



# Annual Notification Booklet

## 2019-2020

In case of a school emergency, please refer to the District's website ([www.ouhsd.org](http://www.ouhsd.org)) for information. Please do not attempt to call the school or pick your child up from school unless the information posted on the website says it is okay to do so.

**Please review the material in this booklet.**

**Contact your student's school or the Superintendent's office for additional information on any of the enclosed policies.**

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# Superintendent's Letter

July 2019

Dear Parents/Guardians/Care Takers,

The Oroville Union High School District has a lot of great things happening at all of our schools and are excited you and your child will be a part of it. I am looking forward to the 2019-2020 school year.

Like you, our goal is for your child to leave the Oroville Union High School District with a high school diploma, but also be prepared to be a productive citizen no matter what they choose to do in their life after high school. We have excellent academic and career and technical programs as well as opportunities to participate in athletics and clubs. Much of the research about keeping students in school and graduating points to their involvement in the school.

We use our website ([www.ouhisd.org](http://www.ouhisd.org)) to provide students, parents and the community with updated information about our schools. We also encourage parents to monitor their child's progress in class and attendance by using the AERIES Parent Portal. Please contact the counseling office at your child's school for assistance in setting up your account.

A new graduation requirement, starting with the Class of 2022, is the addition of completing 40 hours of approved community service during their high school years. Each school will provide students information on opportunities at school and in the community to meet this new graduation requirement.

We want your child to have an excellent experience in high school. Please contact their school or the district office if you have questions and/or concerns regarding your child's education. We want to work with you to make sure that at the end of four years, your child leaves with a high school diploma and the knowledge and skills to be successful in life after high school!

Respectfully,



Dr. Corey Willenberg  
Superintendent

# District Core Beliefs and Mission & Vision Statements

## Core Beliefs

We believe:

- Every student can learn and learns at their own pace.
- Active engagement of students by caring adults is key to helping students achieve.
- Every student should have access to services and supports to enhance their learning experience.
- Every student should be exposed to college and/or career opportunities.
- Every student should learn the skills necessary to succeed in post-secondary education or in a career path.
- Every member of the learning community deserves to be part of a safe, caring and nurturing learning environment and should be treated with respect, dignity and worth.

## Mission Statement

OUHSD will provide a variety of quality educational experiences for students of all learning styles, in a safe and nurturing environment to prepare them to be critical thinkers and consumers in the 21<sup>st</sup> century in a fiscally responsible manner. Learning communities will provide programs and experiences that promote academic achievement and personal and social growth of every student.

We expect:

- All students to graduate.
- Strategic establishment of positive relationships with all students in the class.
- Teachers to engage students in ~~the learning process~~ the active learning process, which includes participation, discussion, writing, hands-on activities and experiential learning opportunities.
- Teaching, modeling and ~~reinforcing~~ reinforcement of prosocial classroom skills (following directions the first time, actively listening, waiting patiently, sharing with others, etc.).
- Classroom behavioral expectations to be posted, taught, reviewed and known by every student.
- Students and teachers to use technology to enhance the educational experience.
- Staff involvement and engagement in ~~utilizing~~ professional learning communities to support development in all curricular areas.
- Curriculum and instructional practices to be aligned with the Common Core State Standards and the Standards for the Teaching Profession.
- Our schools to actively pursue, encourage and welcome increased family and community involvement.

## Vision Statement

Preparing students for the future today.

# District/School Contact Information

Superintendent.....	Dr. Corey Willenberg
Governing Board President .....	Mr. Scott Damon
Governing Board Vice President .....	Mrs. Bonnie King
Governing Board Clerk.....	Mrs. Nannette Walker
Trustee.....	Mrs. Amber Englund
Trustee.....	Mr. Ray Sehorn

District Office  
2211 Washington Ave.  
Oroville, CA 95966  
(530) 538-2300  
[www.ouhsd.org](http://www.ouhsd.org)

## District Schools

Las Plumas High School .....538-2310  
Principal: Mr. Dan Ramos  
Assistant Principal: Mr. Matt Kermen

Oroville High School .....538-2320  
Principal: Mrs. Cristi Tellechea  
Assistant Principal: Mr. Durell Siplin, Jr.

Prospect High/Community Day School/In School Suspension.....538-2330  
Continuation School Principal: Mr. Tim Drury

Oroville Adult Education/Independent Study/.....538-5350  
Home Hospital  
Director of Alternative Education: Mr. Jeff Ochs

# Critical Incidents at School

## Role of Parents/Guardians during a Critical Incident at School

The most important objective in all our emergency planning and practices is to keep our students safe. In order to meet that goal, we are implementing and practicing the most current procedures in partnership with our public safety responders. Parents play a critical role in our partnership. Parents provide the most help for their child's safety by doing the following during an emergency situation at any school in the Oroville Union High School District:

**Parents should not go to school, until they are directed where to go to pick up kids as outlined on the OUHSD website ([www.ouhsd.org](http://www.ouhsd.org)).**

**Parents should not call the school or district office for information during an incident.** Doing so ties up phone lines that are also being used during an incident at one of our schools. Please access the OUHSD website for the most up to date information during emergency situations. Schools will also use an automated caller system to contact parents and guardians via phone and/or email with up to date information on any major incident on any OUHSD campus.

**OUHSD will broadcast up to date information on our website ([www.ouhsd.org](http://www.ouhsd.org)), we will also allow students to use cell phones to notify parents of the incident if safe to do so.** Schools will also use an automated caller system to contact parents and guardians via phone and/or email with up to date information on any major incident on any OUHSD campus.

**Follow directions from the Police, Fire Departments, and/or school personnel and encourage other parents to do the same.** The Police, Fire Department and/or school personnel are in charge of the situation until it is under control and they are doing what needs to be done in order to keep your child safe.

**Do not believe everything you hear from the media.**

Media information is often incomplete or even incorrect, especially in the beginning of an event when information changes from minute to minute.

**Discourage rumors.** Rely on what you're being told from public safety or school officials. We know you need information and we will be trying to get it to you in a timely manner.

**Remain calm.** An emergency does not last forever. You will be reunited with your children as soon as possible. Try to keep other parents calm and centered as well. When you do reunite with your child, stay calm and show confidence in your child's ability to safely handle the situation. Your confidence will help your child bounce back to normal.

Once the situation is under control, the district and school sites will post information on their websites and send an automated caller message letting parents know the status of school (closed, open, etc) and/or where students can be picked up and checked out of school.

After an incident at school, watch for signs of unusual behavior from your child. Should your child have a reaction to an event, parents usually see the signs at home before anyone else. Call the school or the Butte County Behavioral Health Department numbers listed below.

