sports eligibility rules before pursuing open enrollment. Transportation to any other school is the responsibility of the parent. No pupil who currently resides in the attendance area of a school can be displaced by pupils transferring from outside the attendance area.

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. Contact the school office for further information.

#### **Persistently Dangerous Schools**

The Santa Paula USD Board of Trustees has adopted a policy stating that students who attend a district school designated by the California Department of Education as a persistently dangerous school must be granted priority to attend a safe public school.

#### **Residency Requirements**

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 student shall be deemed to have complied with district residency requirements for enrollment in the district if he or she meets any of the following criteria: The student's parent/guardian resides within district boundaries; the student is placed within district boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to a court-ordered commitment or placement; the student is admitted through an interdistrict attendance option; the student is an emancipated minor residing within district boundaries; the student lives with a caregiving adult within district boundaries and the caregiving adult submits an affidavit to that effect; the student resides in a state hospital located within district boundaries; the student is confined to a hospital or other residential health facility within district boundaries for treatment of a temporary disability; the student's parent/guardian resides outside district boundaries but is employed within district boundaries and lives with the student at the place of employment for a minimum of three days during the school week; the student's parent/guardian, while on active military duty pursuant to an official military order, is transferred or is pending transfer to a military installation within the state; the student's parent/guardian was a resident of California who departed the state against his/her will to a transfer by a government agency that had custody of the parent/guardian, a lawful order from a court or government agency authorizing his/her removal, or removal or departure pursuant to the federal Immigration and Nationality Act, and the student lived in California

immediately before moving out of state as a result of his/her parent/guardian's departure.

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.

District residency status may be granted to a student if at least one of his/her parents/guardians is physically employed within district boundaries for a minimum of 10 hours during the school week.

#### **Residency Investigations**

When the Superintendent or designee reasonably believes that a student's parent/guardian has provided false or unreliable evidence of residency, he/she may make reasonable efforts to determine that the student meets district residency requirements. An investigation may be initiated when the Superintendent or designee is able to identify specific, articulable facts supporting the belief that the parent/guardian has provided false or unreliable evidence of residency.

The Superintendent or designee may assign a trained district employee to conduct the investigation. The investigation may include the examination of records, including public records, and/or interviews of persons who may have knowledge of the student's residency.

If necessary, the Superintendent or designee may employ the services of a private investigator to conduct the investigation. Before hiring a private investigator, the Superintendent or designee shall make other reasonable efforts to determine whether the student resides in the district.

The investigation shall not include the surreptitious collection of photographic or videographic images of persons or places subject to the investigation. However, the use of technology is not prohibited if done in open and public view. Any employee or contractor engaged in the investigation shall truthfully identify himself/herself as an investigator to individuals contacted or interviewed during the course of the investigation.

### **INSTRUCTION FOR PUPILS WITH A TEMPORARY DISABILITY**

EC §48206.3, EC §48207, EC §48208 & SPUSD Administrative Regulation 6183

A student with a temporary disability which makes school attendance impossible or inadvisable shall be entitled to receive individual instruction at home or in a hospital or other residential health facility, excluding state hospitals.

Temporary disability means a physical, mental, or emotional disability incurred while a student is enrolled in regular day classes or an alternative education program, and after which the student can reasonably be expected to return to regular day classes or the alternative education program in which the student is enrolled. Temporary disability does not include a disability that would qualify a student for special education pursuant to Education Code §56026.

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 and, if so, provide the instruction within five working days or less.

### **INVOLUNTARY TRANSFER**

EC §48980(m) & EC §48929

A school administrator may recommend an involuntary transfer of a student if convicted of a violent crime and if the victim attends the same school. Parents must be notified in writing and have the right to a meeting with the administration. The school will first attempt to resolve a conflict prior to transferring. Periodic reviews will be considered for returning to the school site if there is no on-going danger to either student or others on campus. The school board makes the final decision.

### **NOTICE OF ALTERNATIVE SCHOOLS**

EC §58501, SPUSD Board Policy 6158 & SPUSD Administrative Regulation 6158

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 school have copies of the law available for your information. This law particularly authorizes interested persons to request the Board of Trustees of the district to establish alternative school programs in each district.

Santa Paula Unified School District Alternative Schools:

- Independent Study (Grades TK-12)
- Renaissance High School (Continuation High, Grades 9-12)

## VICTIM OF VIOLENT CRIME

USC Title 20 §7912a & SPUSD Board Policy 5116.1

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 Educational Services Department at (805) 933-8963.

## HEALTH

### ADMINISTRATION OF MEDICINE DURING THE SCHOOL DAY

EC §49423, EC §49423.1 & EC §49480, SPUSD Board Policy 5141.21 & SPUSD Administrative Regulation 5141.21

The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse or the school site administrative assistant of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the pupil.

#### Administration of Prescribed Medication for Pupils

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 and a statement requesting the school nurse to assist the pupil with prescribed medication as set forth in the physician statement. Students 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 Epilepsy Medication

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.

#### Emergency Treatment for Anaphylaxis

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.

## ANNUAL HEALTH SCREENINGS

EC §49452, EC §49452.5, SPUSD Board Policy 5141.3 & Administrative Regulation 5141.3

Annual vision and hearing screenings are conducted in kindergarten, second, fifth, and eighth grade. Parent or teacher referrals or students receiving special education services may be included in these screenings as required by law unless the parent/guardian files a written objection. Notification will be sent to the parent/guardian of a student for any noted condition discovered through the screenings.

## CANCER PREVENTION ACT – HPV VACCINATION

EC §48980.4

The California Health and Safety Code recommends that pupils are fully immunized against human papillomavirus (HPV) before admission or advancement to the eighth grade level of any private or public elementary or secondary school.

## CHILD ABUSE NEGLECT & REPORTING

Penal Code §11164, SPUSD Board Policy 5141.4 & SPUSD Administrative Regulation 5141.4

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

Child abuse or neglect includes the following:

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

Child abuse or neglect does not include:

1. A mutual affray between minors
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment
3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of a student
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by a student
6. Homelessness or classification as an unaccompanied minor

## CONFIDENTIALITY OF MEDICAL INFORMATION ACT

CC 56.10

School linked service coordinators will have access to health care information which complies with federal health insurance requirements. The coordinator must be credentialed and serve with confidentiality requirements per licensed school nurses, marriage and family therapists, educational psychologists, and clinical counselors.

## 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 that elects to offer athletic programs 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. 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's initiating practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course.

## CONTROLLED SUBSTANCES: OPIOIDS

EC §49476

The athletic departments of the Santa Paula Unified 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.

## DRUG AND ALCOHOL-FREE SCHOOLS

SPUSD Board Policy 3513.4(a)

The Board of Trustees recognizes the need to keep district schools free of drugs and alcohol in order to create a safe and healthy environment conducive to learning and promote student health and well-being. The board prohibits the possession, use, or sale of drugs and alcohol at any time in district-owned or leased buildings, on district property, and in district vehicles, unless otherwise permitted by law.

The following substances are prohibited on all district property:

1. Any substance which may not lawfully be possessed, used, or sold in California
2. Cannabis or cannabis products
3. Alcoholic beverages, unless approved by the Superintendent or designee for limited purposes specified in Business and Professions Code 25608

Prescription medication, except for prescribed cannabis, may be administered at school in accordance with law, district policy and regulations, and written statements by the parent/guardian and the student's authorized health care provider as applicable.

Information about the district's drug- and alcohol-free schools policy and the consequences for violations shall be communicated clearly to employees, parents/guardians, students, and the community.

### Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate the possession, use, or sale of alcohol and other drugs and related paraphernalia in district facilities, on district property, in district vehicles, or at school-sponsored activities. As appropriate, he/she may direct anyone violating this policy to leave school property and/or refer the matter to law enforcement.

