



PARENT ANNUAL NOTIFICATION GUIDE

2018 – 2019

NOTIFICATION OF PARENTAL RIGHTS AND RESPONSIBILITIES

California Education Code (EC) 48980 requires school districts to annually notify parents of their rights and responsibilities with respect to a number of topics. Additionally, Education Code 48982 requires that schools collect assurance from parents that they have been made aware of how to access the information contained in the Notification of Parental Rights and Responsibilities.

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EC 221.5: Career Counseling and Course Selection

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

EC 221.6: Title IX

Title IX of the Education Amendments of 1972 is one of several federal and state anti-discrimination laws that ensure equality in educational programs and activities that receive federal funding. Specifically, Title IX protects male and female pupils and employees, as well as transgender pupils and pupils who do not conform to sex stereotypes, against discrimination based on sex, including sexual harassment. California law also prohibits discrimination based on gender, gender expression, gender identity, and sexual orientation. Under Title IX, pupils may not be discriminated against based on their parental, family, or marital status, and pregnant and parenting pupils may not be excluded from participating in any educational program, including extracurricular activities, for which they qualify.

For more information about Title IX, or how to file a complaint of noncompliance with Title IX, contact: Kevin Lee

Assistant Superintendent, Human Resources
115 W. Allen Ave, San Dimas, CA
909-971-8200, x. 5400

EC 234: Safe Place to Learn Act

It is the policy of the State of California to ensure that all local education agencies continue to work to reduce discrimination, harassment, violence, intimidation, and bullying. It is further the policy of the state to improve pupil safety at schools and the connections between pupils and supportive adults, schools, and communities. As such, school districts must adopt policies and procedures that address the following:

1. Policy that prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in PC 422.55 and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.
2. Policy that applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district.
3. Process for receiving and investigating complaints of discrimination, harassment, intimidation, and bullying that shall include, but not be limited to all of the following:
 - (a) A requirement that, if school personnel witness an act of discrimination, harassment, intimidation, or bullying, he or she shall take immediate steps to intervene when safe to do so.
 - (b) A timeline to investigate and resolve complaints that shall be followed by all schools under the jurisdiction of the school district.
 - (c) An appeal process afforded to the complainant should he or she disagree with the resolution of a complaint filed.

- (d) Maintenance of complaints and their resolution for a minimum of one review cycle.
 - (e) Manner to ensure that complainants are protected from retaliation and that their identities remain confidential, as appropriate.
4. Identification of a responsible local educational agency officer for ensuring compliance.

The agency office responsible for compliance is: Mark Rodgers
Senior Director, Student Services
115 W Allen Ave, San Dimas, CA 91773
909-971-8200, x. 5320

To report an issue or file a complaint, contact the school office or the district office. A written complaint form can be accessed at <http://do.bonita.k12.ca.us/District/Educational-Services/Specialized-Student-Services/Uniform-Complaint-Procedures/index.html>.

EC 234.7: Educational Equity

All persons in public schools, regardless of their Immigration status, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other specified characteristic, are to be afforded equal rights and opportunities in the schools, and are not to be discriminated against on the basis of these specific characteristics in any program or activity conducted by the school that receives or benefits from state financial assistance or enrolls students who receive state financial aid. School officials are prohibited from collecting information or documents regarding citizenship or immigration status of students or their family members.

EC 313.2: English Learners Identification

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

EC 17612: Notification of Planned Use of Pesticide Products

The following products are used as pesticides in the Bonita Unified School District: Bayer Deltadust insecticide, Bayer Finale herbicide, Bayer Premise 2 insecticide, Bayer Premise Foam for termites, EcoPCO aerosol unscented insecticide, EcoPCO AR-X aerosol insecticide, NiBan-FG silverfish solution, Onslaught insecticide, Quali-Pro Prodiamine 4L, Speed Zone herbicide for turf, Syngenta Advio cockroach gel bait, and Syngenta Avion fire ant bait.

In addition, the Bonita Unified School district periodically contracts with *Janus Pest Control* for the eradication of swarms of bees. This generally does not require the use of a pesticide.

EC 32210: Behavior on School Grounds

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

In addition, any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable upon the first conviction of a fine not less than five hundred dollars (\$500) and not more than one thousand dollars (\$1,000), or by imprisonment in a county jail for not more than one (1) year, or by both the fine and imprisonment. (EC 44811)

EC 32255: Pupil Right to Alternative Assignment to Animal Dissection

- (a) Except as otherwise provided in Section 32255.6, any pupil with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, shall notify his or her teacher regarding this objection, upon notification by the school of his or her rights pursuant to Section 32255.4.
- (b) If the pupil chooses to refrain from participation in an education project involving the harmful or destructive use of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the pupil to develop and agree upon an alternate education project for the purpose of providing the pupil an alternate avenue for obtaining the knowledge, information, or experience required by the course of study in question.
- (c) The alternative education project shall require a comparable time and effort investment by the pupil. It shall not, as a means of penalizing the pupil, be more arduous than the original education project.
- (d) The pupil shall not be discriminated against based upon his or her decision to exercise his or her rights pursuant to this chapter.
- (e) Pupils choosing an alternative educational project shall pass all examinations of the respective course of study in order to receive credit for that course of study. However, if tests require the harmful or destructive use of animals, a pupil may, similarly, seek alternative tests pursuant to this chapter.
- (f) A pupil's objection to participating in an educational project pursuant to this section shall be substantiated by a note from his or her parent or guardian.

32255.4. Each teacher teaching a course that utilizes live or dead animals or animal parts shall also inform the pupils of their rights pursuant to this chapter.

Classes and activities, conducted as part of a program in agricultural education that provide instruction on the care, management, and evaluation of domestic animals are exempt from the provisions of this chapter.

EC 33479: Sudden Cardiac Arrest

Each school year, before a pupil participates in an athletic activity governed by the California Interscholastic Federation (CIF), the school shall collect and retain a copy of the sudden cardiac arrest information sheet required by the CIF for that pupil. Before a pupil participates in an athletic activity not governed by the CIF, the pupil and the pupil's parent or guardian shall sign and return an acknowledgment of receipt and review of the information sheet posted on the California Department of Education website.

