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Introduction

This handbook is intended to serve as a guide to student policies related to Nordhoff Junior High and High School. Students and parents should familiarize themselves with the handbook, as you will be responsible for understanding the contents.

Parents should feel free to contact the school with questions or concerns. Administrators, counselors and teachers welcome the opportunity to communicate with students and parents. Please visit the Nordhoff Junior High and High School website (<https://www.ojaiusd.org/o/nhs>) for announcements and events.

The Ojai Unified School District has adopted a policy that prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, immigration status, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. The policy applies to all acts related to school activity or school attendance within a school under the jurisdiction of the superintendent of the school district.

Nordhoff Vision Statement

Nordhoff will offer our students high quality educational experiences. We will foster a welcoming and engaging learning environment where students are able to grow to their greatest potential and become contributing members in our ever changing world.

Nordhoff Mission Statement

Nordhoff students prepare for the future through engaging and meaningful instruction across all subject areas, promoting well-rounded growth as citizens, students, artists and athletes.

Nordhoff Graduation Goals/Schoolwide Learner Outcomes

- Rangers will acquire an **essential body of knowledge** defined by the California state standards, including opportunities for extended and advanced learning. Rangers will also learn and demonstrate **technological literacy**.
- Rangers will demonstrate **critical thinking skills** including interpretation, analysis, synthesis and evaluation of what they see, hear and read, supporting their ideas with evidence. Rangers will demonstrate **effective communication skills** through listening, speaking, reading and writing.
- Rangers will convey **the relevance of their studies to real world problems**. Collaboration with their counselors, teachers, and parents will keep them on track with their educational/career path.
- Rangers will practice their **emotional maturity, empathy, and wellness mindset** with everyone they meet with growing confidence over time. Our students engage in their **social and civic responsibilities** by caring for others and their environment.
- Rangers will have a range of elective and extra curricular opportunities to experience and foster a growth mindset through an **appreciation of literary, visual, and performing arts**.

Nordhoff Philosophy

Welcome Letter

Ranger Families,

Welcome to the 2025–26 school year! With two years of consolidation behind us, we reflect with pride on the accomplishments and growth of our new 7th–12th grade campus. Throughout this journey, we've overcome challenges and gained a deeper appreciation for the resilience and resourcefulness of our students and staff. Nordhoff continues to thrive as a school of excellence.

Our community remains steadfast in supporting student-centered initiatives, especially in academic intervention and enrichment opportunities. Ranger Pride has risen to the occasion, helping to shape a vibrant and inclusive school culture through every new experience.

As we begin this new school year, we know how important it is to start strong. Here's to another year of growth, learning, and success!

Students, please take time to plan and develop your daily routines as success and quality of work is a habit developed over time. We have 180 school days spread out over 10 months so pace yourself and find a proper balance between your studies, your extracurricular activities, your families, and your personal life.

Families, the school year can be a roller coaster ride, with ups and downs, so please support this journey with patience, understanding, and a high level of expectation because your influence is just as important in a student's success as their teachers and administrators. What happens outside the classroom also determines the success inside the classroom.

To everyone, please communicate with us as often as necessary. We cannot do the hard work without your help and support. We need as much information as possible to provide the best service possible. There will be times when things don't go right. This applies to all of us--students, teachers, families, administrators, coaches, and staff. If something does not happen according to your expectations, please reach out to us, ask questions, and then please give us the opportunity to resolve it. If it is not resolved to your liking, there are appropriate channels and people you can contact to continue seeking resolution.

We hope the 2025-26 school year will be a successful one for you and your family.

Sincerely,

Dave Monson,
Principal

Marshall Webb,
Assistant Principal

Debbie Allen,
Assistant Principal

Susan Dvortcsak,
Dean of Students

Ranger PRIDE

The Ranger Pride diagram reveals the School Wide Behavioral Expectations that all students and staff should strive to achieve. Whether in the classroom, on campus, at school events, in the community or online, Rangers take PRIDE in their behavior.

NI RANGER PRIDE					
<i>The PRIDE of a RANGER shows...</i>	IN CLASS	ON CAMPUS	SCHOOL EVENTS	COMMUNITY	SOCIAL MEDIA
P Passion	by showing up on time with a positive attitude, engaging and actively participating	by showing positive energy and enthusiasm about being a part of student life	by being involved and showing support and excitement for your activities and for others	by participating in community events and partnering with community groups	by promoting positive activities and supporting the accomplishments of our students
R Respect	by paying attention, listening when others speak, and communicating with kindness	by keeping the campus clean, using appropriate language and treating others with dignity	by honoring and appropriately celebrating successes and handling defeat with humility	by using appropriate actions and expressing gratitude when visiting local businesses	by recognizing and allowing space for the diversity of others' opinions, beliefs and interests
I Integrity	by being honest, completing one's own work, and taking responsibility for one's actions	by following behavior expectations and being true to your word	by representing your school with positive words and actions	by doing the right thing even when no one is watching	by truthfully representing yourself in online posts and responses and with consideration for others
D Determination	by working hard, not giving up when challenged and always doing one's best	by staying focused on your goals and making good choices	by showing up prepared with your best effort in order to succeed individually and as a group	by finding ways to serve and contribute to the betterment of the Ojai Valley	by using your platform to support and encourage others
E Empathy	by helping others, showing compassion, understanding one another and being inclusive	by considering the needs and concerns of others and making them feel accepted	by showing good sportsmanship when participating or supporting Ranger activities	by treating others the way you would want to be treated yourself	by pausing and thinking about how your online actions will affect others

How to Ranger

1. **Be a good Ranger. Be friendly and kind to other students on campus.** Introduce yourself to students you don't know in your classes. Avoid gossip and name-calling both on and off-campus (especially online) and all other forms of mean-spiritedness. Smile at others and say "hi" to them when you walk past. Treat others how you would like to be treated. If you see something happening to a fellow Ranger that is unjust, stand up for him/her without physical contact and tell a teacher, counselor or administrator.
2. **Be a good human being.** When you make a mistake, admit when you're wrong. If possible, make amends to the person(s) that you wronged. If you admit when you are wrong, accept the consequences and offer a sincere apology; you generate others' respect and you will feel better about yourself too.
3. **Love the earth,** especially the part of it that you live on, which for about seven hours a day is the campus of Nordhoff Junior High and High School. Pick up your trash during snack and lunch. Consider picking up a wayward piece of trash between classes.
4. **Get involved and make new friends.** Come to sporting events after school, join an athletic team or club, get involved in drama, dance or the music department, register for a CTE pathway, become a peer tutor, volunteer to be an ambassador to students with special needs, or join leadership. If you need more ideas, talk to your teacher or counselor. If there isn't a club on campus based on your interests, start your own club.
5. **Get to know your teachers.** If you need academic help, find a time to talk to your teacher privately - before class, after class, after school, before school, snack or lunch. Don't wait. If you are lost, getting behind or confused about a grade, talk to your teacher right away.
6. **Get to know your counselors.** If you need academic help, schedule an appointment with your counselor. If you're having trouble talking to your teachers, your counselor can help you strategize about how to approach and talk to them. Your counselor can also help you set goals, create a time management schedule and prioritize your work. If you are struggling with non-academic issues (i.e. emotional or social concerns), your counselor can help. You may also scan the QR code in the office to see a therapist in the wellness center.
7. **Attending intervention/enrichment.** High school students are required to attend intervention or enrichment classes from 2pm - 3pm on double period days. Junior High students are encouraged to attend RangerQuest tutoring during these times in the library where they can receive help from teachers, community and peer tutors. High School students who do not attend intervention/enrichment classes will lose 15 citizenship points per missed class.
8. **Work hard and do your best in your classes.** Check your grades on Canvas often. By tracking your grades regularly, you will be able to keep track of any missing assignments as well as determine where you might need extra help.