## ENTRANCE HEALTH SCREENING

EC §49451, 20 USC 1232h, HSC §124085, HSC §124100, HSC §124105 & SPUSD Board Policy 5112.2

The district requires a physical examination prior to entering transitional or regular kindergarten. The State of California requires a physical exam 18 months before entering first grade. If the physical examination is done after March 1<sup>st</sup> of the year the student enters transitional/regular kindergarten, it will meet both requirements. If it is before March 1<sup>st</sup> of that year, another physical will be required prior to first grade.

## IMMUNIZATIONS

EC §48216, EC §49403, HSC §120325, HSC §120335, HSC §120365, HSC §120370, HSC §120375 & SPUSD Board Policy 5141.31

Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met for age and grade. The school district shall cooperate with state and local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

Beginning 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 7<sup>th</sup> 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.

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

- Measles, mumps, and rubella (MMR)
- Diphtheria, tetanus, and pertussis (whooping cough) (DTP, DTaP, or Tdap)
- Poliomyelitis (polio)
- Hepatitis B
- Varicella (chickenpox)
- Haemophilus influenza type b (hib meningitis)
- Any other disease designated by the CDPH

Free- or low-cost immunizations for children are available. Please contact the Santa Paula Public Health Department at (805) 933-5505 for more information.

## LACTATION ACCOMMODATIONS

EC §222 & SPUSD Board Policy 5146

The Santa Paula Unified School District provides reasonable accommodations to a lactating pupil on a school campus to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding. These accommodations include, but are not limited to, access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child, permission to bring onto a school campus any equipment used to express breast milk, access to a power source for that equipment, and access to a place to safely store breast milk. A reasonable amount of time to accommodate the need to express breast milk or breast-feed an infant child is also given, and no academic penalty will be incurred as a result of use of these reasonable accommodations during the school day.

## MEDICAL SERVICES INFORMATION

EC §49471 & EC §49472

### Medical Services

Santa Paula Unified School District does not provide insurance to cover student accidents or injuries while the student is at school, going to or from school, or while attending school-sponsored activities. Insurance for students may be purchased by parents/guardians through a separate program at school.

### Health Insurance Coverage for Athletes

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses.

Low- or no-cost insurance for students is available through Medi-Cal for those who qualify. Parents/guardians may call (800) 880-5305 for information or an application.

Low-cost Student Accident and Health Insurance is available from the following three companies that offer fairly inexpensive student insurance policies are:

Myers-Stevens & Toohey & Co Inc., Student Insurance Plans  
(800) 827-4695 <http://www.myers-stevens.com/>

Student Insurance Agency, 10801 National Blvd. Suite 603  
Los Angeles, CA 90064, (310) 826-5688, (310) 826-1601  
FAX 1-800-367-5830

<http://www.studentinsuranceagency.com/>

Pacific Educators, 2808 E. Katella Avenue, Ste. 101  
Orange, CA 92867 (800) 722-3365

<http://www.PEinsurance.com>

### 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.

## MENSTRUAL PRODUCTS

EC §35292.6

On or before the start of the 2024-25 school year, a public school, including a school operated by a school district, county office of education, or charter school, maintaining any combination of classes from grades 3 to 12, inclusive, shall stock the school's restrooms at all times with an adequate supply of menstrual products, available and accessible, free of cost, in all women's restrooms and all-gender restrooms, and in at least one men's restroom.

## MENTAL HEALTH SERVICES NOTIFICATION

EC §49428

In accordance with AB 2022, the Santa Paula Unified School District wants to ensure that parents, guardians, and students are informed about resources available for anyone who believes they are in a mental health crisis. We encourage parents/guardians and students to talk with the school counselor or any adult in the school district if they are concerned about themselves or another student and possible mental health needs.

In order to initiate access to available pupil mental health services, you may contact the following mental health provider: Ventura County Behavioral Health at (866) 998-2243.

The Santa Paula Unified 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 during the school year by mail or by other commonly used method of notification.

## ORAL HEALTH ASSESSMENT

EC §49452.8 & SPUSD Board Policy 5141.6

Record of a dental assessment done by a dental professional is required for all kindergarteners and first graders attending public school for the first time. Dental assessments must be completed in the 12 months prior to entry or by May 31 of the pupil's first school year.

## PHYSICAL EXAMINATION

EC §49451, SPUSD Board Policy 5141.3 & SPUSD Administrative Regulation 5141.3

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.

## PUPIL SAFETY – SYNTHETIC DRUGS & OPIOID OVERDOSE

EC §48985.5 & EC §49414.3

Synthetic drugs that are not prescribed by a physician, such as fentanyl or opioids, are extremely dangerous, and there is the possibility that dangerous synthetic drugs can be found in counterfeit pills.

The Superintendent or designee shall make naloxone hydrochloride or another opioid antagonist available for emergency medical aid to any person suffering, or reasonably believed to be suffering, from an opioid overdose (Education Code 49414.3)

## SUDDEN CARDIAC ARREST PREVENTION ACT

EC §33479 et seq. & 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.

## SUICIDE PREVENTION

EC §215 & SPUSD Board Policy 5141.52

The Board of Trustees recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. In an effort to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

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, suicide prevention experts, local health agencies, mental health professionals, and community organizations.

Such measures and strategies shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students in the secondary grades
2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others
3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students
4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the suicide problem among youth, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis
5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
6. Crisis intervention procedures for addressing suicide threats or attempts
7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth.

## STUDENT WELLNESS

SPUSD Board Policy 5030

The Board of Education recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or designee shall coordinate and align district efforts to support student wellness through health and nutrition education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment. In addition, the Superintendent or designee shall develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle. For more information, please contact the District's Child Nutrition Services Department at (805) 933-8817 or (805) 933-8838.

## TOBACCO FREE CAMPUS

HSC §104420, HSC §104495 & SPUSD Board Policy 3513.3

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.

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.

## TYPE 1 DIABETES INFORMATION

EC §49452.6

On and after January 1, 2023, the governing board of a school district, county board of education, and governing body of a charter school shall make the Type 1 Diabetes informational materials accessible to the parent or guardian of a pupil when the pupil is first enrolled in elementary school, or with the information provided pursuant to Section 48980. Information provided to parents and guardians pursuant to this section may include, but shall not be limited to, all of the following:

The Description of Type 1 Diabetes: if you have Type 1 Diabetes, your pancreas does not make insulin or makes very little insulin. Insulin helps blood sugar enter the cells in your body for use as energy. Without insulin, blood sugar cannot get into cells and builds up in the bloodstream. High blood sugar is damaging to the body and causes many of the symptoms and complications of Diabetes. Type 1 Diabetes was once called insulin-dependent or juvenile diabetes. It usually develops in children, teens, and young adults, but it can happen at any age. Type 1 Diabetes is less common than Type 2—about 5-10% of people with diabetes have Type 1. (CDC)

Risk Factors, Symptoms and Warning Signs associated with Type 1 Diabetes: Type 1 Diabetes is thought to be caused by an immune reaction (the body attacks itself by mistake). Risk factors for Type 1 Diabetes are not as clear as for prediabetes and Type 2 Diabetes. Known risk factors include: family history (having a parent, brother, or sister with type 1 diabetes) or age. Type 1 Diabetes can happen at any age, but it usually develops in children, teens, or young adults. If you have any of the following diabetes symptoms, see your doctor about getting your blood sugar tested may be: frequent urination (often at night); thirst; loss of weight without trying; hunger; blurry vision; numbness or tingling of hands or feet; extreme fatigue; very dry skin; have sores that heal slowly and may have more infections than usual. (CDC) It can take months or years before symptoms of Type 1 Diabetes are noticed. Type 1 Diabetes symptoms can develop in just a few weeks or months. Once symptoms appear, they can be severe. Some Type 1 Diabetes symptoms are similar to symptoms of other health conditions. (ADA)