Information Line: 891-2850

Youth Crisis Lines: (800) 371-4373 or (530) 891-2794

## Attendance Policy

As the parent of a pupil you have many rights and responsibilities. The California Education Code sections 48940-48984 require that the district annually notify you of these rights. You have a right to receive a copy, upon request, of the district policies relating to the governance and disciplining of students under the jurisdiction of the district (E.C. 35291). This booklet explains much about these laws, policies and statutes. Please read this booklet carefully.

Teachers build your student's education one day at a time, so every day is essential. Graduation may be put in jeopardy if too many days of school are missed. Work with the teachers when your student must miss school. Get necessary homework assignments and review work and see that they are turned in on time.

### **Excused Absences Make-Up Allowed (E.C. 48205, CCR Title 5, Section 420)**

Absences listed below are excused when verified in accordance with Education Code and Board Policy:

- a. Illness
- b. Quarantine directed by county/city health officer.
- c. Medical, dental, optometric or chiropractic appointments. **Students are encouraged to make such appointments after school hours whenever possible.**
- d. Attending funeral services for a member of immediate family (one day if service is in California, not more than three days if outside of California).
- e. Jury duty in manner provided for by law.
- f. Due to illness/medical appointment during school hours for child of whom the pupil is the custodial parent.

### **Absences Excused for Personal Reasons: Make-Up Allowed**

**Prior approval is required for the following absences. Students must bring to the school a signed parental request. Such request must be approved by the District Board of Trustees (E.C. 46014). Only in cases of extreme emergency will the principal approve the absence after the absence has occurred.**

- a. Appearance in court.
- b. An employment or educational conference.
- c. A pupil/family hardships.
- d. An observance of a holiday or ceremony for the pupil's religion or to receive moral or religious instruction.
- e. Attendance at religious retreats (not to exceed four hours per semester).
- f. Attendance at a funeral service for a person who is not an immediate family member.
- g. Serving as a member of a prescient board for an election.

### **School District Attendance Policy**

**Pupil absences must be excused. If a pupil is absent, his/her parent must, in person, writing or by phone, contact the school with an excuse for the absence. All absences not excused will be considered truancy.** Pupils who are truant more than three classes or days of school will be considered truant. Any pupil subject to compulsory education who is absent without a valid excuse for more than three (3) days or tardy in excess of thirty minutes on each of more than three days in one school year shall be classified as truant and reported to the Child Welfare and Attendance Administrator. Continued truancy may result in the student being referred to the Student Academic and Attendance Review Team. Pupils who engage in chronic truancy are referred to court and may face legal action.

**A parent may excuse up to 10 absences for illness with a note. A doctor's note will be required for all illness absences after a total of ten cumulative absences, or the absence will be considered unexcused.**

Only pupils with excused absences have the privilege of making up missed work. Pupils will not be excused for family vacations or business trips. The pupil's parent/guardian shall be given three days to explain an absence. If the absence is not verified, it shall be recorded as unexcused.

Any pupil who is absent for excused reasons shall be allowed to make-up assignments and tests missed during the absence, and shall be given full credit for such assignments. Such work must be completed within a reasonable period of time. Each teacher for each specific class determines necessary and appropriate make-up work, which may or may not be identical to the work missed during the absence. **Responsibility for requesting missed work lies with the student.**

### **Truancy Referrals to Community Day School**

A student is deemed a habitual truant by the school sites when the student has 10 or more absences and/or has received three letters from the school sites as outlined in the District's Truancy Mediation process and is still not attending school on a regular basis. The site administrator/designee will meet with the student and their parents/guardians to develop an attendance contract. If the student fails to sign the contract or does not show up for the meeting with the site administrator/designee or does not fulfill the terms and conditions of their attendance contract, the student will may be scheduled to attend a School Attendance and Achievement Review Team (SAART) meeting or referred to the Oroville Union High School District Community Day School to continue their education.



### **Failing Grades Due to Truancy**

Chronic truancy and tardies may affect a student's grade in a specific class. Governing board policy requires that whenever a student is in danger of failing a class, a parent conference be held and such written notice be sent. The refusal of the parent to attend the conference or respond to the written report shall not prohibit the student from receiving a failing grade. For these reasons the district strongly encourages all parents to see that students attend school on-time and on a regular basis.

### **Parenting Students/Excused Absences to Care for a Sick Child**

Per Education Code section 48205, subsection (a)(6), parenting students may to be absent from school to care for a sick child without a doctor's note.

### **Leaving School at Lunch Time**

Please refer to your school's policies regarding leaving school during lunch and open campus.

## **Attendance Options**

### **Alternative Schools**

The district recognizes the need to provide educational alternatives and options for all students in the school district. The district supports options which maximize the opportunity for students to develop positive values, recognizes that the best learning occurs when the pupil has a desire to learn, and the pupil is self-motivated to learn. In the event that any parent, pupil or teacher is interested in further information concerning alternative schools, contact your student's counselor

### **Independent Study Program**

This program for serious students who are motivated, self-disciplined independent learners who prefer to study at home rather than in a standard school environment. This program is voluntary. Please contact your student's counselor for more info.

### **Home Hospital**

A student is eligible to receive Home and Hospital Instruction if they have a temporary illness, injury or medical condition that makes attendance in regular day classes either impossible or inadvisable. This determination is made by a physician and the physician must complete a "Physician's Statement Requesting Home and Hospital Instruction" form (required at the beginning of each school year). The student must have a temporary disability that includes: disabled by accident, physical mental or emotional illness. Please notify your student's counselor about a temporary disability or presence in the hospital.

### **Continuation School**

Las Plumas High School and Oroville High School students may be voluntarily or involuntarily transferred to Prospect High School if they become credit deficient. The graduation requirement at Prospect High School is 180 credits (40 less than Las Plumas High School and

Oroville High School). Students have the ability to earn 5 credits in each class per twelve week trimester. They can also earn variable credit based on how much work is completed and how well it was done.

### **Students in Military Families/Residency Retention and Matriculation**

District's must permit students of military families to continue to attend their schools of origin, despite changes in residence and changes in military status. AB 2949 added Education Code section 48204.6, which allows a student living in the household of an active duty military service member to continue attending the student's school of origin for the remainder of the school year if the family moves or if the parent or guardian's military service ends during the school year, and allows the student to matriculate with his or her peers in accordance with the established feeder patterns.