Office Contact Information

NHS Office Hours: M-Fri 7:30am - 4pm

Report a Student Absence - ext. 2710

Please call NHS 805-640-4343 at the following extensions:

Principal - Dave Monson ext. 1760	Office Manager - Irma Singh ext. 1760
Assistant Principal - Marshall Webb ext. 1763	Registrar/Counseling Assistant - Alejandra Nava ext. 1763
Assistant Principal - Debbie Allen ext. 1761	Attendance Office - Cindy Boehm ext. 1761
Dean of Students - Susan Dvortcsak ext. 1761	Head Counselor (7th-9th) - Carly Futoran ext. 1755
Athletic Director - Rene Nakao- Mauch ext. 1770	Counselor (10th) - Paul Curci ext. 1756
Athletic Assistant - Kyle Poe ext. 1764	Counselor (11th-12th) - Kelly Freedland ext. 1757
ASB Clerk - 1771	Nurse - Haley Hernandez ext. 1010

Bell Schedule

Nordhoff offers a modified block bell schedule, with single periods Mondays-Wednesdays and double periods on Thursdays-Fridays. Zero period and seventh period classes meet every day of the week.

<u>Monday - Wednesday Single Periods</u>		<u>Thursday and Friday double periods</u> (Thursday=periods 1,3,5, Friday=periods 2,4,6)	
Time	Period	Time (minutes)	Period
7:27 - 8:24 (57)	0	7:27 - 8:24 (57)	0
8:24 (6)	Passing	8:24 (6)	Passing
8:30 - 9:27 (57)	1	8:30 - 10:00 (90)	1/2
9:27 - 9:33 (6)	Passing	10:00 - 10:05 (5)	Start of snack for JHS students
9:33 - 10: 30 (57)	2	10:05 - 10:15 (10)	Snack
10:30 - 10:35 (5)	Start of snack for JHS students	10:15 - 10:21 (6)	Passing
10:35 - 10:45 (10)	Snack	10:21 - 11:50 (89)	3/4
10:45 - 10:51 (6)	Passing	11:50 - 11:55 (5)	Start of lunch for JHS students
10:51 - 11:47 (56)	3	11:55 - 12:25 (30)	Lunch
11:47 - 11:53 (6)	Passing	12:25 - 12:31 (6)	Passing
11:53 - 12:50 (57)	4	12:31 - 2:00 (89)	5/6
12:50 - 12:55 (5)	Start of lunch for JHS students	2:00	End of day for JHS students Intervention / Enrichment for HS students
12:55 - 1:25 (30)	Lunch	2:00 - 2:06 (6)	Passing
1:25 - 1:31 (6)	Passing	2:06 - 3:00 (54)	Intervention / Enrichment for HS students
1:31 - 2:28 (57)	5	3:00	End of day for HS students
2:28 - 2:34 (6)	Passing		
2:34 - 3:30 (56)	6		

Rally bell schedules, Minimum Day and Final Exam schedules are listed in the link above.

2025-26 Instructional Calendar



2025-2026 Ojai Unified School District Instructional Calendar

July 2025						
Su	M	Tu	W	Th	F	Sa
		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		

August 2025						
Su	M	Tu	W	Th	F	Sa
					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						

September 2025						
Su	M	Tu	W	Th	F	Sa
	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				

October 2025						
Su	M	Tu	W	Th	F	Sa
			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	

November 2025						
Su	M	Tu	W	Th	F	Sa
						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						

December 2025						
Su	M	Tu	W	Th	F	Sa
	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			

July	
4	Independence day

August	
18	Teacher Professional Development/No Students
19	Teacher Work Day/Classified Professional Development/No Students
20	First Day of School

September	
1	Labor Day Holiday

October	
13	All Staff Professional Development/No Students
17	End of 1st Quarter

November	
11	Veterans Day Holiday
14	End of 1st Trimester
24-28	Thanksgiving Break

December	
19	End of 2nd Quarter/End of 1st Semester
22-31	Winter Break

January 2026						
Su	M	Tu	W	Th	F	Sa
				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

February 2026						
Su	M	Tu	W	Th	F	Sa
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

March 2026						
Su	M	Tu	W	Th	F	Sa
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				

April 2026						
Su	M	Tu	W	Th	F	Sa
				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	

May 2026						
Su	M	Tu	W	Th	F	Sa
					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						

June 2026						
Su	M	Tu	W	Th	F	Sa
	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				

January	
1st-2	Winter Break
19	Martin Luther King Jr. Day Holiday

February	
16-20	President's Break

March	
6	End of 2nd Trimester
9	Teacher Work Day/No Students
20	End of 3rd Quarter

April	
6-10	Spring Break

May	
25	Memorial Day Holiday

June	
9	A Place To Grow/Legacy/Summit Graduation
10	Last Day of School
10	Elementary Schools
11	Nordhoff Graduation

* Calendar Board Approved on 12/14/2022
 ** This Calendar includes 180 instructional days

Academics

Graduation Requirements

In order to graduate from Nordhoff High School, a student must complete the following course requirements with a total of **225** credits:

ENGLISH	4 years
SOCIAL SCIENCE	4 years
9 th grade	College and Career Foundations (1 semester); Health (1 semester)
10 th grade	World History (1 year)
11 th grade	U.S. History (1 year)
12 th grade	Economics (1 semester) / Government (1 semester)
MATHEMATICS	3 years
SCIENCE	3 years
FINE ARTS or FOREIGN LANGUAGE or CAREER / TECHNICAL EDUCATION	1 year
PHYSICAL EDUCATION	2 years

Report Cards, Progress Reports

The Nordhoff Junior High and High School academic year is divided into grading quarters. During the year, students receive four report grades, one for each quarter. In addition, one progress report in the middle of each quarter is posted online through [ParentConnect](#) to keep parents informed.

- The first and second quarter grades are combined to establish first semester grades, which will appear on a student's permanent transcript.
- The third and fourth quarter grades are combined to establish the second semester grades, which will also appear on a student's permanent transcript.

Additionally, parents and students have immediate feedback to grades through the Canvas portal. Parents can sign up for a Canvas Observer account to get access to their child's courses and grades. Please contact your child's teacher via email, ParentSquare, or appointment if you have any questions or concerns regarding their grade at any time during the year.

Class Schedules

Schedules will be given their class schedules during Ranger RoundUp in August.