Type 1 Diabetes Health Screening Process: a simple blood test will let you know if you have diabetes. If your child is screened at a health fair or pharmacy, follow up with their healthcare provider. If your child's healthcare provider thinks you have Type 1 Diabetes, your blood may also be tested for autoantibodies. These substances indicate your body is attacking itself and are often found with Type 1 Diabetes but not with Type 2. Ketones may be present in their urine or blood. Ketones are produced when your body burns fat for energy. Having ketones in their urine or blood indicates that they have Type 1 Diabetes instead of Type 2. (ADA)

Following a Type 1 Diabetes diagnosis, parents or guardians should consult with the pupil's primary healthcare provider to develop an appropriate treatment plan, which may include consultation with and examination by a specialty care provider, including, but not limited to, a properly qualified endocrinologist. (ADA)

CDC (Centers for Disease Control and Prevention)

ADA (American Diabetic Association)

## TYPE 2 DIABETES INFORMATION

EC §49452.7

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

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

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

- Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.
- According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

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

- The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells.
- The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.
- In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.
- Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia.
- Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

### Risk Factors Associated with Type 2 Diabetes

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

### Risk Factors

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

- Being overweight. The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
- Family history of diabetes. Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
- Inactivity. Being inactive further reduces the body's ability to respond to insulin.
- Specific racial/ethnic groups. Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
- Puberty. Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

### Warning Signs and Symptoms Associated with Type 2 Diabetes

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

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

### Type 2 Diabetes Prevention Methods and Treatments

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

- Eat healthy foods. Make wise food choices. Eat foods low in fat and calories.
- Get more physical activity. Increase physical activity to at least 60 minutes every day.
- Take medication. If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

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

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



## SAFETY

### ASBESTOS MANAGEMENT PLAN

CFR Title 40 §763.93 & SPUSD Board Policy 3514

The district has developed an asbestos management plan for each school, including all buildings that they lease, own, or otherwise use as school buildings in accordance with CFR Title 40 §763.93. A copy of the complete, updated management plan for asbestos-containing material in school buildings may be reviewed in the Director of Maintenance & Operations office located at 607 E. Ventura Street, Santa Paula, CA 93060.

### CALIFORNIA YOUTH FOOTBALL ACT

HSC §124241

Under state law, students who participate in football games in grades 6-12 must have a licensed medical professional present during the game, whether playing at a home game or away at another school. This does not include Physical Education classes or intramural football games outside of extra-curricular athletics offered at the middle or high school.

### GUN-FREE SCHOOL ZONE

Penal Code §626.9 and Penal Code §30310

Unless it is with the written permission of the school district superintendent, the superintendent's designee, or equivalent school authority, no person shall carry ammunition or reloaded ammunition onto school grounds, except sworn law enforcement officers acting within the scope of their duties.

This section shall not apply to any of the following: A duly appointed peace officer, a full-time paid peace officer of another state or the federal government who is carrying out official duties while in California; any person summoned by any of these officers to assist in making an arrest or preserving the peace while that person is actually engaged in assisting the officer; a member of the military forces of this state or of the United States who is engaged in the performance of that person's duties; an armored vehicle guard, who is engaged in the performance of that person's duties; any peace officer, whether active or honorably retired; any other duly appointed peace officer; any honorably retired peace officer who during the course and scope of his or her appointment as a peace officer was authorized to, and did, carry a firearm; and a person carrying ammunition or reloaded ammunition onto school grounds that 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, EC §48980.3 & SPUSD Administrative Regulation 3514.2

Listed below are the names of all pesticide products that SPUSD Maintenance & Operations Department may apply at a school facility. Further information may be found at this website address: <http://www.cdpr.ca.gov>.

Active Ingredient(s)	Product/Pesticide Name(s)
Glyphosate	Quali-Pro
Orthoboric Acid	Boric Acid
Strychnine	Gopher Getter
Aluminum Phosphid	Fumitoxin
Bacillos Thuringiensis	BT Worm Killer
Bromadiolone	Contra Bait Pac
Bromadiolone	Contra Blox
Lambda Cyhalothrin	Demands CS
Othoboric Acid	Drax Ant-Kil Gell
Pyrethrins	Drione
Piperonyl Buloxide	Drione
Silica Gel	Drione
Aluminum Phosphide	Fumiphos
Hydramethylnon	Maxforce Ant
Fipronil (.05%)	Maxforce FC
Fipronil (.01%)	Maxforce FC
Fipronil	Maxforce Roach Gel
Diphacinone	PCQ
Oxadiazon (2.0%)	Ronstar G
Cyano	Tempo 20 WP
Fipronil	Termidor SC

Active Ingredient(s)	Product/Pesticide Name(s)
Sulfuryl Flouride	Master Fume
Chloropicrin	Chloropicrin

Approved pesticide list per SPUSD Administrative Regulation 3514.11.

Parents/guardians may request a 72-hour notification before the planned pesticides are applied at their student's school site by completing and returning a request to the school site and a copy sent to the Director of Maintenance & Operations at (805) 933-5602.

*\* LIMITED USE— Chemicals will only be applied under the District and State policy. Strict conditions will be implemented to reduce exposure. If such a treatment is necessary, it will be made only during breaks, in restricted zones and/or within isolated construction areas, and signs will be posted.*

*"No pesticide or herbicide may be applied by any person at any time anywhere in the district, including gardens, sports fields, or administrative sites unless it has been specifically approved and authorized in writing by the District IPM Committee and by the Facilities IPM Coordinator. Any approved application will be in accordance with District policy, state law, and applied solely by the SPUSD IPM Technician. Unauthorized spraying could lead to a facility being closed for an extended period of time". This notice will serve as a notification for emergencies only. If you have any questions, please call the Director of Maintenance & Operations at (805) 933-5602.*

### SAFE STORAGE OF FIREARMS

PC 25100-25125, PC 25200-25220, PC 25105, PC 25205 & CC 1714.3;

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the Santa Paula Unified 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.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are 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 injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others.<sup>1</sup>
  - Note: The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm.<sup>2</sup>
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.<sup>3</sup>
- Finally, 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.<sup>4</sup>

**Note:** Your county or city may have additional restrictions regarding the safe storage of firearms.

Thank you for helping to keep our children 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.

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

<sup>2</sup> See California Penal Code section 25100(c).

<sup>3</sup> See California Civil Code Section 29805.

<sup>4</sup> See California Civil Code Section 1714.3.

## SCHOOL BUS SAFETY

EC §39831.5, SPUSD Board Policy 5131.1 & Administrative Regulation 5131.1

Prior to departure on a school activity trip, all pupils riding on a school bus or school activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

At the beginning of the school year, "Bus Safety Rules" are distributed to all parents of students who receive special education services and require transportation per their Individual Education Program. They will be given early enough for the parent to be able to review these rules with their child prior to the start of the school year.

## SCHOOL SAFETY: BULLYING

EC §234.4, EC §32283.5, EC §22589 & SPUSD Board Policy 5131.2

The Santa Paula Unified 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 contact the Director of Student Support Services at (805) 933-8843 to assist you in identifying and stopping this behavior.

## SCHOOL SAFETY PLAN

EC §32280 & SPUSD Board Policy 0450

Each Santa Paula Unified School District school site has a Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures. Copies are available at each school office. Fire and emergency drills are held throughout the year at each school.

## SCHOOL SAFETY – ELECTRONIC SURVEILLANCE

SPUSD Board Policy 3515

The Board believes that reasonable use of surveillance cameras will help the district achieve its goals for campus security. In consultation with relevant staff, the Superintendent and designee have identified appropriate locations for the placement of surveillance cameras. Cameras will not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded.

## STUDENT CONDUCT & DISCIPLINE

### DRESS CODE

EC §35183 & SPUSD Board Policy 5132

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or cause a substantial disruption to the educational program.

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists.

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code.

The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the

school environment. The dress code policy may be included in the school's comprehensive safety plan.

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

School uniforms will continue to be in place for K-5 elementary schools. For more information or to request a waiver, please contact the school site principal.

## EDUCATIONAL EQUITY: IMMIGRATION AND CITIZENSHIP STATUS

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

### Educational Equity

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 such as hairstyles, 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

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.