### **Intra-District Transfers**

An intra-district transfer is required for students who live one school zone (LP or OHS) and wish to enroll at the other school. Transfer information is sent to all 8th grade students mid-November for the following school year. Transfers are due mid-January. Transfers submitted after the deadline will be placed on a waiting list and processed as space becomes available. Parents are responsible for providing transportation for their students to and from school. Upperclassmen may also submit transfers, but may face athletic eligibility issues if they haven't physically moved to a new house. Please contact your Athletic Director for more information. The transfer form can be found on the district's website (ouhsd.org) under the Parents/Students tab.

### **Inter-District Transfers**

An inter-district transfer is required for students who live in the Oroville Union High School District boundary but choose to attend school in another district, such as Chico or Durham. Students living outside the Oroville Union High School District boundary, such as Marysville, would submit the same form to transfer into our district. The transfer form can be found on the district's website (ouhsd.org) under the Parents/Students tab.

## **Pupil Support Services**

### **Advanced Placement Examination Fees**

The district shall pay the cost of AP exam fees for eligible low-income students who are enrolled in an AP class in the semester in which they take the test. All other students shall pay for their exam(s) and will be reimbursed by the district if they pass the exam(s) with a score of 3, 4 or 5 and are enrolled in an AP class in the semester in which they take the test. The same rules shall apply to any student enrolled in a first semester only AP class. Students who retake any exam to improve their prior score will not be reimbursed, regardless of the exam results.

### **Services to Disabled Pupils**

In compliance with the Education for ALL Handicapped Children Act of 1975, special mental disabilities that substantially limit one or more of major life activities such as walking, seeing, hearing, speaking or learning may require special programs. Parents who feel that their child may not benefit from regular education because of a handicapping condition or who wish to have further information may contact their local school principal or superintendent to refer their student for consideration for special education or to receive more information regarding special education programs.

Special Education (E.C. 56301) provides that all students with exceptional needs have a right to participate in appropriate programs of publicly supported education. Each pupil with exceptional needs is assured an education appropriate to his/her needs in publicly supported programs through completion of secondary education programs. Each pupil with exceptional needs shall have his/her educational goals and objectives specified in a written individualized education program (I.E.P.). The law gives pupils and their parents/guardians certain rights to fair hearings with respect to the assessment and placement of pupils. For information regarding these programs and rights, contact the district psychologists at either Las Plumas or Oroville High School.

Any individual, public education agency or organization may file a written complaint with the Superintendent of Public Instruction, which, if true, would constitute of violation by that public agency or federal or state law or regulation governing special education and related services. If you have evidence that the above condition is occurring with any student enrolled in a special education class in Butte County, you may contact your local school office or file a written complaint to the Superintendent of Public Instruction. The complaint should be filed with the Superintendent of Public Instruction, California State Department of Education, 721 Capitol Mall, Sacramento, CA 95814 (Title 45, Code of Federal Regulations, Sections 121a.602 and Section 3125 (a)(3) of Title V of California Administrative Code).

### **Section 504**

Section 504 covers qualified students with disabilities who attend school receiving Federal financial assistance. To be protected under Section 504, a student must be determined to: 1) have a physical or mental impairment that substantially limits one or more major life activities; 2) have a record of such an impairment, or 3) be regarded as having such an impairment. Section 504 requires that school districts provide a free and appropriate public education (FAPE) to qualified students in their jurisdictions who have a physical or mental impairment that substantially limits one or more major life activities. Please contact your student's counselor if you need additional information.

### **Drug, Alcohol and Tobacco Prevention Programs**

This notice is provided in compliance with the requirements of state and federal law as part of the district's drug, alcohol, and tobacco prevention programs. The unlawful manufacture, distribution, possession, or use of illicit drugs, alcohol, or any form of tobacco product, including vaping, on district premises or as part of any of the district's activities is wrong, harmful and is

strictly prohibited. The district maintains all of its facilities as alcohol, tobacco, and drug free zones. Violators are subject to prosecution. Please contact your student's counselor if you need information on drug, alcohol or tobacco counseling.

### **Academic & Career Counseling**

All pupils are provided equal access to counseling services. Parents may participate in counseling sessions. A complete listing of course offerings can be found on the district's website ([www.ouhsd.org](http://www.ouhsd.org)) by hovering over the Departments button and clicking on Educational Services.

### **Mental Health Services**

The district employs a full-time Social Worker that is available to assist students and families with mental health issues, crisis counseling, connections to local agencies and resources, and identifying and providing interventions that will assist in creating positive learning environments.

### **Suicide Prevention**

Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions. Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, the staff member shall promptly notify the principal or school counselor, who shall implement district intervention protocols as appropriate. Starting in the 2019/2020 school year, the National Suicide Prevention Lifeline Number (800-273-8255) will be printed on the back of student ID cards.

### **Education for Homeless Students**

Homeless students have access to the same free and appropriate public education provided to other students within the district. The district shall provide homeless students with access to education and other services necessary for these students to meet the same challenging academic standards as other students. Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way. For assistance or additional information, please call 538-2300, ext. 1104.

### **Education for Foster Youth**

Foster youth may face significant barriers to achieving academic success due to their family circumstances, disruption to their educational program, and their emotional, social, and other health needs. To enable such students to achieve state and district academic standards, the Superintendent or designee shall provide them with full access to the district's educational program and implement strategies identified as necessary for the improvement of the academic achievement of foster youth in the district's local control and accountability plan (LCAP). Foster youth shall be immediately enrolled even if they are unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and medical records, including, but not limited to, immunization records or other documentation. For assistance or additional information, please call 538-2300, ext. 1104.

### **Student Meal Program**

The OUHSD Food Service Department's mission statement is to serve students attractive, nutritious meals prepared under safe and sanitary conditions in pleasant surroundings at the lowest possible price and to contribute to their nutritional educational needs by giving them the keys for lifelong healthy eating habits. We follow the National School Lunch Program (NSLP) Healthy Hunger-Free Kids Act (HHFKA) Food Based Menu Plan along with the HACCP Food Safety Program and are current with the ServSafe Certification of Food Safety Professionals. Snack and beverage vending machines are available on campus offering nutritious items to the students and staff. The department offers an online meal payment system thru My School Bucks located on the district's website at <http://www.ouhsd.org> under the Food Services tab, where students may view their meal account or make a payment. Student meal applications are available year-round on the district's website thru the NutriLink Technologies online meal applications system. Once the online meal application has been completed, the student will be given a confirmation number that will allow them to check the status of their meal application and to print out a letter of eligibility. The student's meal application must be approved by the Food Service Department before the student's meal status is determined. A current menu and a copy of the district's Wellness Policy can be found on the district's website. The full price for a student breakfast is \$2.00. A reduced price student breakfast is \$.30. The full price for a student lunch is \$3.00. A reduced price student lunch is \$.40. To read the Federal Civil Rights requirements for the NSLP, please refer to the online Nutrition Services Division's Civil Rights and Complaints Handbook at: <http://www.cde.ca.gov/ls/nu/cr/>.