Students are expected to remain in the classes they have been assigned, all semester. Schedule changes will be considered during the first week of each semester by having students use the digital QR code available in the counseling office. Schedule changes will not be granted based on teacher preference.

Dropping a class: Any course, including athletics, which is dropped after the third week of the semester may appear as an "F" on the report card / transcript.

Top Ten Senior Criteria

Top Seniors are determined by both GPA and point rankings based on a transcript review at the end of the first semester of the senior year.

- The GPA ranking is based on a transcript ranking as shown on the transcript.
- The point ranking is determined by following the calculation process as listed below. The point rankings system is designed to encourage and reward seniors to continue to enroll in rigorous classes and maintain a full schedule of classes through their senior year rather than take a lighter load of classes.

How to calculate the top seniors:

- Calculate only 6 classes per semester for 7 semesters (do not include spring semester of senior year) to calculate their points for Top Seniors. If one of the main 6 courses is office aide, student aide, peer tutor, P.E. etc. this calculates in. Athletics can count as a period if needed beginning the 20-21 school year. After school classes that have a credentialed teacher who is teaching the class as part of their contracted day can also count toward the 6 classes
- If there are more than 6 classes to consider in any given semester, we select the courses and grades that will award the most points.
- No summer school classes, unless an IGETC-approved* college course.
- No college classes, unless class is on approved IGETC** list
- No pass/fail or credit only classes.
- Weighted classes: Advanced Placement classes, Honors classes, and any IGETC classes
- Weighted classes of the same subject matter that are taken in multiple years (3 or more semesters) will only receive weighted credit for two semesters (i.e. AP Art, Wind Ensemble H) in order to create equity amongst students who may not have the ability to access these classes.

Point system:

<u>Non Weighted classes</u>	<u>Weighted classes</u>
A = 4	A = 5
B = 3	B = 4
C = 2	C = 3
D = 1	D = 1
F = 0	F = 0

Valedictorian, Salutatorian, and Top Seniors are determined by points and GPA. Each student will be given a GPA and Point ranking, and those rankings will be averaged to determine a final overall ranking. If there is a tie for Valedictorian, the Salutatorian is dropped.

*IGETC = *Intersegmental General Education Transfer Curriculum* (IGETC). IGETC is a series of courses, certified by the California community colleges, that you complete in order to satisfy the freshman/sophomore-level general education requirements at UC. [**IGETC example from Ventura College](#)

Academic Interventions

Nordhoff Junior High and High School is dedicated to ensuring that all students have the help and support they need to succeed and can access these supports when they need them. Students in need of support are identified by teachers and referred to academic interventions, which take place at the end of the school day on block scheduling days. Teachers can assign students to their classroom for academic support through the 5-Star app and then students can assign themselves when or if they haven't already been assigned by a teacher. Failure to attend an academic intervention class is a loss of 15 citizenship points per intervention since this time is considered instructional minutes, which is mandatory for all high school students. Students who are in good academic standing have the option of attending enrichment opportunities rather than intervention.

Thanks to several local educational organizations, we have a variety of other available academic support resources. For junior high students, RangerQuest tutoring is available in the library from 2-3pm on block scheduling days. For high school students, additional intervention support is available in the evenings for mathematics. Contact the school for more information.

If your student is in need of a tutor in a specific subject area, please contact the counseling office or your classroom teacher for assistance and options.

Academic Honesty

Nordhoff Junior High and High School values and actively encourages academic honesty, a set of principles that promote proper practice in teaching, learning, and assessment. Honesty, trust and integrity are vital components of the education process. All stakeholders in our community commit to supporting our students in upholding all elements of the Academic Integrity Policy as stated within.

Students will commit to:

- act with academic integrity to the extent that you demonstrate these values, and in particular to:
- complete and submit your original work created specifically for a class, or for a specific assignment.
- take full credit for your own work, and give full credit to others who have helped you or influenced you, or whose work you have incorporated into your own.
- represent your own work honestly and accurately.
- collaborate with other students only as specifically directed and authorized by the teacher.
- seek academic support throughout available teacher intervention and offered tutoring assistance

Teachers will commit to:

- teach and review this policy to all classes
- specify when collaboration is permitted on coursework
- teach students how to properly use and cite sources
- specify any resources that are not permitted to be used, with specific references to artificial intelligence

Administrators and Counselors will commit to:

- educate the entire school community on this policy
- provide ample academic supports to all students sitewide and refer students to appropriate interventions and supports as needed
- work in a restorative and educative manner with students that violate this policy
- collaborate with the Site Leadership Team to review and revise policy as needed

Here is a [link](#) to the Academic Integrity policy to view the details of minor and major infractions and their consequences.

Athletic Eligibility Policy

Athletic eligibility for all secondary students shall be determined in the [Nordhoff Ranger High School Athletic Handbook](#) and the [Nordhoff Ranger Junior High School Athletic Handbook](#).

Coaches and staff have the right to require additional standards in order for students to participate.

Attendance

Reporting an Absence: On the day of the absence, it is the responsibility of the student's parent or guardian to call the school at 640-4343, x2710, to report the absence.

ANY ABSENCE IS REQUIRED TO BE CLEARED THROUGH THE ATTENDANCE OFFICE WITHIN 48 HOURS TO BE EXCUSED.

Tardy to Campus: If a student arrives after the late bell at the start of the school day, they must report to the attendance office to sign in. If a student does not sign in, the attendance can not be changed from an absence to a tardy nor can it be excused.

Leaving Campus: If a student needs to check out of school for ANY reason (doctor appt., illness, personal, etc....), they must come to the office first. Attendance personnel will verify the need to check out either through a phone call, note, or in-person parent sign out. In most cases, a student can not be signed out verbally over the phone. For students in grades 7-10, a parent, guardian or approved emergency contact must physically sign them out in the attendance office.

ANY STUDENT THAT LEAVES CAMPUS WITHOUT PROPERLY SIGNING OUT MAY BE MARKED TRUANT.

Verified Absences: In order to excuse an absence, families must provide a document verifying the reason for the absence (ie. doctor appt card with time stamp, tournament schedule for ISPE-HC activity, etc)

SART/SARB - School Attendance Review Team/School Attendance Review Board. School attendance is required by law. When a student has truanancies, a remediation process begins to help the student and family resolve situations that may be the cause of the truanancies.

- **Letter #1** - a letter from the district advises parents/families of chronic absenteeism..
- **Letter #2**- parents will also be notified by ParentSquare of continued chronic absenteeism.
- **Letter #3**- parents will also be notified by phone of continued chronic absenteeism.

If truanancies continue, parents and students will be required to appear before the School Attendance Review Board (SARB). These proceedings could result in fines and restrictions for parents and students.

Teachers may use tardies/truancy as a factor in determining student grades. Each teacher's classroom policies will include grading information.

Citizenship: Ranger Pride Citizenship Program

A positive school culture is linked to better academic achievement and social development. Nordhoff is promoting character traits through a citizenship program. This program is not a global assessment of a student's personality, but rather tracks behaviors important to school success—such as punctuality and responsibility. Many of these character traits are important job skills and behaviors so we strongly encourage students (and their parents/guardians) to monitor their points and work hard to maintain privileges and become eligible for rewards. A benefit of this program is it gives students the opportunity for restorative practices towards teachers and our campus culture.