## RESPONSE TO IMMIGRATION ENFORCEMENT

EC §234.7 & SPUSD Board Policy 5145.13

The Board of Trustees is committed to the success of all students and believes that every school site should be a safe and welcoming place for all students and their families irrespective of their citizenship or immigration status.

District staff shall not solicit or collect information or documents regarding the citizenship or immigration status of students or their family members or provide assistance with immigration enforcement at district schools, except as may be required by state and federal law.

No student shall be denied equal rights and opportunities nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities on the basis of his/her immigration status.

The Superintendent or designee shall notify parents/guardians regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement.

Consistent with requirements of the California Office of the Attorney General, the Superintendent or designee shall develop procedures for addressing any requests by a law enforcement officer for access to district records, school sites, or students for the purpose of immigration enforcement.

Teachers, school administrators, and other school staff shall receive training regarding immigration issues, including information on responding to a request from an immigration officer to visit a school site or to have access to a student.

The Superintendent or designee shall report to the Board in a timely manner any requests for information or access to a school site by an officer or employee of a law enforcement agency for the purpose of enforcing the immigration laws. Such notification shall be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information.

## SAFE PLACE TO LEARN ACT

EC §234, EC §234.1 & SPUSD Board Policy 5131.2

The Santa Paula Unified School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and Section 220 of the Education Code, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact the school principal.

For more information or to read the board policy or administrative regulation, go to the district's website at [santapaulaunified.org](http://santapaulaunified.org) and scroll down to locate the following:

### SEE something, SAY Something



The Board of Education recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm.

[Click Here to Read our Board Policy 5131.2 Bullying](#)

[Click Here to Read our Administrative Regulation 5131.2 Bullying](#)

[Click Here for an Online Bullying Incident Reporting Form](#)

## SCHOOL RULES

EC §35291 & SPUSD Board Policy 5144

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 Board of Trustees. Parents/guardians will be notified regarding the availability of site and district rules as well as procedures pertaining to discipline.

## SEARCH AND SEIZURE

SPUSD Board Policy 5145.12

The Board of Trustees is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or district property under their control and may seize illegal, unsafe, or otherwise prohibited items.

The Board urges that employees exercise discretion and good judgment. When conducting a search or seizure, employees shall act in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee shall ensure that staff who conduct student searches receive training regarding the requirements of the district's policy and administrative regulation and other legal issues, as appropriate.

### Individual Searches

School officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective

facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.

Any search of a student, his/her property, or district property under his/her control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation. Employees shall not conduct strip searches or body cavity searches of any student.

Searches of individual students shall be conducted in the presence of at least two district employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

### Student Vehicle Searches

The Board reserves the right for its school principal or designees to inspect a student's vehicle, parked on school property, if there exists a reasonable suspicion that the vehicle is a depository for a substance or object either prohibited by law or district or campus rule or regulation. Except where factors of health, safety, or the welfare of the campus dictates otherwise, reasonable efforts will be taken to contact the student in order to inform the student of the grounds for the inspection, and to give the student the opportunity to be present during the inspection.

### Searches of Multiple Student Lockers/Desks

All student lockers and desks are the property of the district. The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned.

### Use of Drug/Contraband Detection Dogs

In an effort to keep the schools free of dangerous contraband, the district may use specially trained, nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy.

The dogs may sniff the air around lockers, desks, or vehicles on district property or at district-sponsored events. Dogs shall not sniff within the close proximity of students or other persons and may not sniff any personal items on those persons without their consent.

### Seizure and Removal of Items

Items removed or confiscated by a principal or designees during the search of a student, their personal property, automobile, or locker, shall be identified and placed in a secure location accessible only to the school principal or designee, or when appropriate, turned over to law enforcement authorities. The person conducting the search shall prepare a written statement articulating the grounds for conducting the search. The student shall be given an opportunity to explain the presence or possession of the removed or confiscated items. Appropriate disciplinary action shall be taken and appropriate law enforcement authorities shall be notified.

For more information on the District's policies and procedures for Search and Seizure and the use of drug/contraband detection dogs, please refer to Board Policy 5145.12. The District's Board Policies and Administrative Regulations can be found on the District's website at [www.santapaulaunified.org](http://www.santapaulaunified.org). A copy can also be requested from the District's Educational Services Department.

## PARENTS' RIGHTS

### ANNUAL NOTICE OF PHYSICAL EDUCATION REQUIREMENTS

Santa Paula Unified School District strives to provide the highest quality educational experience we can envision for our students. Included in that is a high-quality physical education (P.E.) program in our elementary schools. California Education Code governs how much PE is taught in each classroom. As per California Education Code §51210(g), first through sixth grade teachers are required to teach 200 minutes of physical education over 10 instructional days. It is at the discretion of the classroom teachers as to how and when these minutes are distributed over this time frame. We are providing this notice to inform parents/guardians that, if they have questions regarding P.E. minutes, they should first contact their child's teacher or principal. If they are not satisfied with the school's response, they may contact the Associate Superintendent of Educational Services at (805) 933-8963. If there is an interest in filing a formal complaint with the district regarding P.E. minutes of instruction, parents are



to use the Santa Paula Unified School District's Complaint Form which can be accessed on the District's Website Homepage at [www.santapaulaunified.org](http://www.santapaulaunified.org). We in SPUSD encourage a well-rounded educational experience, and physical education is a strong component of that experience.

## BEFORE AND AFTER SCHOOL PROGRAMS

EC §8482.6, EC §8483, EC §8483.1 & 20 USC 11434a

The After School Education and Safety Program serves pupils in Kindergarten through grade 8. This is a free after school program at all elementary sites and at the middle school. The after school program offers homework assistance, enrichment and sports, snacks, and it remains open until 6pm. Students shall be selected for enrollment based on the following criteria: (1) First priority for enrollment shall be given to students who are identified as homeless youth, as defined by the McKinney-Vento Homeless Assistance Act (42 USC 11434a); (2) Second priority for enrollment of middle or junior high school students shall be given to students who attend daily (EC 8483, 8483.1); (3) Third priority for enrollment shall be given to students identified as in need of academic remediation or support in accordance with Board policy or administrative regulation; (4) Any remaining capacity shall be filled by students selected at random; and (5) A waiting list shall be established to accommodate additional students if space becomes available.

The "Expanded Learning Opportunities Program (ELOP)" provides funding for afterschool and intersession enrichment programs for transitional kindergarten through sixth grade. "Expanded Learning" means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year.

For more information regarding these programs, please contact the District's Assistant Superintendent of EL Services and Community Engagement at (805) 933-8879.

## CALIFORNIA LONGITUDINAL PUPIL ACHIEVEMENT DATA SYSTEM

EC §60900.5 & Privacy & Confidentiality Procedures, Paragraph 3.2

This district is participating with the California Longitudinal Pupil Achievement Data System (CALPADS) in the electronic transfer of student data for state reporting to the California Department of Education (CDE), and which CDE shares with the California Colleges Guidance Initiative (CCGI). CCGI currently receives enrollment data for all public-school students enrolled in grades six through twelve from CDE. All data shared will be used to provide pupils and families with direct access to online tools and resources and will enable a pupil to transmit information shared with the CCGI to both of the following:

1. Postsecondary educational institutions for purposes of admissions and academic placement
2. The Student Aid Commission for purposes of determining eligibility for, and increasing uptake of, student financial aid

All data maintained by the CALPAD system is in compliance with federal and state privacy and confidentiality requirements. Parents have the right to inspect student information maintained by CALPADS. Contact the District's Educational Services Department at (805) 933-8963 to initiate this procedure or obtain more information.

## 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.

## COMPETITIVE ATHLETICS SEEKING HIGHER EDUCATION ATHLETIC 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 report 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.