### **Student Bills**

If your student owes fees to their school, you will receive a student bill in the mail instead of a report card. Students that owe fees cannot attend school dances. Students who owe a bill from not turning in an athletic uniform or equipment will not be able to participate in another sport until the uniform or equipment is returned or the bill is paid in full. Seniors must pay their bills in full in order to participate in the graduation ceremony.

## **School Accountability Report Card**

Each school in the district is required to report on the status of its school safety plan and a description of the key elements as part of the annual School Accountability Report Card on or before February 1st. A copy of the annual School Accountability Report Card will be provided by each school upon request and is posted on each school's website.

# Student Discipline

## Discipline Guidelines

The Oroville Union High School District must annually notify parents of the district's Discipline Guidelines. As a parent/guardian, you are responsible for making certain that your student understands that violations of California Education Code Sections 48900 and 48915 may result in suspension and/or expulsion. Pupils in violation of Penal Codes may be remanded to law enforcement for possible criminal prosecution. **Any time a disciplinary action is taken against your student, you have a right to request a public hearing of such disciplinary action (E.C. 49060).**

## Grounds for Suspension/Expulsion

A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determined that the pupil has committed an act as defined below:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, razor blade, box cutter, explosive, or other dangerous object unless the student had obtained written to possess the item from a certificated school employee, and is concurred by the principal or designee.
- (c) Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any 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 or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. This section does not prohibit use or possession by a pupil of his/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 any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. This 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.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding, for the purpose of 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 as defined in Education Code 32050.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (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 suffer suspension, but not expulsion, pursuant to the provisions of 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.

**Sexual Harassment (E.C. 48900.2; 48980 (h))**

In addition to the reasons listed in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or principal determines that the pupil has committed sexual harassment as defined in Section 212.5. For these purposes, the conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe

or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile or offensive education environment.

1. The district recognizes that harassment on the basis of sex is unlawful.
2. Employees and pupils will not engage in conduct constituting sexual harassment as defined by board policy. Board policy prohibits any act of sexual harassment where such an act is related to a school activity or school attendance. The district will take appropriate disciplinary action against all employees or pupils found to have engaged in sexual harassment.
3. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature. It includes but is not limited to circumstances in which:
  - a. Submission to such conduct is made a term or condition of a pupil's academic status.
  - b. Submission to or rejection of such conduct is used as the basis for any academic decision affection such pupil.
  - c. Such conduct has the purpose or effect of unreasonably interfering with a pupil's academic performance or creating an intimidating, hostile, or offensive educational environment.
4. Forms of sexual harassment include but are not limited to the following:
  - a. Oral harassment such as derogatory comments, jokes or slurs.
  - b. Physical harassment such as unnecessary, unwelcome or offensive touching, or impeding or blocking movement.
  - c. Visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures.
  - d. Unwelcome sexual advances, requests, or demands for sexual favors, and other oral or physical conduct of a sexual nature.
5. Any pupil wishing to make a complaint of sexual harassment should immediately report it to the principal or designee. There is absolutely no requirement that a pupil must make a complaint to the alleged harasser. If the principal or designee is the alleged harasser, the pupil should make the complaint to the superintendent. A pupil making a complaint of sexual harassment shall not suffer any reprisal for doing so. The district will promptly and thoroughly investigate all complaints of sexual harassment. The district will also take immediate and appropriate action to resolve such complaints. All incidents of sexual harassment will be remedied. A report of the results of the investigation will be made to the complainant, the alleged harasser and the supervisor of the alleged harasser.
6. Upon receipt of a complaint alleging sexual harassment, the district representative conducting the investigation will do the following:



- a. Inform the complainant of the rights under board policy.
  - b. Authorize the investigation of the complaint and supervise and/or conduct the investigation of the complaint. The investigation, at a minimum, shall include interviews with the complainant, the alleged harasser, and all other persons who reasonably may have relevant knowledge about the complaint, including possible witnesses or victims of prior similar conduct.
  - c. Take reasonable steps to protect the complainant from any retaliation for filing the complaint.
  - d. Review factual information gathered to determine whether the alleged conduct constitutes sexual harassment.
  - e. Report the results of the investigation to the complainant, the alleged harasser, and the supervisor of the alleged harasser.
  - f. If the district determines that the harassment occurred, take and/or recommend prompt and effective remedial action against the harasser.
  - g. Take reasonable steps to protect the complainant and other potential victims from further harassment if such harassment is determined.
  - h. Take reasonable steps to alleviate the effects of the harassment.
7. Any pupil wishing to make a complaint of sexual harassment shall immediately file a written complaint, except that no pupil is required to file any complaint with the alleged harasser.
8. All employees and pupils shall be notified of this board policy on a regular basis, consistent with Education Code sections 231.5 and 48980.

#### **Hate Violence (E.C. 48900.3)**

In addition to reasons previously specified, a pupil in any of grades 4-12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the pupil is enrolled determines that the pupil caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 33032.5.

#### **Harassment, Threats or Intimidation (E.C. 48900.4)**

**48900.4:** "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."

#### **Terroristic Threats (E.C. 48900.7)**

In addition to the previously stated reasons, a pupil may be suspended from school or recommended for expulsion if the superintendent or principal determines that the pupil has made terroristic threats against school officials or school property or both.

Terroristic threats 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; with the specific intent that the statement is to be taken as a threat, even if there is no intent of carrying it out, which, on its face and under the circumstances in which it was 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 reasonable to be in sustained fear for his/her own safety or for his/her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his/her own immediate family.

**Automatic Expulsion Recommendation (E.C. 48915)**

- (A)(1) Causing serious physical injury to another person, except in self-defense.
- (A)(2) Possession of a knife, explosive, or other dangerous object of no reasonable use to the student.
- (A)(3) 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 the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- (A)(4) Robbery or extortion.
- (A)(5) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
- (B)(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- (B)(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil and others.
- (C)(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.
- (C)(2) Brandishing a knife at another person.
- (C)(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

(C)(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.

(C)(5) Possession of an explosive.

### **Seniors Ineligible to Participate in Graduation Activities**

Any senior who violates Education Codes 48900 a, b, c, f, or g after the first day of May through the graduation ceremony will not be able to take part in the graduation ceremony. Other 48900 violations may result in the same penalty at the discretion of the site administrators.