All students begin the year with 100 points and students who maintain at least a 60 points or better will be eligible for extracurricular activities on and off campus. Students who earn more than 100 points are eligible for Ranger Incentive Rewards. Students who earn less than 60 points will lose privileges related to on-campus extracurricular activities: end of the year celebrations and activities, graduation and promotion ceremonies, rally attendance, dances and participation in athletics and performing arts. These points are cumulative throughout the year so please keep close track as some students get so far behind that they find it difficult to earn back points to regain eligibility.

Students can earn back lost citizenship points by approaching any teacher, staff member, or administrator and request to assist them with a project, event, or classroom or campus clean-up. Students may earn a maximum of 15 points per day. For every 15 minutes of work, a student will earn back 3 points. Students can also earn 3 points for exhibiting behaviors that match the PRIDE program and having school personnel recognize those behaviors. Additionally, students may earn 5 points per session for attending Ranger Readiness, our attendance recovery program offered before and after school for 30 minutes, and also for attending Ranger Quest. Students may also make up 20 points by attending four hours of Saturday School. Citizenship points must be earned through school-related activities that directly impact Nordhoff. Students may not earn citizenship points during regularly scheduled class time. Citizenship points also can not be earned in an activity where students are already receiving a participation grade or requirement component of a class activity.

Students who are making up citizenship points must do so prior to the day of the eligible activity.

Points	Citizenship eligibility
101+	Super Ranger (eligible for all privileges and Ranger Reward)
60-100	Ranger (eligible for all privileges)

59 or less	Ranger in-training (not eligible for privileges)
------------	---

Campus activities	Points earned
Dress up days, lunchtime events, attendance at games, concerts, plays Join a club / attendance at meetings	2 points
P.R.I.D.E. recognition 15 minutes of Ranger help	3 points
Ranger Quest participation	5 points
Ranger Readiness per session	5 points
Saturday School	20 points

Campus violations	Point deduction
Tardy, dress code or citizenship violation --(littering, minor classroom issues)	-5 points
Classroom referral, cell phone and major campus violations, truancies	-15 points
Not attending intervention (Thursdays/Fridays)	-15 points
Suspension	-30 points

***Students may earn a maximum of 15 points per day**

Conduct and Discipline

Teachers will make every effort to implement classroom-based interventions and apply restorative practices to student behavior infractions. If teacher-led interventions are not successful, teachers will enter an administrative referral to administrators and/or the Dean of Students, and behavior will be documented in the student's record in QGIS. School administration will make every effort to engage in restorative and educational recourse as a way to use the behavior infraction as a learning opportunity rather than solely punitive. Should a student deny and/or refuse any restorative options offered, traditional discipline will occur.

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools. A student may be disciplined, suspended or expelled for any of the acts listed below if the act occurs while on school grounds, while going to or coming from school, during the lunch period (on or off campus), or during, going to, or coming from any school-sponsored activity at any school or on any school district's grounds.

Education Codes

Level 1 - A teacher in the classroom will generally handle these, but counselors and administrators are available for extra support. Infractions will be documented by teachers on the Progressive Discipline form. If after multiple instances of same/similar behavior, communication with parents, and/or no correction to behavior after teacher level interventions, students will be referred to Administration for further intervention and accountability measures.

Behavior	Education Code
Classroom disruption <ul style="list-style-type: none"> ● Picked on, bothered, or distracted other students ● Disrupted school activity 	48900(k)
<ul style="list-style-type: none"> ● Tardy truant (30+ minutes) and/or unexcused absences 	
<ul style="list-style-type: none"> ● Use of profanity or vulgarity 	
<ul style="list-style-type: none"> ● Dress code violation 	
<ul style="list-style-type: none"> ● Minor defiance of authority/disobedience* 	
<ul style="list-style-type: none"> ● Unauthorized use of cell phone and electronic devices 	
<ul style="list-style-type: none"> ● Severe defiance of authority/disobedience* (Grades 4-12 inclusive) 	

Level 2 - Administration commits to use alternatives to suspension whenever possible. All responses will include parent/guardian communication and restorative practices. Students may only be suspended or recommended for expulsion if the presence of the student causes a continuing danger to the physical safety of the student or others. Suspensions are not to exceed 5 schooldays.

Behavior	Education Code
(1) Caused, attempted, or threatened to cause physical injury to another person (2) Used force or violence upon the person of another, except in self-defense	48900(a)(1) & (2) and 48900(t)
Possessed, sold, or otherwise furnished a knife, explosive, or other dangerous object (unless they had prior written permission).	48900(b)
Possessed, used, sold, furnished, or been under the influence of a controlled substance, alcohol, or intoxicant.	48900(c)
Offered, arranged, or negotiated to sell a controlled substance, alcohol, intoxicant and sold, delivered, or furnished one or a representation of one of these. (Section 11053)	48900(d)
Committed or attempted to commit robbery or extortion.	48900(e)
Caused or attempted to cause damage to school property or private property.	48900(f)
Stole or attempted to steal school property or private property.	48900(g)
Possessed or used tobacco, or products containing tobacco or nicotine products (See Exhibit 5144 for specifics) unless the student has a prescription.	48900(h)
Committed an obscene act or engaged in habitual profanity or vulgarity.	48900(i)
Possessed, offered, arranged, or negotiated to sell drug paraphernalia (11014.5).	48900(j)
Disruption/defiance.* Grades 4-12 inclusive, suspendable with other offenses but not on their own.	48900(k)
Knowingly received stolen school property or private property.	48900(l)
Possessed imitation firearm.	48900(m)
Harassed, threatened, or intimidated a student witness.	48900(o)
Offered, arranged/negotiated to sell, or sold the prescription drug Soma.	48900(p)
Engaged in, or attempted to engage in, hazing.	48900(q)
Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.	48900(r)
Sexual harassment as defined in Section 212.5.**Grades 4-12 inclusive.	48900.2

Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.**Grades 4-12 inclusive	48900.3
Harassment, threats, or intimidation, directed against school district personnel or students. **Grades 4-12 inclusive	48900.4
Terroristic threats against school officials, school property, or both.	48900.7

Level 3 - Principal *must* suspend and *may* recommend for expulsion.

Behavior	Education Code
Causing serious physical injury to another person, except in self-defense.	48915(a)(1)(A)
Possession of any knife or other dangerous object of no reasonable use to the student.	48915(a)(1)9B)
Unlawful possession and/or use of any controlled substance (listed in 11053), except for either of the following: <ul style="list-style-type: none"> • The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis. • The possession of over-the-counter medication for use by the student for medical purposes or medication prescribed for the student by a physician. 	48915(a)(1)(C)
Committed robbery or extortion (Ed code based on severity).	48900(e) - or 48915(a)(1)(D)
Assault or battery, as defined in 240 and 242, upon any school employee.	48915(a)(1)(5)

Level 4 - Principal *must* recommend for expulsion. Automatic 5 day suspension.