## DISCLOSURE OF STUDENT INFORMATION

EC §49073 7, EC §51513, EC §51514, 20 USC 1232(h) & SPUSD Board Policy 5125.1

### Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Santa Paula Unified School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Santa Paula Unified School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include the type of information from your child's education records in certain school publications. Examples include a playbill showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets such as for wrestling showing weight and height of team members.

Directory information means information contained in a student record that would generally not be considered harmful or an invasion of privacy if released and which can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

No information may be released to a private profit-making entity except for representatives of the news media and prospective employers, in accordance with Board policy. Private schools and colleges may be given the names and addresses of 12th-grade students and students who are no longer enrolled provided that they use this information only for purposes directly related to the institution's academic or professional goals.

Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil's directory information. Directory information regarding a pupil identified as a homeless child or youth shall not be released unless a parent, or eligible pupil guardian, has provided written consent that directory information may be released.

### Disclosure of Student Information for Marketing Purposes 20 USC 1232(h)

Requires notification to parents of pupils that an activity involving the collection, disclosure, or use of personal information collected from pupils for the purpose of marketing or selling that information may be scheduled. If you would like to opt your pupil out from participation in this activity, please contact the school office for assistance.

### Student Images or Photo Use

As part of the District's effort to keep the community fully informed, there may be occasions in which the District will need to use images and/or pictures of your student individually or in a group photo. All of the uses of photos, video images, and student work would be for non-commercial purposes and may include use in:

- School newsletters (print and electronic)
- Newspapers, publications
- School site and/or district websites
- Televised board meetings or other televised events

### Surveys

Prohibits the use of tests, questionnaires, surveys or examinations containing any questions about the pupil's personal beliefs or practices in sex, family life, morality, and religion, unless the parent or guardian is notified in writing that the test, questionnaire, survey, or examination is to be administered and the parent or guardian consents in writing.

Students will not be given a survey, analysis, or evaluation that reveals sensitive personal information (i.e., political affiliations or beliefs, mental or psychological problems, sex behavior or attitudes, illegal, anti-social, self-incriminating, or demeaning behavior, critical appraisals of other individuals with whom respondent has close family relationships, legally recognized privileged or analogous relationships, religious practices, affiliations or beliefs, or income) without the prior written consent of the parent. Parents/guardians may inspect surveys created by a third party used to collect personal information.



## EARNED INCOME TAX CREDIT (EITC)

Revenue and Taxation Code Section 1985(b)

This is an annual notification to households about the Earned Income Tax Credit (EITC) Information Act. The EITC is a benefit for working people with low to moderate income. They must meet certain requirements and file a tax return, even if taxes are not owed or households are not required to file, to qualify. The EITC reduces the amount of tax households owe and may allow for a refund. According to the California Revenue and Taxation Code (RTC) Section 19854: Based on your annual earnings, you may be eligible to receive the Earned Income Tax Credit from the Federal Government (Federal EITC). The Federal EITC is a refundable federal income tax credit for low-income working individuals and families. The Federal EITC has no effect on certain welfare benefits. In most cases, Federal EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, food stamps, low-income housing, or most Temporary Assistance for Needy Families payments. Even if you do not owe federal taxes, you must file a federal tax return to receive the Federal EITC. Be sure to fill out the Federal EITC form in the Federal Income Tax Return Booklet. For information regarding your eligibility to receive the Federal EITC, including information on how to obtain the Internal Revenue Service (IRS) Notice 797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its Web site at [www.irs.gov](http://www.irs.gov). You may also be eligible to receive the California Earned Income Tax Credit (California EITC) starting with the calendar year 2015 tax year. The California EITC is a refundable state income tax credit for low-income working individuals and families. The California EITC is treated in the same manner as the Federal EITC and generally will not be used to determine eligibility for welfare benefits under California law. To claim the California EITC, even if you do not owe California taxes, you must file a California income tax return and complete and attach the California EITC Form (FTB 3514). For information on the availability of the credit eligibility requirements and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or through its Web site at [www.ftb.ca.gov](http://www.ftb.ca.gov).

## DISTRICT MEAL PROGRAM

EC §49391, EC §49392, EC §49510 & SPUSD Board Policy 3553

The district participates in a cafeteria program called Community Eligibility Provision (CEP) where all students eat meals at NO COST. Lunch applications will NOT be collected during the 2024-25 school year. However, Household Income Data Collection Forms will be collected electronically through the re-enrollment process. For more information, contact the District's Business Services Department at (805) 933-8819.

## NONDISCRIMINATION IN DISTRICT

EC §221.8, CFR Title 34 §106.9, SPUSD Board Policies 0410 & 5145.3

The Board of Trustees desires to provide a safe school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's 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, medical condition, 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.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the

investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's website in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation.

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

### Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

### Coordinator/Compliance Officer (AR 5145.3)

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's 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, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at:

Santa Paula Unified School District  
201 S. Steckel Drive  
Santa Paula, CA 93060  
(805) 933-8800

Associate Superintendent  
of Educational Services  
(805) 933-8963  
[ucp@santapaulaunified.org](mailto:ucp@santapaulaunified.org)

Director of Student Support Services  
(805) 933-8843  
[titleX@santapaulaunified.org](mailto:titleX@santapaulaunified.org)

## OPEN MEETINGS: PUBLIC COMMENTS, TRANSLATION

GC §54954.3

The Board of Trustees of the Santa Paula Unified School District allows members of the public who speak a language other than English twice the allotted amount of time at public meetings in order to be provided translation services.

## PARENT AND FAMILY ENGAGEMENT

EC §11503, 20 USC §6318 & SPUSD Board Policy 6020

The Board of Trustees recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/guardian involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with parents/guardians and family members to jointly develop and agree upon policy and strategies to meaningfully involve parents/guardians and family members in district and school activities at all grade levels; advisory, decision-making, and advocacy roles; and activities to support learning at home.

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

The district's local control and accountability plan (LCAP) shall include goals and strategies for parent/guardian involvement, including district efforts to seek family engagement and 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, family members, and school staff on the adequacy of involvement opportunities and on barriers that may inhibit 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 and shall distribute at least 90 percent of those reserved funds to eligible schools, with priority given to high-need school as defined in 20 USC 6631. 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.

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, or the provision of subgrants to schools to enable collaboration, with community-based or other organizations or employers with a record of success in improving and increasing parent/guardian and family engagement.
5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

The district's Board policy and administrative regulation containing parent/guardian and family engagement strategies shall be incorporated into the district's LCAP in accordance with 20 USC 6312.

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

District and school-level parent/guardian and family engagement policies and administrative regulations shall be distributed to parents/guardians of students participating in Title I programs and shall be available to the local community. Parents/guardians shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand.

### 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.

## PARENT AND FAMILY ENGAGEMENT – SCHOOL ACCOUNTABILITY

EC §11500-11503 & SPUSD Board Policy 6171

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 Assistant Superintendent of EL Services and Community Engagement at (805) 933-8879 for more information on how you may contribute.

## 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.

## PARENT PARTICIPATION IN SCHOOL MEETINGS AND CONFERENCES

LC §230.8

If the parent's employer has 25 or more employees, the parent must be allowed to attend school meetings and events for your children, up to a maximum of 40 hours each year without discrimination or fear of job loss. Purposes to attend child-related activities include: enrollment in grades 1-12, to address child care or school emergency, behavior or discipline problem that requires immediate parent attention, sudden school closure, or natural disaster. ("Parent" means a parent, guardian, stepparent, foster parent, or grandparent of, or a person who stands in.) If an employer discharges, threatens to discharge, denotes, suspends, or otherwise discriminates against the parent, the employee may be entitled to reinstatement and reimbursement for lost income or benefits. See Labor Code 230.8 for more details or information.

## PROFESSIONAL STANDARDS

EC §44050, SPUSD Board Policy 4119.21 & SPUSD Administrative Regulation 4119.21

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

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

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

### Inappropriate Conduct

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity
9. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsifying information in employment records or other school records
10. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information
11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities
12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity  
Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.
13. Causing damage to or engaging in theft of property belonging to students, staff, or the district
14. Wearing inappropriate attire

### Reports of Misconduct

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

### Notifications

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

For more information, please contact the District's Human Resources Department at (805) 933-8818.