EC 35256: School Accountability Report Cards

A School Accountability Report Card (SARC) is produced annually for each school in the Bonita Unified School District and is published no later than February 1 of each year.

The SARC for each school can be found on the District website at <http://do.bonita.k12.ca.us/District/Educational-Services/SARC/index.html>

If you would like a hard copy of a SARC please contact your school office or the Office of Student Services at 909-971-8330, ext. 5321.

EC 35291: Development of Rules for Governance and Discipline

The governing board of any school district shall prescribe rules not inconsistent with law or with the rules prescribed by the State Board of Education, for the government and discipline of the schools under its jurisdiction. The governing board of each school district which maintains any of grades 1 through 12, inclusive, may, at the time and in the manner prescribed by Sections 48980 and 48981, notify the parent or guardian of all pupils registered in schools of the district of the availability of rules of the district pertaining to student discipline.

Information on school rules and procedures, including the school discipline plan and actions that could result in suspension or expulsion, are produced and distributed by each school site. Please contact your school for more information.

Information on district rules and procedures are contained with the Board Policies and Administrative Regulations. District Board Policies can be found on the District website at <http://www.gamutonline.net/district/bonitausd/>

For a paper copy of a Board policy or administrative regulation, please contact the Education Services Division at 909-971-8200, ext. 5301.

EC 35291: Nondiscrimination and Sexual Harassment Policy

Nondiscrimination

In compliance with the "No Child Left Behind" Act and Title VI, Title IX, Education Amendment Act of 1972 and Section 504 of the Rehabilitation Act of 1973, the Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. District programs and activities shall be free from discrimination, harassment, intimidation, and bullying of any student based on the student's race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, gender transition, transgender status, or gender nonconformity; 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.

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the District. Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or

benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Sexual Harassment

It is the policy of the Bonita Unified School District Board of Education that all persons, regardless of their sex, be afforded equal rights and opportunities and enjoy freedom from discrimination of any kind in our educational programs and settings. Furthermore, it is the policy of the Bonita Unified School District Board of Education that sexual harassment of, or by, any employee or student shall not be tolerated. The Board considers sexual harassment to be a major offense, which can result in disciplinary action to the offending employee or suspension or expulsion of the offending student.

1. Pursuant to Education Code Section 212.5, sexual harassment is defined as follows:
 - A. "Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, progress or promotion."
 - B. "Submission to, or rejection of, the conduct by the individual is used as the basis for employment or academic decisions affecting the individual."
 - C. "The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment."
 - D. "Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution."
2. Students: In addition to the reasons specified in Education Code Section 48900; Section 48900.2 specifies that a student (in grades 4-12) may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the student is enrolled determines that the student has committed sexual harassment as described in Section 212.5. All recommendations and/or orders to expel shall be made pursuant to Education Code Section 48915.
 - A. For purposes of this policy, the conduct described in Education Code Section 48900.2 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.
 - B. Any student who feels that he or she has been the victim of sexual harassment as previously defined in this policy pursuant to the provisions of Education Code Section 212.5 shall immediately report the same to the principal or administrator of the school in which he or she is in attendance. The principal or administrator receiving the complaint shall immediately commence an investigation into the complaint. Any student who has knowledge of conduct by employees of the District, volunteers, or other individuals of the school community or students which may constitute sexual harassment as previously defined, are encouraged to immediately report such conduct to the principal or administrator of the school at which he/she is in attendance. The school's progressive discipline guide is printed in each school's handbook.

EC 35291: Uniform Complaint Procedures

The Bonita Unified School District is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. Whenever possible complaints should be discussed with the teacher or principal and resolved informally. If an informal resolution is not possible, the following formal complaint procedures apply.

The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints alleging: 1) failure to comply with federal or state law or regulations, 2) unlawful discrimination against any protected group based on actual or perceived characteristics set forth in Section 200 or 220 of the California Education Code or Section 11135 of the Government Code, 3) failure to comply with school safety planning requirements, 4) unlawful harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.5 of the California Penal Code, 5) unlawful imposition of pupil fees for participation in educational activities in public schools, or 6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3.

The Assistant Superintendent for Human Resources Development (Kevin Lee, 909-971-8200, ext. 5400) will receive and investigate formal written complaints alleging unlawful discrimination or the District's failure to comply with state or federal laws governing categorical programs. The complaint review process shall be completed and the complainant shall receive the District's written decision within 60 calendar days from the date the Human Resources Development Office receives the complaint, unless the complainant agrees in writing to an extension of the time line.

An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination. The complainant has the right to appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the District's decision. The appeal to the CDE must include a copy of the complaint filed with the District, a copy of the District's decision, and the rationale for appealing the District's decision—was the law misapplied or misinterpreted or were the facts incorrect.

A complainant may pursue available civil law remedies outside of the District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the District has appropriately, and in a timely manner, apprised a complainant of his/her right to file a complaint in accordance with Education Code 262.3 and Title 5 CCR 4622.

Copies of the District's complaint procedures are available free of charge from the Bonita Unified School District Human Resources Development Office, 115 Allen Ave., San Dimas CA 91773, and on the District website, do.bonita.k12.ca.us.

Supplemental Uniform Complaint Procedure (Williams)

The District has established policies and procedures regarding deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancy or mis-assignment. Uniform Complaint Procedures outlined in the Education Code and California Code of Regulations (5 CCR 4600 et seq.) are used to identify, investigate, and resolve complaints regarding those issues according to timelines specified under Uniform Complaint Procedures.

The Uniform Complaint Procedures and Title IX Compliance Officer for Bonita Unified School District is:

Kevin Lee
Assistant Superintendent, Human Resources Development
115 W. Allen Avenue, San Dimas, CA 91773
(909) 971-8200 ext. 5400

Complaints concerning special education programs shall be addressed in accordance with the regulations and procedures of the Special Education Local Planning Area.