Behavior	Education Code
Firearm <ul style="list-style-type: none"> ○ Possession of a firearm verified by an employee of the district and when student did not have prior written permission from a certificated employee which is concurred by the principal or designee. ○ Selling or otherwise furnishing a firearm. 	48915(c)(1)
Brandishing a knife at another person.	48915(c)(2)
Unlawfully selling a controlled substance listed in 11053 et. seq.	48915(c)(3)
Committing or attempting to commit a sexual assault or sexual battery as defined in subdivision (n) of 48900.	48915(c)(4), 48900(n)
Possession of an explosive.	48915(c)(5)

Referral Policy

- **First Referral** – The teacher will contact the parent, and the student will be counseled by an administrator.
- **Second Referral** – The teacher will contact the parent and a conference with the parent, student, teacher and administrator will be held.
- **Third Referral** – The teacher will contact the parent and the administration may hold a conference or IEP with the teacher, parent and student to determine an appropriate alternative placement for the student. Upon teacher discretion, a student may be dropped from the class with an F for the semester.

Depending on the severity or number of violations, consequences of not following school expectations may lead to additional consequences.

Bullying

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying can take many forms, including:

- **Physical bullying:** Hitting, kicking, pushing, or threatening to cause physical harm.
- **Verbal bullying:** Teasing, name-calling, inappropriate sexual comments, taunting, or threatening.
- **Social bullying:** Spreading rumors, purposefully excluding someone, or embarrassing someone in public.
- **Cyberbullying:** Using electronic communication (texts, emails, social media, etc.) to harass, threaten, or intimidate others.

School's Stance:

Our school is committed to providing a safe and respectful learning environment for all students. Bullying of any kind—by students, staff, or others—will not be tolerated on school grounds, at school-sponsored events, or through digital platforms affecting the school environment.

Reporting Bullying:

Students who experience or witness bullying should report it immediately to a teacher, counselor, or administrator. Reports can be made in person or anonymously using ssss@ojaiusd.org (See **Something Say Something**)

Investigation and Response:

All reports of bullying will be taken seriously and investigated promptly. Appropriate disciplinary action will be taken based on the severity and nature of the behavior, which may include counseling, parent meetings, detention, suspension, or other consequences as outlined in the Student Code of Conduct.

Retaliation Prohibited:

Retaliation against a student who reports bullying or participates in an investigation is strictly prohibited and will result in disciplinary action.

Support for Victims:

Students affected by bullying will be provided with support services, which may include counseling, conflict resolution, and monitoring by school staff.

Searches

The Governing Board 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, and only as authorized by law, Board policy, and administrative regulation, school officials may search students, their property, and/or district property under their control and may seize illegal, unsafe, or otherwise prohibited items. School officials shall exercise discretion and use good judgment when conducting searches.

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.

Searches Based on Individualized Suspicion

School officials may search an individual student, the student's property, or district property under the student's control when there is a reasonable suspicion that the search will uncover evidence that the student 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.

Any search of a student, the student's property, or district property under the student's 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. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, and student vehicles parked on district property. A student's personal electronic device may be searched only if a school official, in good faith, believes that an emergency involving danger of death or serious physical injury to the student or others requires access to the electronic device information. Employees shall not conduct strip searches or body cavity searches of any student. (Education Code 49050) 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.

Searches of Student Lockers and 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 Contraband Detection Dogs

In an effort to keep the schools free of dangerous contraband, the district may use specially trained, non aggressive 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 individualized suspicion.

Counseling Services

Counseling

Our district currently provides individual and group counseling services, free of charge, to students K-12th grade to address school-based issues. These services are provided by Marriage and Family or Social Work Associates and Trainees, under direct clinical supervision of our licensed district mental health clinician, on the school campus and during school hours. Referrals are typically made through each school's SST (student study team) or 504 Plan. School-based counseling averages between 6 weeks and 6 months and can occur individually or in a group setting to address concerns such as stress, anxiety, depression, social relationships, etc. To request support, our Mental Health Clinician can be reached at 805-640-4343 x1858 or beth.burke@ojaiusd.org.

24/7 Emotional Support for Parents, Children and Youth

For crisis or immediate support, call or text 988. The California Parent & Youth Helpline and Parents Anonymous® Inc. launched the [California Parent & Youth Helpline](#) and Online [Parents Anonymous®](#) Support Groups in response to the Coronavirus to provide free trauma-informed, evidenced-based emotional support to Parents, Children and Youth in any language via calls, text, live chat and email. The California Parents & Youth Helpline operates 7 days a week from 8:00AM-8:00PM. In this confidential setting, Parents address their underlying emotions and build resiliency to strengthen their family.

[BrightLife Kids](#) (ages 0-12) and [Soluna](#) (ages 13-25) are free, statewide behavioral health platforms that offer children, youth, young adults, and families access to timely, culturally responsive, and confidential mental health support. Services are available to all California families, regardless of income, immigration status, or insurance coverage. The platforms are available in English and Spanish.

Coping Strategies

[Coping Skills](#) [Mindfulness](#) [CDC: Helping Children Cope](#)

Wellness Center

Nordhoff Junior High School offers a Wellness Center for 7th and 8th grade students to help meet students' social, emotional, and other needs. Students can work with each other on activities or find solace in a quiet corner with study materials or a book. No students are allowed in a Wellness Center without the presence of an adult. Respect for others, staff, and the Wellness Center is expected.

ACES and Self Care

The conversation around children's mental health needs has been growing for years. There have been great advancements in neuropsychological research and neuroimaging that have improved our understanding of how our experiences affect brain chemistry and development. We now understand that exposure to chronic environmental stressors (poverty, community violence, familial disruption and instability) and the effects of traumatic incidents, also known as [Adverse Childhood Experiences \(ACEs\)](#), can alter a child's brain development, hindering their ability to learn and their development of self-regulation and other important social skills.

[Self-Care Tool for Kids](#) [Self-Care Tool for Adults](#)

Eligibility: Other

Eligibility Requirements for Overnight Field Trips, Performing Groups, and Spring Musical

All students must adhere to the following rules of eligibility:

1. Must have a 2.0 grade point average for the preceding quarter, checked quarterly.
2. Must have a minimum of 60 citizenship points, checked weekly.

Failure to meet the above two criteria means a student:

- a) cannot participate in performances or attend overnight field trips, until quarter grade or citizenship points meet eligibility requirements.
 - b) may practice with a group but not participate in any performance, travel with the group during school hours, or participate in any afterschool performance.
3. For any suspension, the student will miss the event while suspended or the next event after the incident which caused the suspension.
 4. For any suspensions related to violations of drugs or alcohol:
1st time offense: The student shall be suspended from performances and activities for a 2 week period from the date of the violation and may not attend performances or activities.
2nd time offense: the student shall be suspended from performances or activities for a 4 week period from the date of the violation and may not attend performances or activities.
 5. Students must be in school all day in order to participate in performances and at least $\frac{2}{3}$ of their school day in order to practice / rehearse. Requests for exceptions must be made to Administration prior to the time missed.

Site Policies

Cell Phones

Cell phones and non-district issued devices (ie. apple watches, etc) are not allowed to be accessed during class time.