### **Release of Pupil to Peace Officer**

If a school official releases your student from school to a peace officer for the purpose of removing him/her from school premises, the school official shall take immediate steps to notify you or a responsible relative of your pupil, except when a pupil has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent/guardian (E.C. 48906).

### **Parent Responsibility**

Parents/guardians are liable for all damages caused by the willful misconduct of their minor children which result in death or injury to other pupils, school personnel, or damage to school property. Parents are also liable for school property loaned to the pupil and willfully not returned. The school district may withhold grades, diplomas or transcripts of the pupil responsible until such damages are paid or the property returned. If the student transfers to another school, either within the district or outside of the district, such records may also be withheld. If your student commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your student's classroom (E.C. 48900.1).

### **Pupil Search**

The school principal or designee may search the person of a pupil, the pupil's locker, backpack or purse if there is a reasonable suspicion to believe the pupil may have a concealed weapon, narcotics, stolen property, or contraband. (U.S. Supreme Court: New Jersey v. T.L.O. 1985, 469 U.S. 325).

### **Canine Detection**

Trained dogs may randomly visit school sites to search for illegal drugs, medication, alcohol, gunpowder, and firecrackers. The dogs will sniff lockers, classrooms, cars and common areas such as bathrooms, gyms, libraries, etc. Students will be asked to leave their belongings before they exit a classroom that will be searched. If the dog finds the odor of contraband, an inspection will take place in the presence of the student and an administrator. All contraband will be placed into a clear plastic bag and turned over to the school. The principal will determine any disciplinary action in accordance with existing school policy.

# Student Health

## Immunizations

Each student enrolling for the first time in a district secondary school after July 1, 2016, enrolling in or advancing to grade 9 shall present an immunization record from any authorized private or public health care provider certifying that he/she has received all required immunizations in accordance with law. Students may only be exempted from immunization requirements if 1) the parent/guardian files with the district a written statement by a licensed physician to the effect that the physical condition of the child is such, or medical circumstances relating to the child are such, that immunization is not considered safe. The statement shall indicate the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, family medical history, for which the physician does not recommend immunization; or 2) the student's parent/guardian files with the district, before January 1, 2016, a letter or written affidavit stating that an immunization is contrary to his/her personal beliefs, in which case the student shall be exempted from the immunization until he/she enrolls in the next applicable grade span requiring immunization (birth to preschool, grades K-6, grades 7-12).

## Lice Notification

If lice and/or nits are found on your student, you will receive a notification letter from the school detailing what they look like and methods to eliminate the problem. A medical clearance from a health professional must be obtained before your child can return to school.

## Medication

Any pupil required to take medication during the regular school day may self-administer or be assisted by school personnel or a designated adult if the district receives a written statement by physician and a written request from the parent indicating the desire that school personnel assist in the administration of the medication (E.C. 49423). Guidelines as to required information on both health provider statement and parent written request are contained within Administrative Regulation 5141.21, which is available at your school site. **Continuing medication: parents may grant permission to the school's designated official to counsel other school personnel regarding the physical, intellectual and social effects of a continuous medical regimen prescribed for a student.** The parent shall inform the school's designated official of such a continuous medical prescription, the current dosage and the supervising physician (E.C. 49480).

## Health Care Plans

Students with significant health issues reported during the online registration process will have a Health Care Plan written to address their specific health issue, medication, warning signs, treatment plan, etc. The plan will be updated annually.

## Physical Examinations

Parents have the right to refuse to have their student physically examined including sight and hearing tests. If you want your student excused, you must file a written request refusing such exams. If school personnel have good reason to believe that your student is suffering from a

contagious or infectious disease he/she may be sent home until the disease clears. Vision and hearing screening is provided for students in grade 10 and all Special Education students unless you submit written denial of consent (E.C. 49451, 49455, 49452).

### **Sun Protective Clothing**

Pupils, when outdoors, may wear sun protective clothing, including, but not limited to hats subject to site level requirements (E.C. 35183.5), see also school discipline plans.

### **Confidential Medical Services**

School authorities may excuse any pupil in grades 9-12 from school for the purposes of obtaining confidential medical services without the consent of the pupil's parent or guardian (E.C. 46010.1).

### **Medical and Hospital Insurance**

The district makes available to parents medical or accident insurance for pupils who may be injured in a school-sponsored activity, while on school premises, or while being transported to and from school. The cost of the insurance is paid for by the pupil, parent or guardian. **Parents have the right to refuse to have their student enrolled in this service plan (E.C. 49472).**

## Health Instruction

### **Family Life Education or Sex Education**

In compliance with Education Code (EC § 51933 and EC § 51934), OUHSD will provide students health instruction that is age-appropriate, medically accurate and objective and appropriate for use with students of all races, genders, sexual orientations, and ethnic and cultural backgrounds. In addition, the instruction and curriculum will be accessible for English language learners and students with disabilities. Students will receive instruction about gender identity and expression and the harm that negative stereotypes can cause. A focus will be placed on discussing these matters with parents and trusted adults and on the importance of maintaining committed relationships. Students will also learn about the importance of reproductive health and the effects, transmission and treatment of HIV and other sexually transmitted diseases.

OUHSD schools will notify parents of the instruction and provide them with opportunities to view the curriculum and other instructional materials. Parents have the right to remove their student from instruction by submitting a request in writing that their student not receive the instruction.

## General Rights

### **Employees Interacting with Students**

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

### **Dissection of Animals**

Your student has a right to refrain from harmful or destructive use of animals, including dissection. The teacher shall work with the student to provide an alternative education project for the purpose of providing your student a means to obtain the necessary information required for the class. The school will need a written request from you indicating your student's objection (E.C. 32255).

### **Tests on Personal Beliefs**

Unless you give written permission, your student will not be given any test, questionnaire, survey, or examination containing questions about your student's or his/her parents' or guardians' personal beliefs or practices in sex, family life, morality, or religion (E.C. 60650, 51513, 60614). Anonymous, voluntary and confidential research and evaluation surveys may be administered to students with prior written notice to parents. Parents will be given an opportunity to request that the student not participate (E.C. 51938).

### **Pregnant and Parenting Students**

The rights and options available to pregnant and parenting students include, but are not limited to, not be treated differently on the basis of sex; participate in educational and extracurricular activities, if physically and emotionally able to participate; not be required to participate in pregnant minor programs or alternative education programs; have their pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom treated in the same manner and under the same policies as any other temporary disabling condition; voluntarily take eight weeks of parental leave, or more if deemed medically necessary by the student's physician; not be required to complete academic work or other school requirements while on parental leave; return to the school and the course of study in which the student was enrolled before taking parental leave or to instead elect to participate in an alternative education program; and not incur an academic penalty as a result of the use of these accommodations. A complaint of noncompliance with these requirements may be filed under the LEA's Uniform Complaint Procedures.