For more information contact: Mark Rodgers
Senior Director Student Services
(909) 971-8330 ext. 5320

EC 44808.5 Off-Campus Lunch

The governing board of the Bonita Unified School District, pursuant to Education Code 44808.5, has decided to permit the students enrolled at Bonita High School and at San Dimas High School to leave the school grounds during the lunch period.

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

EC 46014: Absences for Religious Observance

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral and religious instruction at their respective places of worship or at other suitable place or places away from school property designated by the religious group, church, or denomination, which shall be in addition and supplementary to the instruction in manners and morals required elsewhere in this code. Such absence shall not be deemed absence in computing average daily attendance, if the following conditions are complied with:

- Each pupil so excused shall attend school at least the minimum school day for his grade for elementary schools, and as provided by the relevant provisions of the rules and regulations of the State Board of Education for secondary schools.
- No pupil shall be excused from school for such purpose on more than four days per school month.

EC 48205: Acceptable Reasons for Absence from School

(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to the pupil's illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California, and not more than three days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

Confidential Medical Appointments

This section is for the purpose of notifying parents/guardians that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian.

Absences for confidential medical appointments may be requested by the student and verified by the student's physician. When excusing students for confidential medical services or verifying such appointment, District staff shall not ask the purpose of such appointments. Staff may contact a doctor or medical office only to verify the time of the appointment.

EC 48205: Right of Pupils to Make Up Academic Work When Absent

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

(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

EC 48206.3: Availability of Individualized Instruction

(a) Except for those pupils receiving individual instruction provided pursuant to Section 48206.5, a pupil with a temporary disability which makes attendance in the regular day classes or alternative education program in which the pupil is enrolled impossible or inadvisable shall receive individual instruction provided by the district in which the pupil is deemed to reside.

(b) For purposes of this section and Sections 48206.5, 48207, and 48208, the following terms have the following meanings:

(1) "Individual instruction" means instruction provided to an individual pupil in the pupil's home, in a hospital or other residential health facility, excluding state hospitals, or under other circumstances prescribed by regulations adopted for that purpose by the State Board of Education.

(2) "Temporary disability" means a physical, mental, or emotional disability incurred while a pupil is enrolled in regular day classes or an alternative education program, and after which the pupil can reasonably be expected to return to regular day classes or the alternative education program without special intervention. A temporary disability shall not include a disability for which a pupil is identified as an individual with exceptional needs pursuant to Section 56026.

EC 48207: Students in Residence or Hospital Facilities

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

EC 48900: Suspensions

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

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a) (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and

represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) (A) “Electronic act” means the creation and transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- (i) A message, text, sound, video, or image.
 - (ii) A post on a social network Internet Web site, including, but not limited to:
 - (I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
 - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - (iii) An act of cyber sexual bullying.
 - (I) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - (II) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- (2) (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her

exceptional needs.

- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

EC 48915: Expulsions

- (a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:
 - (A) Causing serious physical injury to another person, except in self-defense.
 - (B) Possession of any knife or other dangerous object of no reasonable use to the pupil.
 - (C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:
 - (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
 - (D) Robbery or extortion.
 - (E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
- (a) (2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.
- (b) Upon recommendation by the principal or the superintendent of schools, or by a

hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel a pupil for any of those acts shall be based on a finding of one or both of the following:

- (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

- (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.
- (2) Brandishing a knife at another person.
- (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- (5) Possession of an explosive.

(d) The governing board of a school district shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

- (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
- (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
- (3) Is not housed at the schoolsite attended by the pupil at the time of suspension.

(e) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

- (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

Involuntary Transfers

Students involved in a serious dangerous activity on a school campus, or students showing chronic patterns of inappropriate behavior, may be referred to a Disciplinary Hearing Panel for consideration of an involuntary transfer to another program within the District.

Serious dangerous activities include:

- 1) Possession of drugs or alcohol while under the jurisdiction of the school or District.
- 2) Being under the influence of drugs or alcohol while under the jurisdiction of the school or District.
- 3) Possession of a weapon while under the jurisdiction of the school or District.
- 4) Involvement in a serious physical altercation while under the jurisdiction of the school or District.
- 5) Other incidents on a case-by-case basis (school must demonstrate the serious dangerous nature of the incident).

Chronic patterns of inappropriate behavior include:

- 1) Multiple suspensions for a similar type of behavior
- 2) Accumulating 10 or more days of suspension within a single school year

EC 48980: Schedule of Minimum and Student Free Days

BONITA UNIFIED SCHOOL DISTRICT

ACADEMIC SCHOOL CALENDAR

2018-2019

10 student days					12.5 teacher days				
AUGUST									
Mon	Tues	Wed	Thur	Fri					
			1	2	3				
6	7	8	9	10					
13	14	15	16	17					
# 20	21	22	23	24					
27	28	29	30	31					

19 student days					19 teacher days				
SEPTEMBER									
Mon	Tues	Wed	Thur	Fri					
* 3	4	5	6	7					
10	11	12	13	14					
u 17	18	19	20	21					
24	25	26	27	28					

22 student days					23 teacher days				
OCTOBER									
Mon	Tues	Wed	Thur	Fri					
1	2	a 3	a 4	br 5					
8	9	10	11	12					
15	16	17	18	19					
22	23	24	25	26					
29	30	31							

15 student days					16 teacher days				
NOVEMBER									
Mon	Tues	Wed	Thur	Fri					
			ce 1	gs 2					
5	6	7	8	9					
* 12	13	14	15	16					
^ 19	^ 20	^ 21	* 22	x 23					
26	27	28	29	30					

15 student days					15 teacher days				
DECEMBER									
Mon	Tues	Wed	Thur	Fri					
3	4	5	6	7					
10	11	12	13	14					
17	18	19	c 20	h 21					
x 24	* 25	^ 26	^ 27	^ 28					
x 31									