Nordhoff High School students may use their devices during snack and lunch; however, Nordhoff Junior High students may not use their devices during snack, lunch, and during passing periods. Any ineligible students using their phones during snack, lunch, or passing periods will have their device confiscated and sent to the office for the remainder of the day, resulting in a cell phone offense. Based on attendance, citizenship points, behavior, and grades after the first grading period, Nordhoff Junior High students may earn access to areas outside the junior high designated area and with that, access to cell phone privileges during snack and lunch. This privilege may be revoked at any time.

Cell Phone/Device Progressive Discipline Process: (cumulative school wide policy)

1. A **first offense** for unauthorized use of a cell phone or device will result in a teacher confiscating the phone or device and holding it until the end of the period when the student must stay for a teacher/student discussion. The teacher will remind the student of the Cell Phone Policy and issue a warning of the next steps for violations and record the violation on the Progressive Discipline form.
2. A **second offense** for unauthorized use of a cell phone or device will result in the teacher confiscating the device, recording the violation on the Progressive Discipline form and submitting the form and the device to the office for the remainder of the day, and making a parent contact. Administration will apply a loss of 15 citizenship points, enter the violation in QGIS and the device can be picked up by the student at the end of the day.
3. A **third offense** for unauthorized use of a cell phone or device will result in the device being confiscated, the teacher recording the violation on the Progressive Discipline form and submitting the form and device to the office for the remainder of the day, loss of 15 citizenship points, and the device can be picked up by the parent upon completion of a signed behavior contract with administration and entered into QGIS.
4. A **fourth offense** for unauthorized use of a cell phone or device will result in the device being confiscated, the teacher recording the violation on the Progressive Discipline form and submitting the form and device to the office, loss of 15 citizenship points, a parent meeting with administration, and the device restricted from campus. The student will serve consequences as outlined in the behavior contract. The violation is entered into QGIS as a behavioral referral.
5. Any **additional offenses** will result in the continuing loss of citizenship points and further disciplinary actions.

Failure to comply with the cell phone policy will require a parent/guardian to pick the student up with an unexcused absence. Students will be responsible for any missed class work.

Dress Code

While the Nordhoff administration respects individuality in dress style, students are expected to come to school appropriately dressed, in a modest and respectful manner. Our goal is for students to dress in a way that shows respect toward self and others and contributes to a professional learning environment.

The following is a list of items not allowed at school:

- Clothing/items depicting weaponry, alcohol, tobacco, drugs, sexually related themes, racism, obscenity, gang-related activity, or symbols of intolerance or intimidation
- Clothing/outerwear must cover all undergarments at all times
- Extremely short clothing
- Bare feet
- Any item of clothing that disrupts the educational process

If a student is in violation of the dress code, the student will not be allowed to return to class until their attire conforms to the dress code and will lose 5 Citizenship Points per incident. . Responses to dress code violations:

6. Change clothes and turn in the articles of clothing until the end of the day.
(You may not simply cover up the article of clothing that is in violation (i.e., put on a sweater, inside-out the shirt, etc.)

Options:

- a. Use Nordhoff shirts/shorts that we can loan to you
- b. Use a change of clothes delivered to you from home (you may not leave campus to change). Students will be accountable to make up for any time missed from class.
- c. If it is currently during snack/lunch, you may acquire another article of clothing from your locker or from a friend.

You may pick up the article of clothing that you have left in the office at the end of the day.

7. Failure to comply with step 1 will require a parent/guardian to pick the student up with an unexcused absence. Students will be responsible for any missed class work.

E-bikes, Bicycles, Skateboard and Other Wheeled Vehicles

Bicycles must be parked in a bike rack area. The riding of bicycles, motorcycles, mopeds, roller skates and/or skateboards, etc is NOT allowed on campus. Skateboards used for transportation to/from school must be secured in the skateboard racks located in front of the F8 classroom. Skateboards cannot be carried around on campus during school hours. Any bike, skateboard, etc. not properly locked in an approved area may be confiscated by school administration. All students must abide by CA traffic laws when riding to and from school, including wearing helmets.

Extracurricular - School Activity Rules

All school rules apply at school activities (dances, athletic events, performances, field trips).

Students and guests are expected to behave courteously and in an orderly manner. Improper conduct will result in dismissal from the activity and possible restriction from future activities.

Students may not leave dances or football games and return.

ANY PERSON WHO IS UNDER THE INFLUENCE OF DRUGS OR ALCOHOL WILL BE TURNED OVER TO THEIR PARENTS / GUARDIANS. DISCIPLINARY ACTION WILL BE TAKEN.

Hall Policy

Teachers may dismiss a student from class, at their discretion, for the purposes of using the restroom, accessing their locker, getting a drink of water, etc. The following policies must be observed by teachers and students:

- Only one student permitted out of class at a time
- Students must have an official Nordhoff Hall Pass at all times
- Students must use the restroom / water fountain closest to the quad they came from
- Students must return to their classroom in a reasonable amount of time unless previously discussed or approved by the teacher to be out for longer
- Students may not be on their cell phones in the halls during class time
- Students may not enter other classrooms
- Students should maintain an appropriate volume when speaking and not whistle, yell, or engage in any other disruptive behavior

Jr. High All Campus Pass

Each quarter, junior high campus passes will be granted on the following eligibility criteria:

Grades:

- 2.0 GPA or higher
- No Fs

Behavior:

- 60+ Citizenship points
- No suspendable violations (according to Ed.Code 48900)
- No Level 2+ or higher cell phone violations

Attendance:

- No more than 6+ tardies and/or any attendance letters per quarter
- No truancies (ditching class)

4th quarter criteria will determine the next year's first quarter eligibility.

Lunch Passes

All students must remain on campus from the start of their scheduled school day. Only 11th and 12 with eligible lunch passes may leave campus during the lunch break. **Grade 7-10 students may not leave campus on a lunch pass during the school day.**

Each quarter, off campus lunch passes will be granted on the following eligibility criteria:

- 2.0 GPA
- No Fs
- No suspendable violations (according to Ed.Code 48900)
- No more than 6 tardies and/or unexcused absences TOTAL per quarter
- No truancies
- Parent permission

The parking lot is open only to juniors and seniors during lunch and snack.

Student IDs must be scanned before a student may leave campus. Students are encouraged to have their ID on them at all times and to have a picture of their ID stored on their phone.

4th quarter criteria will determine the next year's first quarter eligibility.

Students who leave campus without permission at any time during the day or take other students off campus without permission, or have underclassmen in their car in the parking lot will forfeit their lunch pass for the current and next grading period, or when they first regain eligibility if they currently do not have a pass.

Restrooms

- Students may use restrooms by requesting a hall pass from their teacher. After doing so, students should visit the restroom nearest to their classroom.
- Cell phones and other electronic devices are not permitted during restroom breaks that occur during class time.
- Students may not congregate or loiter in the bathrooms.
- If a student does not have a hall pass, they will be escorted back to their classroom.
- Only one student per stall is permitted. If more than one student is found sharing a stall they may be escorted to the front office where they will meet with an administrator and are subject to a search of their belongings and self-search. Parents will be notified if this occurs.
- Vandalism to bathrooms will result in its closure until the damage can be repaired.