## 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 Santa Paula Unified 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 –
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - 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) 933-8800.

## SCHOOL ACCOUNTABILITY REPORT CARD

EC §35256, EC §35258 & SPUSD Board Policy 0510

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 ([www.santapaulaunified.org](http://www.santapaulaunified.org)). 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 §49069.7, EC §49070, CFR Title 34 §99.7, USC Title 20 §1232(g) & SPUSD Board Policy 5125 & Administrative Regulations 5125.1, 5125.2, 5125.3

### **Definitions**

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records.

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program.

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of the employee's duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record.

Student records do not include: (Education Code §49061, §49062; 5 CCR 430; 34 CFR 99.3)

1. Directory information
2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee
3. Records of the law enforcement unit of the district, subject to 34 CFR 99.8
4. Records created or received by the district after an individual is no longer a student and that are not directly related to the individual's attendance as a student
5. Grades on peer-graded papers before they are collected and recorded by a teacher

Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive.

Mandatory interim student records are those records which the schools are directed to maintain for specified periods of time and are then destroyed in accordance with state law, regulation, or administrative directive.

Permitted student records are those records having clear importance only to the current educational process of the student.

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student

records to any party, except the party that provided or created the record, by any means including oral, written, or electronic.

Access means a personal inspection and review of a record or an accurate copy of a record, or receipt of an accurate copy of a record or an oral description or communication of a record, and a request to release a copy of any record.

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family
4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

Adult student is a person who is or was enrolled in school and who is at least 18 years of age.

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent.

Legitimate educational interest is an interest held by any school official, employee, contractor, or consultant whose official duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require access to information contained in student records.

School officials and employees are officials or employees, including teachers, whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require access to student records.

Contractor or consultant is anyone with a formal written agreement or contract with the district regarding the provision of services or functions outsourced by the district. Contractor or consultant shall not include a volunteer or other party.

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons.

County placing agency means the county social service department or county probation department.

#### **Persons Granted Absolute Access**

In accordance with law, absolute access to any student records shall be granted to:

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent
2. An adult student, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to the student's records and grant consent for the release of records
3. Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law

#### **Access for Limited Purpose/Legitimate Educational Interest**

The following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

1. Parents/guardians of a dependent child as defined under 26 USC 152
2. Students who are age 16 or older or who have completed the 10th grade
3. School officials and employees, consistent with the definition provided in the section "Definitions" above
4. Members of a school attendance review board (SARB) appointed pursuant to Education Code 48321 who are authorized representatives of the district and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student
5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer

Unless the annual parent/guardian notification issued pursuant to Education Code 48980 includes a statement that the district may

disclose students' personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall, when such a disclosure is made, make a reasonable attempt to notify the parent/guardian or adult student at the last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

6. The Student Aid Commission, to provide the grade point average (GPA) of all district students in grade 12 and, when required, verification of high school graduation or its equivalent of all students who graduated in the prior academic year, for use in the Cal Grant postsecondary financial aid program. However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA.

No later than January 1 each year, the Superintendent or designee shall notify each student in grade 11, and the student's parents/guardians if the student is under age 18 years, that the student's GPA will be forwarded to the Student Aid Commission by October 1 unless the student opts out within a period of time specified in the notice, which shall not be less than 30 days.

Students' social security numbers shall not be included in the submitted information unless the Student Aid Commission deems it necessary to complete the financial aid application and the Superintendent or designee obtains permission from the student's parent/guardian, or from the adult student, to submit the social security number.

7. Federal, state, and local officials, as needed for an audit or evaluation of, or compliance with, a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35
8. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #7 above
9. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena  
Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order.
10. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition
11. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws
12. Any probation officer, district attorney, or counsel of record for a student who is a minor for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701

When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law

13. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in truancy petition pursuant to Welfare & Institutions Code 681

In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours

14. A foster family agency with jurisdiction over a currently enrolled or former student; short-term residential treatment program staff responsible for the education or case management of a student; or a caregiver who has direct responsibility for the care of a student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, as defined  
Such individuals shall have access to the student's current or most recent records of grades, transcripts, attendance, discipline, online communication on platforms established by schools for students and



parents/guardians, and any individualized education program or Section 504 plan developed and maintained by the district

15. A student age 14 years or older who is both a homeless student and an unaccompanied minor as defined in 42 USC 11434a
16. An individual who completes items #1-4 of the caregiver's authorization affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school
17. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility in accordance with state or tribal law for the care and protection of a student, provided that the individual is authorized by the agency or organization to receive the records and the information requested is directly related to providing assistance to address the student's educational needs
18. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245

When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the records as described in item #12 above

19. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals

In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district in California or any other state or to a California private school

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act.

In addition, the parent/guardian or adult student may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released.

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify the district, in writing, that such an agreement has been made.

#### **Discretionary Access**

At the discretion of the Superintendent or designee, information may be released from a student's records to the following:

1. Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake  
When releasing information to any such appropriate person, the Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made  
Unless it would further endanger the health or safety of the student or other persons, the Superintendent or designee shall inform the parent/guardian or adult student within one week of the disclosure that the disclosure was made, of the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure, and of the parties to whom the disclosure was made
2. Accrediting associations in order to carry out their accrediting function
3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that:
  - a. The study is conducted in a manner that does not permit personal identification of students or parents/guardians by individuals other than representatives of the organization who have legitimate interests in the information.

- b. The information is destroyed when no longer needed for the purposes for which the study is conducted.
  - c. The district enters into a written agreement with the organization that complies with 34 CFR 99.31.
4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34
  5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, unless the parent/guardian has requested that no disclosures of this type be made
  6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract with the district, excluding volunteers or other parties
  7. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or the student's parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid
  8. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the limits set by 34 CFR 99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act.

#### **De-identification of Records**

When authorized by law for any program audit, educational research, or other purpose, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information.

#### **Process for Providing Access to Records**

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained at different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians and adult students shall be notified of the location of student records if not centrally located.

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons.

The custodian of records shall develop reasonable methods, including physical, technological, and administrative policy controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests.

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

When required by law, a student's parent/guardian or an adult student shall provide written, signed, and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian or adult student, the district shall provide a copy of the records disclosed.

If the parent/guardian or adult student refuses to provide written consent for the release of student information, the Superintendent or designee shall not release the information, unless it is otherwise subject to release based on a court order or a lawful subpoena.

Within five business days following the date of request, the authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours.

Qualified certificated personnel shall be available to interpret records when requested.

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection.

#### **Access Log**

An electronic log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate educational interest of the requester.

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection.

The custodian of records shall also make an entry in the log regarding any request for record(s) that was denied and the reason for the denial.

The log shall include requests for access to records by:

1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining district-approved directory information
4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code §49075
5. School officials and employees who have a legitimate educational interest
6. Law enforcement personnel seeking to enforce immigration laws

The log shall be open to inspection only the parent/guardian, adult student, dependent adult student, custodian of records, and certain state or federal officials specified in Education Code 49064.

#### **Duplication of Student Records**

To provide copies of any student record, the district may charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record.

#### **Changes to Student Records**

Only a parent/guardian having legal custody of a student or an adult student may challenge the content of a record or offer a written response to a record.

No additions or change shall be made to a student's record after high school graduation or permanent departure, other than routine updating, unless required by law or with prior consent of the parent/guardian or adult student.

When a former student submits a state-issued driver's license, birth certificate, passport, social security card, court order, or other government-issued documentation demonstrating that the former student's legal name and/or gender has changed, the district shall update the former student's records to reflect the updated legal name and/or gender. Upon request by the former student, the district shall reissue any documents conferred upon the former student, including, but not limited to, a transcript, a high school diploma, a high school equivalency certificate, or other similar documents. The district is not required to modify records that the former student has not requested for modification or reissuance.