18 student days					18 teacher days				
JANUARY									
Mon	Tues	Wed	Thur	Fri					
	* 1	^ 2	^ 3	^ 4					
7	8	9	10	11					
14	15	16	17	18					
* 21	22	23	24	25					
28	29	30	31						

18 student days					18 teacher days				
FEBRUARY									
Mon	Tues	Wed	Thur	Fri					
				1					
4	5	6	7	8					
* 11	12	13	14	15					
* 18	19	20	21	22					
25	26	27	28						

20 student days					21 teacher days				
MARCH									
Mon	Tues	Wed	Thur	Fri					
				1					
4	a 5	a 6	a 7	j 8					
11	12	13	14	15					
18	19	20	21	22					
u 25	26	27	28	29					

17 student days					17 teacher days				
APRIL									
Mon	Tues	Wed	Thur	Fri					
x 1	^ 2	^ 3	^ 4	^ 5					
8	9	10	11	12					
15	16	17	18	19					
22	23	24	25	26					
29	30								

22 student days					22 teacher days				
MAY									
Mon	Tues	Wed	Thur	Fri					
		1	2	3					
6	7	8	9	10					
13	14	15	16	17					
20	c 21	22	23	24					
* 27	28	29	30	31					

4 student days					4 teacher days				
JUNE									
Mon	Tues	Wed	Thur	Fri					
3	4	ce 5	h 6	7					
10	11	12	13	14					
17	18	19	20	21					
24	25	26	27	28					

First day of School Aug 20

Grades 6-12

First Quarter Ends	Oct. 19
Second Quarter Ends (semester)	Dec. 21
Third Quarter Ends	Mar. 15
Fourth Quarter Ends (semester)	Jun. 6

Grades K-5

First Trimester Ends	Nov. 9
Second Trimester Ends	Mar. 1
Third Trimester Ends	Jun. 6

- # First day of School
- * Legal Holiday
- x Local Paid Recess
- ^ Local Recess

For future calendars, the intent is to start school two weeks prior to Labor Day

1st sch mth: 8/20-9/14
2nd sch mth: 9/17-10/12
3rd sch mth: 10/15-11/9
4th sch mth: 11/12-12/7
5th sch mth: 12/10-1/4
6th sch mth: 1/7-2/1
7th sch mth: 2/4-3/1
8th sch mth: 3/4-3/29
9th sch mth: 4/1-4/26
10th sch mth: 4/30-5/24
11th sch mth: 5/27-6/6

- a Minimum Day - K-5 (Parent Conf)
- b Parent Conf K-5 (Student free)
- c Minimum Day - Grades 9-12
- e Minimum Day - Grades 6-8
- g Parent Conf Grades 6-12 (Student free)
- h Minimum Day K-12
- j Staff Development Days (All Certificated Staff)
- l Teacher Work Day (No School) 1 day
- m Teacher Work Day (No School) 1/2 day
- r Staff Development Day - Grades 6-12
- s Staff Development Day - K-5
- u Kindergarten Time Change

The format of secondary level parent conferences will be a site based collaborative decision

EC 48980: Information on the California High School Exit Exam (CAHSEE)

Due to recent changes in legislation, the California High School Exit Exam is no longer required to earn a high school diploma in California. No replacement exam has been identified at this point by the State Board of Education.

Additional information about the CAHSEE can be found on the California Department of Education web site by following this link: <http://www.cde.ca.gov/ta/tg/hs>

EC 48980: Information on Existing Attendance Options

Residency, Permit and Enrollment Information

Residency

A minor between the ages of 6 and 18 is subject to compulsory education and, unless exempted, must enroll in the school district in which the parents/guardians reside. This includes a student placed in a foster home or licensed care institution, a student living in the home of a caregiver, or a student residing in a hospital located within the boundaries of the District.

A student in foster care, or a student identified as homeless, may remain in his/her school of origin within the District if placement is changed to another district and the District believes that continuing in the school of origin is in the best educational interest of the child.

Open Enrollment: Intra-District

Students currently residing within the Bonita Unified School District boundaries may apply for permanent school residency at any Bonita Unified school. An Intra-District Open Enrollment application can be printed from the district web site or picked up from the Office of Student Services. Applications are accepted during a designated window each year, which will be published on the district web site.

Permits: Intra-District

Students currently residing within the Bonita Unified School District boundaries and wishing to apply for an Intra-District permit for the first time may submit permits any time. An Intra-District permit application may be picked up from the student's current school of attendance/residence. Intra-District Permits are reviewed by school administration at the requested school and may be denied or revoked if the student has an unacceptable academic record, disciplinary history, or attendance pattern.

Permits: Inter-District

Students currently residing outside the Bonita Unified School District boundaries and wishing to apply for an Inter-District permit for the first time may submit permits any time. A new request for an Inter-District permit must first be submitted to the student's current district of residence for release from that district. Inter-District Permits are reviewed by school administration at the requested school and may be denied or revoked if the student has an unacceptable academic record, disciplinary history, or attendance pattern.

Enrollment Under the Allen Bill

Families can send their children to BUSD schools if one or both parents/guardians are employed in La Verne or San Dimas for 10 or more hours per week. Families can enroll their children in the school in the same neighborhood as their employer and use the employer's address to establish residency. No permit is required to enroll, and students do not need to be released from their district of residence.

EC 48980: State Funds to Defray Costs of Advanced Placement Exams

If funds are available, the Bonita Unified School District participates in the Advanced Placement Exam Fee Reimbursement Program through the California Department of Education. Through the program, low income students wishing to take Advanced Placement exams are eligible to have some of the cost of the exam subsidized. Please contact the school site for more information on how to access these funds.

EC 48980: Diploma Requirements and Career Technical Education Courses

Students wishing to earn a Bonita Unified School District high school diploma must complete a minimum of 220 semester credits, and must complete all classes listed in the table below. In addition to the subject requirements, all students must pass the California High School Exit Exam (CAHSEE) in Mathematics and English Language Arts and complete a Senior Project/Experience.