Nordhoff custodians work hard to keep our restrooms clean and stocked with toiletries. If you notice an issue, please make someone in the administration office aware of the issue so they can fix it as soon as possible.

Parking

- Parking on campus is a privilege. Any violation of rules may restrict a student from parking on campus.
- Seniors may purchase personal parking spaces at Ranger RoundUp. If a student is interested in painting their parking space for the year, they must complete an application and receive permission prior to painting their space.
- Only students who are licensed are allowed to be driving a car, motorcycle or moped. Students must complete a parking permit application by the second week of school in order to use the parking lot. For the safety of our students, anyone violating these or other vehicle rules on the school campus will be reported to the police and cited.
- Students are not to park in the faculty lot at the east end of the school, or in designated staff parking stalls.
- For safety and security reasons, students may not sit inside cars. Students may be in the parking lot during snack and lunch if they have a valid lunch pass.
- Nordhoff is not responsible for damage or theft to any vehicle.
- **Only 11th and 12th grade students are allowed in the parking lot.**

Technology

1:1 device policy (Policy 6163.4: Student Use Of Technology)

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. All instructional staff shall receive a copy of this administrative regulation, the accompanying Board policy, and the district's Acceptable Use Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising student use of technological resources. All students using these resources shall receive instruction in their proper and appropriate use.

Teachers, administrators, and/or library media specialists shall prescreen technological resources and online sites that will be used for instructional purposes to ensure that they are appropriate for the intended purpose and the age of the students.

Online/Internet Services: User Obligations and Responsibilities

Students are authorized to use district equipment to access the Internet or other online services in accordance with Board policy, the user obligations and responsibilities specified below, and the district's Acceptable Use Agreement.

- The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers and passwords private and shall only use the account to which they have been assigned.
- Students shall use the district's system safely, responsibly, and primarily for educational purposes.
- Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs. Harmful matter includes matter, taken as a whole, which to the average

person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

- Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students also shall be cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians. Personal information includes the student's name, address, telephone number, Social Security number, or other personally identifiable information.
- Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.
- Students shall not use the system to engage in commercial or other for-profit activities.
- Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.
- Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.
- Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking." (cf. 5131.5 - Vandalism, Theft and Graffiti)
- Students shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or use another individual's identity.
- Students shall report any security problem or misuse of the services to the teacher or principal.
- The district reserves the right to monitor use of the district's systems for improper use without advance notice or consent. Students shall be informed that computer files and electronic communications, including email, are not private and may be accessed by the district for the purpose of ensuring proper use.
- Whenever a student is found to have violated Board policy, administrative regulation, or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

Student Services

Canvas - Canvas Observer

CANVAS is an online program that allows you to monitor your child's assignments, grades, and citizenship points. A parent account allows you to be an observer in your child's classes. Visit <https://www.ojaiusd.org/o/nhs/page/canvas> for more information.

Drop Off/Pick Up

We have a drop off lane in the main parking lot in front of the F-building and near the turnaround by the trolley stop. Avoid dropoff or pick up using the staff parking lot at the east end of campus.

Insurance

The Ojai Unified School District carries insurance only for the protection of the district. It does not assume the responsibility for ensuring each student. Most families have accident policies, which cover the insured for injuries sustained at school. There are companies that deal primarily with the students: such policies may be purchased for a few dollars per student per year. The school has forms that are sent home through Parent Square prior to the start of school. Extras are available in the school offices. We highly recommend that the students have some form of insurance since accidents do happen.

Interdistrict Transfers

A student can have their interdistrict transfer revoked if the following occur:

- Student is chronically tardy or absent from school.
- Student receives multiple classroom referrals and/or violates suspendable Education Codes.
- Student fails multiple classes and/or does not maintain a 2.0 GPA.
- False or misleading information was provided on the Interdistrict Transfer Agreement and/or accompanying documentation.
- Other conditions that occur that would render continuance inadvisable.

If the student is in non-compliance with the interdistrict transfer expectations, the family will receive a letter in the mail stating the non-compliance specifics. If the student remains in non-compliance, they may have their interdistrict transfer revoked. No junior or senior students can have their interdistrict transfer revoked.

Lockers

All 7th - 9th graders will have an assigned locker. The remaining lockers will be issued for 10th - 12th graders on a first-come, first-served basis. Lockers will be registered in the office. Locks will be cut and contents removed if not registered. Lockers are designed for day use only; do not leave contents overnight or over the weekend. THE SCHOOL IS NOT RESPONSIBLE FOR THEFT. PE lockers and locks will be assigned by the PE teacher.

Medicine at School

Students are not allowed to carry or take medication on their own at school or to share medication with others. If at all possible, medicine should be administered at home. If a student must take medication while at school, a completed and signed Nordhoff “Medical Authorization Form” from the student’s doctor must be on file in the Main Office. All medication must be brought to school in its original labeled container with the student’s full name, dosage, and times clearly indicated on the package, and given to the office manager to be locked up securely. Medication, including aspirin, Midol, and/or cold remedies cannot be administered by school personnel unless a signed authorization form is on file in the office. Authorization forms are available in the Main Office (640-4343 X1761).

Other Education Options

Legacy High School

Upperclass students who are credit deficient may request or be recommended to transfer to Legacy High in order to retrieve credits to remain on track for graduation. Families interested in considering Legacy High should reach out to Nordhoff’s Assistant Principal of Curriculum and Instruction.

Summit School

Summit School is a unique learning experience for local families. We offer a variety of curriculum options and our goal is to provide flexibility to families to meet their educational needs. The learning program offered at Summit School is individualized for each student, with parent and teacher collaboration, using a possible combination of online learning, project-based activities and traditional curriculum. A family can choose a traditional textbook curriculum, a hybrid model with some online learning as well as textbooks or a family might select a project based learning model. The majority of work is done through a homeschool/independent study model.

Home Hospital

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. (Education Code 48206.3) If you expect that your student qualifies for Home Hospital, please contact the site administration for review.

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. (Education Code 48206.3)

ParentConnect

Parent Connect is an online portal to the district's student information system and can be used to access your student's enrollment, school lunch account balances, class schedules, and student progress and quarterly grades.

HOW TO REGISTER: Click link [here](#) ALREADY REGISTERED: Visit ParentConnect [here](#).

ParentSquare

Parent Square is the preferred communication tool used throughout the OUSD. Parent Square is a safe and secure platform for all school-to-home communication. Parents will receive important information from administration, including requests to complete forms, and teachers/parents can easily communicate with each other. Optional settings allow the parent to receive information via text or email message. It is EXTREMELY IMPORTANT that families register with ParentSquare so they don't miss out on important messaging and information.

Once your child is registered with Nordhoff, a link will be sent to the email provided, requesting you to register with ParentSquare. Once registration is complete you are now set to receive communication.

Visitors

Visitors must come to the Administration Building and state their purpose for being on campus. All visitors must provide photo ID to gain admittance to campus. Non-students may not be on campus without permission. STUDENTS MAY NOT BRING GUESTS TO SCHOOL. All campus tours must be pre-arranged with the office prior to arriving on campus. There will be no tours during testing periods and during the first and last weeks of school.