If the former student's name or gender is changed and the requested records are reissued, a new document shall be added to the former student's file that includes all of the following information:

1. The date of the request
2. The date the requested records were reissued to the former student
3. A list of the records that were requested by and reissued to the former student
4. The type of documentation, if any, provided by the former student to demonstrate a legal change to the student's name and/or gender
5. The name of the employee who completed the request
6. The current and former names and/or genders of the student

Any former student who submits a request to change the legal name or gender on the student's records but is unable to provide any government-issued documentation demonstrating the legal name or gender change, may request a name or gender change through the process described in Education Code 49070 and AR 5125.3 - Challenging Student Records.

#### **Retention and Destruction of Student Records**

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data.

The following mandatory permanent student records shall be kept indefinitely:

1. Legal name of student
2. Date and place of birth and method of verifying birth date
3. Sex of student

4. Name and address of parent/guardian of minor student
  - a. Address of minor student if different from the above
  - b. Annual verification of parent/guardian's name and address and student's residence
5. Entrance and departure dates of each school year and for any summer session or other extra session
6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given towards graduation
7. Verification of or exemption from required immunizations
8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left the district. These records include:

1. Expulsion orders and the causes therefor
2. A log identifying persons or agencies who request or receive information from the student record
3. Health information, including verification or waiver of the health screening for school entry
4. Information on participation in special education programs, including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge
5. Language training records
6. Progress slips/notices required by Education Code §49066 and §49067
7. Parental restrictions/stipulations regarding access to directory information
8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
9. Parent/guardian authorization or prohibition of student participation in specific programs
10. Results of standardized tests administered within the past three years
11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program and their usefulness ceases, including:

1. Objective counselor and/or teacher ratings
2. Standardized test results older than three years
3. Routine disciplinary data
4. Verified reports of relevant behavioral patterns
5. All disciplinary notices
6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

#### **Transfer of Student Records**

When a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the student's parent/guardian of rights regarding student records, including a parent/guardian's right to review, challenge, and receive a copy of student records.

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in the student's suspension or expulsion.

When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record within 10 school days of the district's receipt of the request for the student's records. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school.

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days.

All student records shall be updated before they are transferred.

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian.

If the district is withholding grades, diploma, or transcripts from the student because of damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

## Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. If 15 percent or more of the students enrolled in the district speak a single primary language other than English, then the district shall provide these notices in that language. Otherwise, the district shall provide these notices in the student's home language insofar as practicable. The district shall effectively notify parents/guardians or eligible students with disabilities.

The notice shall include:

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining school officials and employees and for determining legitimate educational interest
5. District policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code §49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school
12. Any other rights and requirements set forth in Education Code 49060, 49085, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g
13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

In addition, the annual parental notification shall include a statement that a student's citizenship status, immigration status, place of birth, or any other information indicating national origin will not be released without parental consent or a court order.

## Student Records from Social Media

For the purpose of gathering and maintaining records of students' social media activity, the Superintendent or designee shall:

1. Gather or maintain only information that pertains directly to school safety or student safety
2. Provide a student with access to any information that the district obtained from the student's social media activity and an opportunity to correct or delete such information
3. Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in the district, whichever occurs first
4. Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as provided in item #3 above. The notification shall also include, but is not limited to, an explanation of the process by which a student or the student's parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the information may be made. The notification may be provided as part of the annual parental notification required pursuant to Education Code 48980.
5. If the district contracts with a third party to gather information on a student from social media, ensure that the contract:
  - a. Prohibits the third party from using the information for purposes other than those specified in the contract or from selling or sharing the information with any person or entity other than the district, the student, or the student's parent/guardian
  - b. Requires the third party to destroy the information immediately upon satisfying the terms of the contract, or when the district notifies the third party that the student has turned 18 years of age or is no longer enrolled in the district, whichever occurs first

# COMPLAINT PROCESS

## UNIFORM COMPLAINT PROCEDURES

5 CC 4600 et seq, EC §234.1, EC §32289 & EC §49013  
SPUSD Board Policy 1312.3 & Administrative Regulation 1312.3

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

### Complaints Subject to UCP

The district's uniform complaint procedures (UCP) shall be used to investigate and receive the following programs and activities:

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8498)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic in any program or activity conducted by an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance. (5 CCR 4610)
11. Educational and graduation requirements for students in foster care, homeless students, students from military families, and students formerly in a juvenile court school (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code 52059; 20 USC 6301 et seq.)
13. Local control and accountability plan (Education Code 52075)
14. Migrant education (Education Code 54440-54445)
15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
16. Student fees (Education Code 49010-49013)
17. Reasonable accommodations to a lactating student (Education Code 222)
18. Regional occupational centers and programs (Education Code 52300-52334.7)
19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
20. School safety plans (Education Code 32280-32289)
21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
22. State preschool programs (Education Code 8235-8239.1)
23. State preschool health and safety issues in license-exempt programs (Education Code 8235.5)
24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
25. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

#### **Non-UCP Complaints**

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)
3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.
4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.
5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)
6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)
7. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)
8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

For more information on the District's UCP procedures or to inquire about the complaint process, please contact the Associate Superintendent of Educational Services at (805) 933-8963.

#### **Compliance Officers**

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

Santa Paula Unified School District  
201 S. Steckel Drive  
Santa Paula, CA 93060  
(805) 933-8800

Associate Superintendent of  
Educational Services  
(805) 933-8963  
[ucp@santapaulaunified.org](mailto:ucp@santapaulaunified.org)

Director of Student Support Services  
(805) 933-8843  
[titleX@santapaulaunified.org](mailto:titleX@santapaulaunified.org)

## **WILLIAMS LAWSUIT SETTLEMENT COMPLIANCE**

EC §35186 & SPUSD Administrative Regulation 1312.4

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

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

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

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

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>.

However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

## **STUDENT ACCEPTABLE USE OF TECHNOLOGY POLICY**

**Use of SPUSD technology is intended to support your academic success. You must read and agree to follow the network rules below to use your network account.**

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

SPUSD recognizes that curricular technology can enhance student achievement. SPUSD provides a wide range of technological resources, including student Internet access for the purpose of advancing the educational mission of SPUSD.

Students waive any right to privacy or confidentiality to material that was accessed, created, sent or stored using SPUSD technology or a SPUSD provided network account.

SPUSD provides students with access to technology and the Internet.

Through the Internet, students may have access to applications, databases, web sites, and email. Students are expected to use the technology and the Internet responsibly for school related purposes.

SPUSD is committed to meeting the provisions established in the Children's Internet Protection Act (CIPA), which protects the safety and privacy of minors. Consequently, SPUSD uses appropriate filtering technology to monitor and screen access to the Internet, in an attempt to prevent online access to materials that are obscene, contain child pornography, or are harmful to minors. In compliance with California legislation, E-Rate1, and the Children's Internet Protection Act, SPUSD addresses the appropriate and ethical use of information technology in the classroom so that students and teachers can distinguish lawful from unlawful uses of copyrighted works, including the following topics: the concept and purpose of both copyright and fair use; distinguishing lawful from unlawful downloading and peer-to-peer file sharing; and avoiding plagiarism. SPUSD provides for the education of minors about Internet safety, including appropriate online behavior that encompasses interacting with other individuals on social networking sites and in chat rooms,



cyberbullying awareness and response, and protect online privacy and avoid online predators.

Students will follow current legal regulations, and the rules set forth in this policy and the student disciplinary code. Board Policies and Administrative Regulations will govern all violations of this policy. For clarification of other related student policies and consequences including suspension or expulsion that may result from misuse, please refer to your student handbook and/or the SPUSD website.