SUBJECT REQUIREMENT	SEMESTER CREDITS	COURSE
English	40	I, II, III, IV
Social Studies/ History	10	World History
	10	U. S. History
	5	Government
	5	Economics
Mathematics	10	Algebra I or higher
	10	Other Math Course
Science	10	Physical Science
	10	Biological Science
Physical Education	20	
Career Technical Education	10	
Visual-Performing Arts	10	
Electives	70	
Total	220	

Alternative Requirements for Students in Foster Care

California Education Code 51225.1 and 51225.3 allow for students designated as homeless youth who change schools following the completion of their second year of high school, and who do not have sufficient time to complete all Bonita Unified graduation requirements by the end of their fourth year, to be offered two options for earning a high school diploma. The

first option would allow the student to complete the minimum California state requirements for a high school diploma, which are listed in the table below, by the end of their fourth year. The second option would allow the student to remain for a fifth year of high school in order to complete all of the Bonita Unified requirements. Entering students are reviewed on a case-by-case basis to determine available options.

SUBJECT REQUIREMENT	SEMESTER CREDITS	COURSE
English	30	I, II, III
Social Studies/ History	10	World History
	10	U. S. History
	5	Government
	5	Economics
Mathematics	10	Algebra I or higher
	10	Other Math Course
Science	10	Physical Science
	10	Biological Science
Physical Education	20	
Foreign Language or Career Technical Education or Visual- Performing Arts	10	
Total	130	

A list of career technical education courses that fulfill the elective, “G”, requirement for entrance to the University of California or the California State University can be found on the District website in the High School Handbook at this link:

<http://do.bonita.k12.ca.us/documents/Educational%20Services/HSHandbook.pdf>

Alternative Requirements for Students Designated as Homeless Youth

California Education Code 51225.1 and 51225.3 allow for students in foster care who change schools following the completion of their second year of high school, and who do not have sufficient time to complete all Bonita Unified graduation requirements by the end of their fourth year, to be offered two options for earning a high school diploma. The first option would allow the student to complete the minimum California state requirements for a high school diploma, which are listed in the table below, by the end of their fourth year. The second option would allow the student to remain for a fifth year of high school in order to complete all of the Bonita Unified requirements. Entering students are reviewed on a case-by-case basis to determine available options.

SUBJECT REQUIREMENT	SEMESTER CREDITS	COURSE
English	30	I, II, III
Social Studies/ History	10	World History
	10	U. S. History

	5	Government
	5	Economics
Mathematics	10	Algebra I or higher
	10	Other Math Course
Science	10	Physical Science
	10	Biological Science
Physical Education	20	
Foreign Language or Career Technical Education or Visual- Performing Arts	10	
Total	130	

A list of career technical education courses that fulfill the elective, “G”, requirement for entrance to the University of California or the California State University can be found on the District website in the High School Handbook at this link:

<http://do.bonita.k12.ca.us/documents/Educational%20Services/HSHandbook.pdf>

EC 48987: Parent Guidelines for Child Abuse Reporting

How to File a Complaint of Child Abuse Committed at a School Site

Parents and guardians of pupils have the right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. To file a complaint, the parent or guardian must file a formal report with an appropriate local law enforcement agency. An appropriate law enforcement agency may be one of the following:

- A Police or Sheriff’s Department (not including a school district police department or school security department)
- A County Probation Department if designated by the county to receive child abuse reports, or
- A County Welfare Department/County Child Protective Services

The complaint may be filed over the telephone, in person, or in writing. A complaint may also be filed at the same time with your school district or county office of education. School districts and county offices of education, however, do not investigate child abuse allegations.

For more information on child abuse and child abuse reporting, visit the California Department of Education web site: <http://www.cde.ca.gov/ls/ss/ap/>

EC 49063: Pupil Records

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a pupil’s development and educational progress. The District will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the student’s educational record maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School

officials with legitimate educational interests may access student records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility.

Upon request from officials of another school district in which a student seeks or intends to enroll, the District shall disclose educational records without parental consent.

Student records are maintained centrally at the school of attendance in a cumulative folder and in a health folder for each student. For students with an Individualized Educational Program (IEP) or a 504 Plan, additional records are maintained in the Department of Special Education at the District Office. Student records are also maintained in Bonita Unified School District student information databases (Aeries and SEIS).

Parents' request to access their student's educational records must be submitted in a written form to the school Principal or to the District Office, and the school/district will have five (5) business days from the day of receipt of the request to provide access to the records.

Any challenge to school records must be submitted in writing to the Director of Student Services. A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the student. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

EC 49073: Directory Information

"Directory Information" includes one or more of the following items: student's name, address, telephone number, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent public or private school attended by the student.

No information may be released to private profit making entity other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil's directory information.

Directory information regarding a pupil identified as a homeless child or youth shall not be released unless a parent, or pupil given parental rights, has provided written consent that directory information may be released.

EC 49076.7: Pupil Records: Social Security Numbers

A school district, county office of education, or charter school shall not collect or solicit social security numbers or the last four digits of social security numbers from pupils or their parents or guardians unless otherwise required to do so by state or federal law.

EC 49091.14: Curriculum Prospectus

If requested, the Bonita Unified School District will provide a prospectus of the curriculum for any of the schools within the District, which includes titles, descriptions and instructional goals for each course offered by the school.

For a copy of the prospectus, please contact: Matthew Wien
Assistant Supt, Educational Services
115 W Allen Ave, San Dimas, CA 91773
909-971-8200, ext. 5300

EC 49403: Prevention and Control of Communicable Disease

(a) Notwithstanding any other law, the governing board of a school district shall cooperate with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children. For that purpose, the board may use any funds, property, and personnel of the district, and may permit a licensed physician and surgeon, or a health care practitioner listed in subdivision (b) who is acting under the direction of a supervising physician and surgeon, to administer an immunizing agent to a pupil whose parent or guardian has consented in writing to the administration of the immunizing agent.