Work Permits

The student's parent/guardian, foster parent, caregiver with whom the student resides, or residential shelter services provider shall file a written request for a work permit. (Education Code 49110). The request and form for the work permit shall be submitted to the attendance secretary, who will type the form and submit it to an administrator. The administrator shall have discretion to determine whether or not to issue the work permit.

In determining whether to approve a work permit, the administrator shall verify the student's date of birth, the type of work permit to be issued, and whether the student meets any other criteria established by the Board of Education. The administrator may inspect the student's records and/or may confer with at least one of the student's teachers for evidence of satisfactory school attendance and to determine whether the student possesses the motivation and maturity to maintain academic progress while working. Students granted work permits must maintain satisfactory school attendance. On a case-by-case basis, the administrator may approve a maximum work hour limit that is lower than the limit specified in law and administrative regulation.

The administrator shall revoke a student's work permit whenever he/she determines that employment is interfering with the student's education, that any provision or condition of the permit is being violated, or that the student is performing work in violation of law.
(Education Code 49116, 49164)

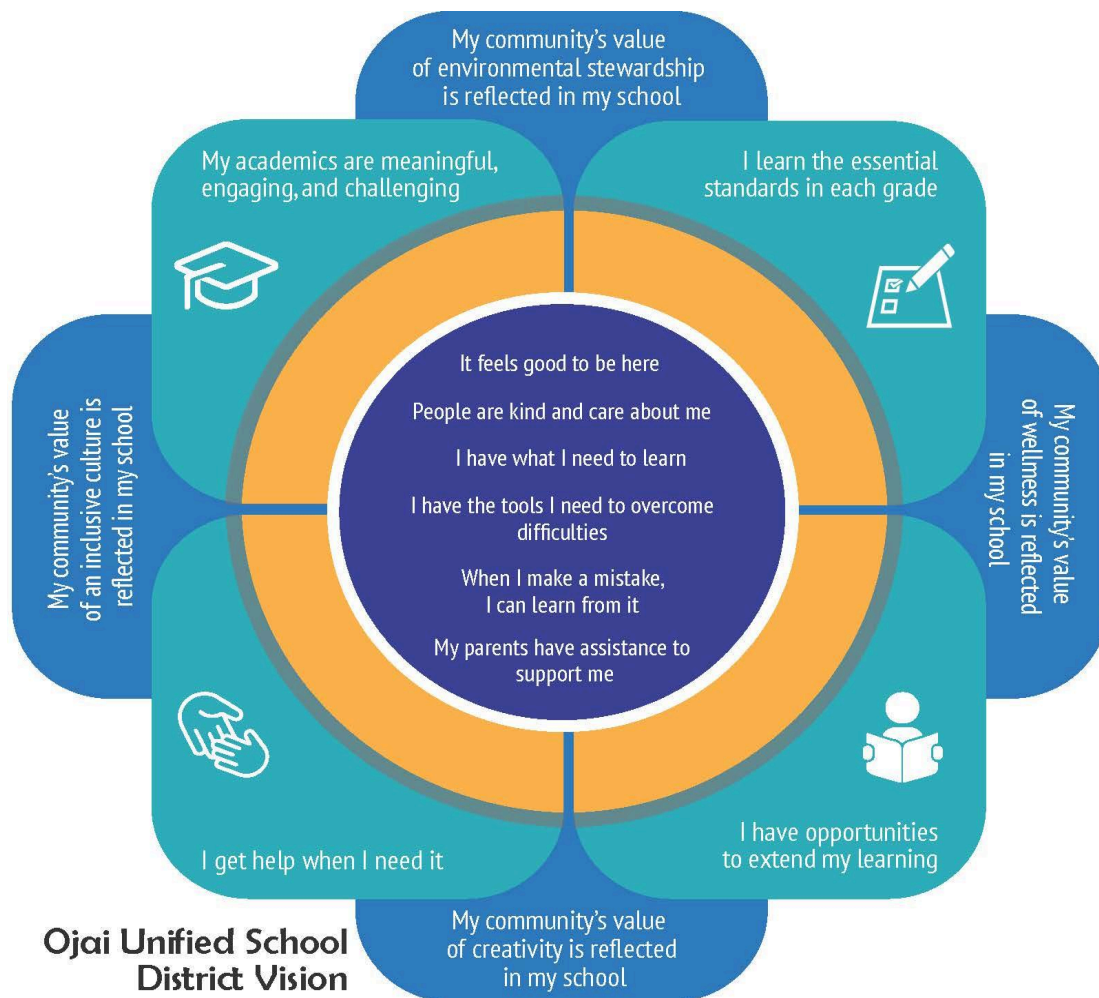
OUSD Mission

Ojai Unified School District embraces the values of environmental stewardship, wellness, creativity and the arts, and a culture of inclusion, and has implemented a Guiding Coalition engaged community members to help us build better practices across all of these objectives. We believe that community engagement is what makes our community and therefore our schools special.

We work from a student-centered vision that includes goals for the social and emotional well-being of our students, a plan for their academic success and a focus on making meaningful connections to our community values.

Education is an ever-changing art, and in our fast-paced and innovative world, we are committed to growing and developing unique programs to meet the needs of our students.

OUSD Vision



OUSD Non-discrimination Policy

The Ojai Unified School District is committed to providing equal opportunity for all individuals or groups in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, harassment, intimidation, bullying and sexual harassment based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy status, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics in all educational programs, school related or school sponsored activities, school attendance or employment policies which may have an impact or create a hostile environment at school as required by Title IX of the 1972 Education amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the California Fair Employment and Housing Act, and other applicable laws and regulations. For questions or concerns regarding discrimination, harassment, intimidation, bullying or sexual harassment, please contact the District's Discrimination, Equity, Complaint and Title IX Compliance Officer: Sherrill Knox, Assistant Superintendent Educational Services Ojai Unified School District 414 E. Ojai Avenue Ojai, CA 93023 or phone 805-640-4300 ext. 1015. Email sknox@ojaiusd.org.

Non-discrimination

UCP complaints

Complaints must be filed with the District's Complaint Officer, Dr. Sherrill Knox, under the timelines established by District policy. (Cal. Code Regs., tit. 5, § 4630(b))

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 the 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.

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.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

- Removing vulgar or offending graffiti
- Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond
- Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination
- Consistent with laws regarding the confidentiality of student and personnel records, communicating to students, parents/guardians, and the community the school's response plan to unlawful discrimination or harassment
- Taking appropriate disciplinary action against students, employees, and anyone determined to have engaged in wrongdoing in violation of district policy, including any student who is found to have filed a complaint of discrimination that the student knew was not true
- Process for Initiating and Responding to Complaints
- Students who feel that they have been subjected to unlawful discrimination described above or in district policy are strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, students who observe any such incident are strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.
- Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.
- Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When a report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, the principal or compliance officer shall notify the student or parent/guardian of the right to file a formal complaint in accordance with AR 1312.3 - Uniform Complaint Procedures or, for complaints of sexual harassment that meet the federal Title IX definition, AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Once notified verbally or in writing, the compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.