### **Free Appropriate Public Education**

The Constitution of the State of California requires that we provide a public education to you free of charge. Your right to a free education is for all school/educational activities, whether curricular or extracurricular, and whether you get a grade for the activity or class. Subject to certain exceptions, your right to a free public education means that we cannot require you or your family to purchase materials, supplies, equipment or uniforms for any school activity, nor can we require you or your family to pay security deposits for access, participation, materials, or equipment. Under certain circumstances, students involved in extracurricular programs, clubs and/or sports may be required to attend fundraising events held by the program, sport or club just as you may be required to attend any other event put on by that program, club or sport. However, you will not be required to raise funds as a condition of participation.

# Student Records

The California Education Code Sections 49063-49076 require that the school district provide you with the following information regarding your student's school records.

The school district maintains the following information on each student enrolled: census data, attendance data, health data, academic data, test data, activities data, anecdotal data, and assessment data.

**Records are available upon request for your inspection and review. Copies of records will be furnished to you upon your request at the actual cost to the school district of the necessary reproduction (E.C. 49069).**

To make an inquiry about your student's record, please call:

Las Plumas High School	538-2310	Oroville High School	538-2320
Oroville Adult School	538-5350	Prospect High School/Community Day	538-2330

## **Location of Student Records**

Student records are located at each student's school of attendance. A log is maintained indicating who has viewed student records. District policy sets forth the criteria by which school officials and employees may have access to look at the records.

## **Legal Names**

Students must be enrolled with the name printed on their birth certificate unless there is legal documentation showing that their name has been legally changed.

## **Release of Directory Information**

Certain items in the student records are classified as directory data. These items are: name, address, birth date, gender, major or field of study, activities participation, degrees/awards received, school of last known attendance. This directory data will be released by the school district upon request to: colleges, universities, agencies awarding honors and scholarships, the military, news media, potential employers (public and private), and other parties when judged by the district to be in the best interest of the student (E.C. 49073 and 49061). Directory information does not include citizenship status, immigration status, place of birth or national origin. **If you do not wish the district to release this information, you must indicate so on the Release of Directory Information form included in your student's registration packet by September 1st.**

## **Confidential Information**

All other items in student records are by law classified as confidential. This information will only be released to representatives of appropriate governmental agencies, by order of a court of competent jurisdiction, or by a written statement of release signed by you. You will be notified

of any court order relating to your son/daughter's records within three days of receipt of the order by the district (E.C. 49076 and 49075). You may challenge at any time material placed in your student's records by addressing a written request to the district superintendent. If you disagree with the decision of the superintendent, panel or board, you may file a written protest of the decision which will become part of your student's permanent record (E.C. 49070).

### **Permanent File**

A copy of your student's permanent record containing the following information will remain on permanent file in the district: name, date of birth, how birth date was verified, gender, place of birth, names and addresses of parents, entering and leaving date of each school year, subjects and teachers, grades/credits earned, immunization records, date of high school graduation, if any (Title 5: Chapter 2, Section 437 and E.C. 49062).

All other records will be destroyed at the end of the third year following a student's separation from the district. You have the right to file any alleged violation of these procedures with the California State Department of Education and with the United States Department of Health, Education and Welfare (E.C. 49063).

## Graduation Requirements



### **Las Plumas High School & Oroville High School Course Requirements**

To obtain a diploma of graduation from high school, students must earn 220 credits and must pass at least the following courses in grades 9 through 12, with each course being one year unless otherwise specified: (Education Code [51225.3](#))

#### **English (40 Credits)**

Students must pass 8 semesters.

#### **Mathematics (20 Credits)**

Students must pass 4 semesters. All students must pass Math I or a combination of Math 1A and 1B.

#### **Science (20 Credits)**

Students must pass at least 4 semesters of science, which shall include two semesters of physical/earth and two semesters of life/biological.



**History/Social Science (35/30 Credits)**

Students in the Class of 2020 and 2021 must pass 8 semesters: one semester of geography; two semesters of World History; two semesters of U.S. History; one semester of government and one semester of economics. Starting with the Class of 2022, students must pass 6 semesters: two semesters of World History; two semesters of U.S. History; one semester of Government, and one semester of Economics.

**Health/Drivers Education (5 Credits)**

Students in the Class of 2020 and 2021 must pass 1 semester.

**Geography/Health/Driver Education/Freshmen Success (10 credits)**

Starting with the Class of 2022, students must pass 1 semester each of Geography & Freshman Success and Health/Driver Education & Freshman Success.

**Foreign Language/Visual & Performing Arts (10 Credits)**

Students must pass at least 2 semesters of a visual or performing arts course or a foreign language or American Sign Language course.

**Physical Education (20 Credits)**

All students must pass 4 semesters. Students in grade 9 shall complete two semesters of physical education. Students in grade 10-12 shall complete at least two semesters of physical education unless the student has been exempted pursuant to Education Code 51241.

**Career Technical Education (10 Credits)**

Students must pass 2 semesters of career technical education.

**Electives (60 Credits)**

Students must pass an additional 60 elective credits to complete the necessary course requirements for graduation.

**Community Service (40 Hours)**

Starting with the class of 2022, students are required to complete 40 hours of community service during their four years of high school.



## Prospect High & Community Day School Course Requirements

To obtain a diploma of graduation from high school, students must earn 180 credits. Students must pass at least the following courses in grades 9 through 12, with each course being one year unless otherwise specified: (Education Code [51225.3](#))

### **English (35 Credits)**

Students must pass 7 semesters.

### **Mathematics (20 Credits)**

Students must pass 4 semesters. All students must pass Math I.

### **Science (20 Credits)**

Students must pass at least 4 semesters, which shall include two semesters of physical/earth and two semesters of life/biological.

### **History/Social Science (30 Credits)**

Students must pass 6 semesters: two semesters of World History; two semesters of U.S. History; one semester of Government and one semester of Economics.

### **Foreign Language or Visual and Performing Arts (10 Credits)**

Students must pass at least two semesters of a visual or performing arts course or a foreign language or American Sign Language course.

### **Physical Education (10 Credits)**

All students must pass two semesters of physical education.

### **Career Technical Education (5 Credits)**

Students must pass one semester of career technical education.

### **Careers (5 Credits)**

Students must pass one semester.