(b) (1) The following health care practitioners, acting under the direction of a supervising physician and surgeon, may administer an immunizing agent within the course of a school immunization program:

- (A) A physician assistant.
- (B) A nurse practitioner.
- (C) A registered nurse.
- (D) A licensed vocational nurse.

(E) A nursing student who is acting under the supervision of a registered nurse, in accordance with applicable provisions of law.

(b) (2) A health care practitioner's authority to administer an immunizing agent pursuant to this subdivision is subject to the following conditions:

(A) The administration of an immunizing agent is upon the standing orders of a supervising physician and surgeon and in accordance with any written regulations that the State Department of Public Health may adopt.

(B) The school nurse is notified and he or she maintains control, as necessary, as supervisor of health in accordance with Sections 44871, 44877, 49422, and subdivision (a) of Section 49426.

(C) The health care practitioner may only administer immunizations for the prevention and control of any of the following:

- (i) Annual seasonal influenza.
- (ii) Influenza pandemic episodes.
- (iii) Other diseases that represent a current or potential outbreak as declared by a federal, state, or local public health officer.

(c) As used in this section, "supervising physician and surgeon" means the physician and surgeon of the local health department or school district that is directing the school immunization program.

(d) While nothing in this section shall be construed to require the physical presence of the supervising physician and surgeon, the supervising physician and surgeon shall require a health care practitioner under his or her direction to do both of the following:

(A) Satisfactorily demonstrate competence in the administration of the immunizing agent, including knowledge of all indications and contraindications for the administration of the agent, and the recognition and treatment of emergency reactions to the agent that constitute a danger to the health or life of the person receiving the immunization.

(B) Possess the medications and equipment that are required, in the medical judgment of the supervising physician and surgeon, to treat any emergency conditions and reactions caused by the immunizing agents that constitute a danger to the health or life of the person receiving the immunization, and to demonstrate the ability to administer the medications and use the equipment as necessary.

EC 49414: Emergency Treatment for Anaphylaxis

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

EC 49423: Pupil Assistance With Prescribed Medication

Any pupil who is required to take, during the regular school day, medication prescribed for him or her by a physician and surgeon or ordered for him or her by a physician assistant practicing in compliance with Chapter 7.7 (commencing with Section 3500) of Division 2 of the Business and Professions Code, may be assisted by the school nurse or other designated school personnel or may carry and self-administer prescription auto-injectable epinephrine. (b1) In order for a pupil to be assisted by a school nurse or other designated school personnel pursuant to subdivision (a), the school district shall obtain both a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent, foster parent, or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the statement of the physician and surgeon or physician assistant.

(b2) In order for a pupil to carry and self-administer prescription auto-injectable epinephrine pursuant to subdivision (a), the school district shall obtain both a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the pupil is able to self-administer auto-injectable epinephrine, and a written statement from the parent, foster parent, or guardian of the pupil consenting to the self-administration, providing a release for the school nurse or other designated school

personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering medication pursuant to this paragraph.

(A) The written statements specified in this subdivision shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

(B) A pupil may be subject to disciplinary action pursuant to Section 48900 if that pupil uses auto-injectable epinephrine in a manner other than as prescribed.

Students With Exceptional Needs

(a) Notwithstanding Section 49422, an individual with exceptional needs who requires specialized physical health care services, during the regular school day, may be assisted by any of the following individuals:

(1) Qualified persons who possess an appropriate credential issued pursuant to Section 44267 or 44267.5, or hold a valid certificate of public health nursing issued by the Board of Registered Nursing.

(2) Qualified designated school personnel trained in the administration of specialized physical health care if they perform those services under the supervision, as defined by Section 3051.12 of Title 5 of the California Code of Regulations, of a credentialed school nurse, public health nurse, or licensed physician and surgeon and the services are determined by the credentialed school nurse or licensed physician and surgeon, in consultation with the physician treating the pupil, to be all of the following:

(A) Routine for the pupil.

(B) Pose little potential harm for the pupil.

(C) Performed with predictable outcomes, as defined in the individualized education program of the pupil.

(D) Do not require a nursing assessment, interpretation, or decision making by the designated school personnel.

(b) Specialized health care or other services that require medically related training shall be provided pursuant to the procedures prescribed by Section 49423.

(c) Persons providing specialized physical health care services shall also demonstrate competence in basic cardiopulmonary resuscitation and shall be knowledgeable of the emergency medical resources available in the community in which the services are performed.

(d) "Specialized physical health care services," as used in this section, includes catheterization, gastric tube feeding, suctioning, or other services that require medically related training.

EC 49451: Right to Not Consent to a Pupil Physical Examination

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

EC 49452.9: Health Care Coverage

Your child and family may be eligible for free or low-cost health coverage. For information about health care coverage options and enrollment assistance, go to www.CoveredCA.com.

EC 49472: Availability of Pupil Accident Insurance

Bonita Unified School District health staff can assist parents with the process of enrolling their children into free or low cost health insurance programs such as Medi-Cal, Healthy Families, Healthy Kids and Kaiser Child Health Plan.

Additionally, parents of a student participating in interscholastic athletic teams may wish to acquire additional accident insurance for the student.

For more information on low cost health or accident insurance, contact the Health Office or the Athletics Department at the school site.

EC 49475: Concussions and Head Injuries

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district, charter school, or private school that elects to offer an athletic program must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete initiates practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course.

EC 49480: Medication Regimen

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

EC 49510: Nutrition Program

The State Department of Education has established a statewide program to provide nutritious meals and milk at school for pupils, and to provide free meals to the neediest children. In some instances, nominal cash payments may be required.

EC 49557.5: Child Hunger Prevention and Fair Treatment Act

Per the United States Department of Agriculture memorandum SP 46-2016, the school district must notify parents, students and staff of the Meal Charge Policy on how students who pay the full or reduced price cost of a reimbursable meal are impacted by having insufficient funds on hand or in their accounts to purchase a meal.

The Bonita Unified School District has a Meal Charge Policy about how students who pay the full or reduced cost of a school meal are impacted by not having enough cash on hand or in their account to purchase a meal. The meal charge policy may be found in the student handbook for the student's school of attendance.