As a condition of the right to use SPUSD technology resources, students understand and agree with the following:

**I will use technology resources responsibly:**

- I will use the Internet and other technology resources for academic activities.
- I will store only educationally appropriate materials.
- I will not use SPUSD technology for commercial purposes or to offer or provide products or services through SPUSD technology.
- I will not use technology resources to violate SPUSD policies, federal and/or state laws.
- I will not intentionally access and/or store inappropriate information, including, but not limited to the following: material that is obscene; child pornography; material that depicts, or describes in an offensive way, violence, nudity, sex, death, or bodily functions; material that has been designated as for adults only; material that promotes or advocates illegal activities; material that promotes the use of alcohol or tobacco, school cheating, or weapons; or material that advocates participation in hate groups or other potentially dangerous groups.
- I will not participate in unacceptable behaviors including but not limited to: personal attacks, harassment or bullying another person; creation and transmission of offensive, obscene, or indecent material; creation of defamatory material; plagiarism; infringement of copyright laws, including software, published texts, and student work; political advocacy and/or religious proselytizing; transmission of commercial and/or advertising material; and creation and transmission of material which a recipient might consider disparaging, harassing, and/or abusive based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, and/or political beliefs.

**I will use technology resources safely:**

- I will not share my password with anyone.
- I will not give out my name, picture, address, e-mail, or any other personally identifying information online.
- I will only access social networking and collaborative web sites, blogs, or post to Internet sites as it relates to educational purposes.

**I will use technology resources respectfully:**

- I will not deliberately attempt to harm or destroy data on any system on the network or Internet.
- I will not damage equipment or inappropriately alter settings.
- I will not inappropriately alter any other users' files.
- I will not log in through another person's account or access another person's files.
- I will not attempt to gain unauthorized access to the SPUSD network or to any other system using the SPUSD network.
- I will not go beyond my authorized access.
- I will not circumvent (i.e., use proxies) SPUSD Internet filters.
- I will not disclose names, personal contact information, or any other private or personal information about other students.
- I will not use the SPUSD network to engage in any unlawful activity or to threaten the safety of any person.
- I will not use threatening, obscene, profane, lewd, vulgar, rude, inflammatory or disrespectful language.
- I will neither transmit nor post information that could cause disruption to my school or any other organization.

**I will use technology resources in a manner that respects the intellectual property of others:**

- I will respect the rights of copyright owners in my use of materials.
- I will not install, store, or distribute unauthorized copyrighted software or materials.
- I will properly cite sources for material that is not my own.

**I understand that:**

- By accepting these terms and conditions, I waive any right to privacy or confidentiality to material created, sent, accessed, or stored using SPUSD technology or a SPUSD provided network account.
- SPUSD personnel have the right to review any material sent, emailed, accessed, or stored through SPUSD technology or a SPUSD provided network account.
- My use of the Internet will be monitored, as required by federal law. SPUSD's monitoring of Internet usage can reveal all activities I engage in using the SPUSD network.
- SPUSD personnel can remove any material that it believes may be unlawful, obscene, indecent, harassing, or otherwise objectionable.
- SPUSD does not promise that the functions of the Internet service will

meet any specific requirements I may have, or that the Internet service will be error-free or uninterrupted.

- SPUSD administrators have the final say on what constitutes a violation of the Acceptable Use Policy. Violations include, but are not limited to, all bulleted points in this agreement.
- In the event there is a claim that I have violated this policy or the student disciplinary code in my use of SPUSD network, I will be provided with notice and opportunity to be heard in the manner set forth in the student disciplinary code.
- SPUSD will not be responsible for any damage I may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people.
- SPUSD will not be responsible for the accuracy or quality of the information obtained through the system. SPUSD accepts no liability relative to information stored and/or retrieved on SPUSD-owned technology resources.
- SPUSD will not be responsible for financial obligations arising through unauthorized use of the system.
- My parents can be held financially responsible for any harm that may result from my intentional misuse of the system.
- Although SPUSD will make a concerted effort to protect me from adverse consequences resulting from use of SPUSD technology resources, I must exercise individual vigilance and responsibility to avoid inappropriate and/or illegal activities.
- SPUSD accepts no liability for student-owned technology resources used on SPUSD property.

1 Part of the Telecommunications Act of 1996, E-Rate is a FCC program operated by Universal Service Administrative Company (USAC) that provides discounts for schools and libraries for telecommunication and Internet access services through Universal Service Funds. Discount eligibility is based on the poverty level of students and urban/rural status of the school.  
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## CALIFORNIA EDUCATION CODES

### PARENT/GUARDIAN RIGHTS

EC §51101, EC §51102 & SPUSD Administrative Regulation 5020

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 (EC §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. (EC §49091.10)
2. To meet, within a reasonable time of their request, with their child's teacher(s) and the principal (EC §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 (EC §51101)
4. To be notified on a timely basis if their child is absent from school without permission (EC §51101)
5. To receive the results of their child's performance and the school's performance on standardized tests and statewide tests (EC §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. (EC §51101.1)
6. To request a particular school for their child and to receive a response from the district (EC §51101)
7. To have a school environment for their child that is safe and supportive of learning (EC §51101)
8. To examine the curriculum materials of the class(es) in which their child is enrolled (EC §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. (EC §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. (EC §49091.14)  
The school may charge an amount not to exceed the cost of duplication. (EC §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 (EC §51101)
10. For parents/guardians of English learners, to support their child's advancement toward literacy (EC §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. (EC §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 (EC §51101.1)
12. To have access to the school records of their child (EC §51101)
13. To receive information concerning the academic performance standards, proficiencies or skills their child is expected to accomplish (EC §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 (EC §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 (EC §51101)
16. To receive information about any psychological testing the school does involving their child and to deny permission to give the test (EC §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 (EC §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 (EC §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. (EC §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 (EC §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. (EC §49091.12)

#### Parent Responsibilities

Parents/guardians may support the learning environment of their child by: (EC §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.

### GROUNDINGS FOR SUSPENSION & EXPULSION

EC §48900, EC §48915

SPUSD Board Policy 5144.1 & Administrative Regulation 5144.1

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (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 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.
- (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, 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, 2029.
- (5) (A) A certificated or classified employee may refer a pupil to school administrators for appropriate and timely in-school interventions or supports from the list of other means of correction specified in subdivision (b) of Section 48900.5 for any of the acts enumerated in paragraph (1).
- (B) A school administrator shall, within five business days, document the actions taken pursuant to subparagraph (A) and place that documentation in the pupil's record to be available for access, to the extent permissible under state and federal law, pursuant to Section 49069.7. The school administrator shall, by the end of the fifth business day, also inform the referring certificated or classified employee, verbally or in writing, what actions were taken and, if none, the rationale used for not providing any appropriate or timely in-school interventions or supports.
- (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 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, video 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) A suspension or expulsion shall not be imposed against a pupil based solely on the fact that they are 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 POLICY

EC §48980(g)

SPUSD Board Policy 5145.7 & SPUSD Administrative Regulation 5145.7

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. 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 they are being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact their teacher, the principal, the district's Title IX Coordinator or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 5145.71 – Title IX Sexual Harassment Complaint Procedures or BP/AR 1312.3 – Uniform Complaint Procedures, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 5145.71 concurrently meets the requirements of BP/AR 1312.3.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

The Superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's web site, and including it in student and staff handbooks. All district staff shall be trained regarding the 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 implement supportive 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

#### **Disciplinary Actions**

Upon completion of an 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 4-12, disciplinary action may include suspension and/or

expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

#### **Record-Keeping**

In accordance with law and district policies and regulations, 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.

#### **Coordinator/Compliance Officer (AR 5145.7)**

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code §234.1, as well as to investigate and resolve sexual harassment complaints under

AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Santa Paula Unified School District  
201 S. Steckel Drive  
Santa Paula, CA 93060  
(805) 933-8800

Associate Superintendent  
of Educational Services  
(805) 933-8963  
[ucp@santapaulaunified.org](mailto:ucp@santapaulaunified.org)

Director of Student Support Services  
(805) 933-8843  
[titleIX@santapaulaunified.org](mailto:titleIX@santapaulaunified.org)

### **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.