### **Electives (45 Credits)**

Students must pass an additional nine semesters. If students are exempted out of PE, they must complete eleven elective semesters.

## **Coursework and Graduation Requirements for Migratory and Newly Arrived Immigrant Students**

Foster youth, homeless students, former juvenile court school students, and children living in active duty military households are exempted from a number of coursework requirements for graduation. Assembly Bill (AB) 2121 took effect on January 1, 2019 and extends those exemptions to "currently migratory children," which is defined as including children who have recently moved with a parent, guardian or other person having custody, from another state or from one California school district to another in order for the child or a member of the child's immediate family to secure temporary or seasonal employment in an agricultural (any activity directly related to the production or processing of agricultural products and the cultivation or harvesting of trees) or fishing activity (any activity directly related to the catching or processing of fish or shellfish for initial commercial sale or as a principal means of personal subsistence), and whose parents or guardians have been informed of the child's eligibility for migrant education services.

AB 2121 also extends these exemptions to students in their third or fourth year of high school who are participating in a newcomer program, which is a program designed to meet the academic and transitional needs of newly arrived immigrant students, with the development of English language proficiency as the primary objective.

### **State Testing**

The Smarter Balanced Summative Assessments are online tests given in the junior year to measure what your child knows and is able to do. The tests include many different types of questions that allow students to interact with the test questions. Results help identify gaps in knowledge or skills early on so your child can get the support he or she needs to be successful in school. To learn more about either the Smarter Balanced Summative Assessments or the CAST, go to the California Department of Education Parent Guides to Understanding Web page at <https://www.cde.ca.gov/ta/tg/ca/parentguidetounderstand.asp>.

#### **Certificate of Completion**

A Certificate of Completion shall be awarded to any special education student who has met the district's standards of proficiency for graduation, demonstrated due diligence in his/her progress towards completing the course requirements, but has been unable to meet the state requirements. A component of their educational program will focus on post-secondary skills necessary to be successful in life after high school.

### **College Requirements**

#### **College Admission Requirements**

Students should contact their counselor at the earliest possible time to discuss college admissions requirements.

## Basic College Requirements

Three systems of higher education exist in California: the Community Colleges, the California State University schools and the University of California schools. To attend any of these schools requires careful preparation in high school. Following are the requirements for the three different systems.

### Community Colleges

Graduation from high school, a minimum age of 18, or passing the CHSPE examination is the only requirement for admission. There are no subject or grade point average requirements. At the Community Colleges, one can earn a degree (A.A.) or (A.S.), undertake a transfer program, get vocational training in a Certificate Program, or improve basic academic skills. Community colleges across the State of California offer 100s of degree, transfer or certificate programs for students. With an Associate's Degree, individuals are able to work in a variety of high paying careers. SAT or ACT scores are not required for entrance, however, students must complete an entrance exam before being allowed to schedule classes.

### CSU System

In California, the California State University system consists of 23 schools in various locations in the state. These universities all offer four-year degrees in a variety of areas, called a Bachelor's Degree. Many CSU schools offer advanced degrees beyond that of a Bachelor's Degree, as well. Specific careers require a Bachelor's Degree, however, many careers do not. Entrance into the CSU system directly after completing high school includes several requirements. Students must complete the following A-G Courses listed below. All A-G Courses must be passed with a grade of "C" or better in order to count toward completion of that subject area requirement. Students must submit scores from either the SAT or ACT in order to be admitted into the CSU system.

### UC System

Admission to the University of California requires one to graduate from high school, complete the In California, the University of California system consists of 10 schools in various locations in the state. These universities all offer four-year degrees in a variety of areas, called a Bachelor's Degree. Many UC schools offer advanced degrees beyond that of a Bachelor's Degree, as well. Entrance into the UC system directly after completing high school includes several requirements and can be very competitive. Students who complete high school within the top 10% of their class are guaranteed admission into a school within the UC system, but not necessarily the school of their choice. Students must complete the following A-G Courses listed below. All A-G Courses must be passed with a grade of "C" or better in order to count toward completion of that subject area requirement. Students must submit scores from either the SAT or ACT in order to be admitted into the UC system.

## **A-G SUBJECT REQUIREMENTS for CSU or UC SYSTEMS**

All applicants will be required to complete the same pattern of high school courses with C or better to be eligible for both CSU and UC systems. These courses are listed below:

A - History/Social Science - 2 Years

B - English 4 years

C - Mathematics - 3 Years

D - Lab Science - 2 Years (College level biology course and one additional advanced lab science course)

E - Foreign Language - 2 Years (Must be the same language for both years)

F - Visual/Performing Arts - 1 Year

G - College-Prep Elective - 1 Year

For more information about college and career opportunities for California students, please schedule an appointment with your counselor or visit: <http://www.CaliforniaColleges.edu>

## **PRIVATE/INDEPENDENT/TECHNICAL SCHOOLS**

Independent schools and colleges are privately funded and available across the State of California and United States. They determine their own entrance requirements. Students interested in attending a private, independent or technical institution should contact that institution for entrance requirements well in advance of registering for high school classes. For help with this process, please see your assigned high school counselor.

## **DIVISION I AND DIVISION II NCAA REQUIREMENTS**

To view the latest NCAA Eligibility Requirements on required courses, test scores and GPA's, please visit the NCAA website:

[http://fs.ncaa.org/Docs/eligibility\\_center/Quick\\_Reference\\_Sheet.pdf](http://fs.ncaa.org/Docs/eligibility_center/Quick_Reference_Sheet.pdf)

## **Career Technical Education (CTE)**

Career technical education engages all students in a dynamic and seamless learning experience resulting in their mastery of the career and academic knowledge and skills necessary to become productive, contributing members of society. The district offers courses in agriculture, home economics and industrial technology.

For more information, visit <http://www.cde.ca.gov/ci/ct>

# California Scholastic Federation

## **California Scholastic Federation (CSF)**

Membership is based on scholarship and citizenship only. Membership is held during the semester following when the qualifying grades were earned and is for one semester only. In order to become a member, the student must submit an application each semester the student is eligible. A point system specified in the CSF State By-Laws establishes the membership requirements. To secure eligibility for CSF membership, a student must earn sufficient points from pre-approved course lists. The majority of the required membership points must come from University of California accepted course work.

Life Membership (Sealbearer) is achieved by qualifying for chapter membership for four or more semesters in the last three years of high school, and earns the CSF gold Seal on diplomas and transcripts. Each year colleges and universities throughout the United States award scholarships to CSF Life (Sealbearer) Members. These students are also eligible to be nominated by the chapter adviser for the Seymour Memorial Awards. Please contact your student's counselor for more information.