EC 51225.1: Children of Military Families

If you are a military family, your child may qualify to be exempted from local graduation coursework requirements that are beyond the California state requirements. Please make an appointment with the school counselor to review your child's options for graduation. All coursework that was completed at another school outside of the Bonita Unified School District will be issued full or partial credit.

EC 51129: Information on College Admission

Students earning a high school diploma may choose to pursue higher education in one of three kinds of institutions: Community College, State University, Private College or University. Guidance on how to access admissions information for each is found below.

Community College

The California Community College system is available to all students with a valid high school Diploma. For more information on admissions and local campuses, visit the California Community Colleges web site at <http://www.cccco.edu/>

State University

In order for a student to be eligible to attend any of the campuses of the University of California, the student must meet minimum requirements for completed coursework, grades, and scores on the SAT and/or ACT. For a thorough review of all aspects of admission to the University of California, visit the admissions web site at

<http://www.universityofcalifornia.edu/admissions/>

In order for a student to be eligible to attend any of the campuses of the California State University, the student must meet minimum requirements for completed coursework, grades, and scores on the SAT and/or ACT. For a thorough review of all aspects of admission to the University of California, visit the admissions web site at

<http://www.calstate.edu/admission/admission.shtml>

Private College or University

Admission requirements and standards vary for private colleges and universities. To obtain more information, contact the private college or university of interest.

EC 51129: Information on Career Technical Education

The Bonita Unified School District offers more than 50 courses in the Career/Technical Education field. For more information on specific offerings at each school site, contact the counseling department or check the High School Handbook on the school web site.

For more information on the goals and objectives of the Career/Technical Education initiative, visit the California Department of Education web site at <http://www.cde.ca.gov/ci/ct/>

EC 51129: Availability of On-Campus Counseling

High schools and middle schools in the Bonita Unified School District employ full-time counselors to assist students with a range of needs, including personal/social issues, academic struggles, and career and post-secondary education planning. For more information on the services provided, and how to access these services, contact the Counseling Office at the school site.

EC 51512: Electronic Listening Devices

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

EC 51513: Surveys

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

EC 51938: Right to Excuse Pupils From Sexual Health Education

A parent or guardian of a pupil has the right to excuse their child from all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to that education.

For more information on the content and schedule for sexual health education, as well as procedures for excusing students from participation, please contact the school site.

Anonymous, voluntary, and confidential research and evaluation tools to measure pupils' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the pupil's attitudes concerning or practices relating to sex may be administered to any pupil in grades 7 to 12, inclusive, if the parent or guardian is notified in writing that this test, questionnaire, or survey is to be administered and the

pupil's parent or guardian is given the opportunity to review the test, questionnaire, or survey and to request in writing that his or her child not participate.

EC 69432.6: Cal Grant Program

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

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

HSC 104495: Tobacco-Free Campus

HSC 104495 prohibits smoking a cigarette, cigar, or other tobacco-related product and disposal of cigarette butts, cigar butts, or any other tobacco-related waste within 25 feet of any playground or tot lot sandbox area. Any person who violates this section is guilty of an infraction and shall be punished by a fine of two hundred fifty dollars (\$250) for each violation of this section. The prohibitions do not apply to private property or a public sidewalk located within 25 feet of a playground or a tot lot sandbox area.

BP 5145.12: Search and Seizure

School officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.

A search may be conducted when reasonable suspicion exists for acts related to school activity or school attendance, which occur at any time, including, but not limited to, while on school grounds, while going to or coming from school, or during a lunch period whether on or off campus, or during or while going to or coming from a school sponsored activity.

Any search of a student, his/her property, or district property under his/her control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials

are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

Employees shall not conduct strip searches or body cavity searches of any student.
(Education Code 49050)

Searches of individual students shall be conducted in the presence of at least two District employees or one District employee and the School Resource Officer or other law enforcement officer.

AR 5145.12: Canine Detection Program

The use of drug detecting canines shall be preventative, will be conducted on a random basis, and will not be used in response to a specific suspicion of drug use or possession.

Guidelines for the canine detection visits to school sites: program include the following:

- a. Drug-detection canines shall not be used in rooms occupied by persons except with the handler present.
- b. The dog canine shall be separated from the students and not allowed to sniff any individual.
- c. While the canine and handler are in the classroom, the students shall be permitted to observe their belongings at all times.
- d. Students shall not be required to pass by the dog canine while moving within the classroom or while the canine, with its handler, is entering or exiting the classroom.
- e. Canines may be used to sniff general areas such as lockers, locker rooms, a student parking lot without students present, or around student vehicles in the student parking lot.

At no time will the canine be allowed to sniff the person of a student, employee, visitor, or any individual while on District property.

The canines may sniff the air around lockers and items not in possession of the owner or vehicles on district property or at a district sponsored event.

Only well-trained, non-aggressive, and reliable dogs with all accompanying certifications and records will be used. Canines will be on leash and under the control of their handler and a District or site administrator or designee will also be present for all site canine detection visits.

Only the canine's official handler will determine what constitutes an alert by the canine. If the dog canine alerts on an object, the administrator present shall determine whether a further search is justified.

Notification of Right to Request 504 Eligibility Determination and Procedural Safeguards

Section 504 of the Rehabilitation Act of 1973 protects students with disabilities from discrimination based on their disabilities. The Section 504 regulations require a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or

severity of the disability.