## Student Clubs & Activities

### **Student Clubs and Athletics**

Your student has the opportunity to participate in a variety of clubs and athletics at school. There are academic, athletic, community service and social clubs on campus. There is something for everyone! Tryouts, upcoming events and meeting dates are advertised in the school bulletins.

## Due Process/Complaints

### **Discrimination**

Discrimination is prohibited in any program which receives state or federal financial assistance on the basis of race, color, ancestry, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

### **Uniform Complaint Procedures**

The Governing Board recognizes that the district is responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against an individual or group based on race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, actual or potential parental, family or marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; or any other characteristic

identified in Education Code 200, 220, Government code 11135, or Penal Code 422.55, or based on his/her perceived association with a person or group with one or more of these actual or perceived characteristics.

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

### **Williams Act Uniform Complaint Procedures**

Williams Act complaints cover the following areas: Sufficiency of textbooks and instructional materials in good condition for use in class and to take home to complete homework; teacher position vacancy or misassignment; and a condition that poses an emergency or urgent threat to the health or safety of students or staff. A complaint may be filed with the principal or designee. Complaint forms and full disclosure of procedures may be obtained at any school site.

The board encourages the early, informal resolution of complaints at the site level whenever possible. The board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the superintendent or designee on a case-by-case basis.

The Board prohibits retaliation in any form for the participation in complaint procedures, including but not limited to the filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the superintendent or designee shall initiate mediation. The superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

### **Filing A Complaint/Uniform Complaint Officer**

The district has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state and/or federal laws governing educational programs. If you wish further details, or wish to file a complaint, please contact the district's Uniform Complaint Officer or contact the school for a copy of the specific procedures to follow. Confidentiality and privacy shall be respected in all investigations. Complaints alleging discrimination may be filed by the person on their own behalf or on behalf of another person or group of people within six months of the occurrence or when the facts became known.

The Governing Board designates the following compliance officer to receive and investigate all complaints and ensure district compliance with law:

Superintendent  
2211 Washington Ave.  
Oroville, CA 95966  
(530) 538-2300, extension 1107

1. Complaints made under this procedure will be directed to the Uniform Complaint Officer who is responsible for processing these claims.
2. You may contact the UCP office to obtain a copy of the complaint process.
3. You may choose to have the complaint mediated.
4. There shall be an investigative meeting within five days of receiving the complaint.
5. Within 60 days, the compliance officer shall send a written report about the investigation and decision. If you are not happy with the results, the complainant then has 15 days to appeal to the California Department of Education.
6. You may forward the complaint directly to the California Department of Education and they may choose to intervene immediately based on the established criteria. When complaining to the CDE, the complainant must specify the reasons for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision (5 CCR 4652).

There is nothing in this process to preclude a complainant from pursuing available civil law remedies outside of the district's complaint procedures. Such remedies may include mediation, attorneys, actions before civil courts or other public agencies. They may seek help from agencies such as legal assistance agencies, local mediation centers or the county office of education. Local resources include:

American Arbitration Association	(800) 778-7879
State Mediation & Conciliation Services	(510) 873-6465
Butte County Office of Education	(530) 532-5650

### **Restroom Facilities**

As a result of the passage on Senate Bill 892, Chapter 909, Statutes of 2004, Section 35292.5, school restroom facilities are to be well maintained, clean, and fully operational. If you wish to file a complaint, please contact your site administrator to request a Williams Act Uniform Complaint form. The form is posted on the district's website ([www.ouhsd.org](http://www.ouhsd.org)) under the forms section.



# Asbestos Management Plan

## Management Plan for Asbestos-Containing Material

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Emergency Response Act (AHEARA), in the fall of 1988 a complete inspection of each of our school buildings was performed by an accredited asbestos inspector documenting the location and condition of asbestos containing building materials. These findings along with the asbestos management plan are updated by an accredited inspector/management planner and re-inspected every three years as required by EPA. Additionally, periodic surveillance is performed every six months to insure that asbestos containing building materials are managed and maintained safely. The results of these inspections and management plans are on file in the District maintenance office and can be made available for review during normal business hours (M-F, 7:00 a.m. to 4:00 p.m.) For any questions regarding asbestos in our buildings, please contact the Maintenance Supervisor at 538-2300 ext. 1110.

## Pesticide Use

### Pesticide Use

The Healthy School Act of 2000 was signed into law and requires that all school districts provide parents or guardians with annual written notification of expected pesticides used on school sites. Parents or guardians may request 72 hour prior notification of individual pesticide applications at the school sites. To register to receive 72 hour prior notification, please fill out the Request for Prior Notification of Individual Pesticide Application form found at [www.ouhsd.org/Page/2883](http://www.ouhsd.org/Page/2883).

### Chemical List

<u>Chemical Name</u>	<u>Active Ingredients</u>
Advion Ant Gel	Indoxacarb
Advion Roach Gel	Indoxacarb
Delta Dust	Deltamethrin
Demon Max	Cypermethrin
Final All Weather Blox	Brodifacoum
Orange Guard	D-Limonene
Pendulum	Pendimethanlian
PT Alpine	Dinotefuran
Q4 Plus	Quinclorac, 24D, Dicamba and Sulfentrazone
Round- Up	Glyphosate
Speed Zone	Carfentrazone-Ethyl, 24D and Dicamba
Surflan	Oryzalin
Suspend Polyzone	Deltamethrin
Tengard SFR	Permethrin
Tahoe	Turfalon Ester
Termidor SC	Fipronil

Further information regarding pesticides and their alternatives can be found at [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

# Internet Use Policy

## Acceptable Internet Use Policy

All students and parents must sign an Internet/E-mail/Network Use Agreement and Permission Form in order for students to use a computer at school. The form details the district's policy and student technology use expectations.

## Work Permits

### Work Permit

The Division of Labor regulates the employment of minors. In addition to the labor laws, the Oroville Union High School District has established the following minimum requirements that students must meet to obtain a work permit: students must maintain a 2.0 GPA, have 85% attendance, cannot get a failing grade on any quarter or semester report card, and must follow all school rules. Student will not be excused from Saturday school due to a work schedule conflict. According to federal law, the school **must** revoke work permits if the student's employment is impairing his/her education. Work permit applications and more detailed information is available in the counseling office at Las Plumas and Oroville High and in the main office at Prospect High, and Community Day School.

## Additional Information/Questions

### Further Information

Please contact your school site or the district office for further information regarding our school, programs, policies and procedures.

Notes: \_\_\_\_\_

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