Your child may be eligible for services under Section 504 of the Rehabilitation Act of 1973. You have the right to request a Section 504 eligibility determination meeting by contacting your School's designated Section 504 Chairperson or the District's Section 504 Coordinator. Parents of children diagnosed with or suspected of having any type of anxiety disorder, Attention Deficit Disorder, i.e. impulsive, attentive or hyperactive, or other disabilities, who, in the past, were determined to be ineligible under Section 504 or the Individuals with Disabilities Act (IDEA), are not precluded from requesting a Section 504 meeting or individualized education program (IEP) meeting to discuss current eligibility. Parents and/or Students have the following rights and procedural safeguards under Section 504:

1. Application. Section 504 protections apply to preschool, elementary, secondary and adult school programs or activities that receive federal financial assistance and to the recipients of said federal financial assistance for the operation of such programs and activities.
2. Parents' Rights. You have a right to be informed by the District of your rights under Section 504, including notification of the applicable procedure when a parent or guardian disagrees with a decision regarding the identification, evaluation, or placement or wishes to submit a complaint alleging discrimination or harassment of a student based on his or her actual or perceived disability.
3. FAPE. If eligible under Section 504, your child has the right to a free appropriate public education designed to meet his/her individual educational needs as adequately as the needs of non-disabled students are met.
4. Free Education. If eligible under Section 504, your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. If the District refers your child for aide, benefits or services by an entity not operated by the District it may be required to incur the cost of said aide, benefit or service, including the cost of transportation. Insurers and similar third parties are not relieved of an otherwise valid obligation to provide or pay for services provided to a disabled student.
5. Academic Setting. Your child has a right to be educated with non-disabled students and have an opportunity to participate in school and school-related activities to the maximum extent appropriate. 34 C.F.R. Section 104.34
6. Comparable Facilities. If eligible under Section 504, your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students.
7. Evaluations. Your child has a right to an evaluation prior to an initial Section 504 placement and prior to any subsequent significant change in placement.
8. Evaluation Procedures. Testing and other evaluation procedures must conform to the requirements of 34 C.F.R. Section 104.35 as to validation and administration, to ensure that they assess specific areas of educational need and are administered by trained and knowledgeable personnel.
9. Placement. Placement decisions must be made by a group of persons, including persons knowledgeable about your child, drawing upon evaluation data from a variety of sources, which is documented and reviewed to consider the placement options and the legal requirements in conformity with the FAPE, least restrictive environment and comparable facilities requirements.
10. Re-evaluations. If eligible under Section 504, your child has a right to periodic re-

- evaluations prior to any significant change in placement.
11. Notice. You have the right to receive notice as to yours and your child's rights as they pertain to the right to examine records, the right to an impartial hearing, the right to be represented by counsel, and the right to a review procedure concerning any decisions made on behalf of your child.
 12. Nonacademic Services. Your child has the right to an equal opportunity to participate in extracurricular activities such as, counseling, athletics, recreation, and special interest groups or clubs. 34 C.F.R. Section 104.39.
 13. Records. You have the right to examine relevant educational records of your child.
 14. Due Process Procedures. You have the right to request an impartial due process hearing with respect to the District's action regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney.
 15. Periodic Review. If eligible under Section 504, your child has a right to a periodic review of his or her Section 504 plan. Such meetings generally occur one time per year. However, if you, a teacher, or the Section 504 team believes that changes may be necessary to effectuate your child's educational program, you or these persons may request a Section 504 Plan meeting. The meeting shall be held within a reasonable period of time after receiving the request.
 16. Pre-disciplinary Considerations. If eligible under Section 504, you child has the right to a pre-disciplinary determination as to whether any misconduct was a manifestation of his or her disability.

Title I: Parent Notification

Allen Avenue Elementary, Ekstrand Elementary, Gladstone Elementary, Grace Miller Elementary, Roynon Elementary, Ramona Middle School, Lone Hill Middle School, Chaparral High School, and Vista School will receive Title I funds during the 2018-19 school year. Parents/guardians of a student attending one of these schools has the right to request information regarding the professional qualifications of the student's classroom teacher(s).

5 CCR 3831: Gifted and Talented Education Plan

The Bonita Unified School District offers a Gifted and Talented Education (GATE) program. To request information about the GATE plan, please contact:

Nancy Sifter
Program Coordinator, Categorical Programs
115 W Allen Ave, San Dimas, CA 91773
909-971-8200, ext. 5360

16 CFR 312.5: Student Use of Technological Resources

The Bonita Unified School District offers individualized instruction to students through a variety of technological resources. In some instances, the District will offer educational websites or applications that utilize personal information of students, such as name, screen name, user name, etc., in order to provide the individualized instruction. This includes Google applications, including email accounts, plus a number of other websites, examples of which can be found at this link: <http://do.bonita.k12.ca.us/District/Educational-Services/Educational-Technology/index.html>

40 CFR 763.93: Asbestos Management Plan

The Bonita Unified School District maintains and annually updates its management plan for asbestos-containing material in school buildings.

For a copy of the asbestos management plan, please contact:

Susan Hume
Assistant Superintendent, Business Services
115 W Allen Ave, San Dimas, CA 91773
909-971-8200, ext. 5200

HSC 120325: Immunizations

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

Beginning January 1, 2016, parents of students in any school, will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7th grade.

Students are not required to have immunizations if they attend a home-based private school or an independent study program and do not receive classroom-based instruction. However, parents must continue to provide immunizations records for these students to their schools. The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs.

A student not fully immunized may be temporarily excluded from a school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above.

20 USC 7912: Victim of a Violent Crime

A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, has the right to transfer to another school within the district. The District has 14 calendar days to offer students the option to transfer.

For more information, please contact: Mark Rodgers
Senior Director Student Services
115 W Allen Ave, San Dimas, CA 91773
909-971-8200, ext. 5320

42 USC 11431: McKinney-Vento Homeless Assistance Act

If your family lives in any of the following situations:

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act.

Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference and is feasible.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you need further assistance with your children's educational needs, please contact:

Mark Rodgers
Senior Director Student Services
115 W Allen Ave, San Dimas, CA 91773
909-971-8330, ext. 5320

Guidance: Know Your Educational Rights

Your Child has the Right to a Free Public Education

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.
- In California:
 - All children have the right to a free public education.
 - All children ages 6 to 18 years must be enrolled in school.
 - All students and staff have the right to attend safe, secure, and peaceful schools.
 - All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
 - All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

Information Required for School Enrollment

- When enrolling a child, schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school district must provide parents/guardians with written notice of the school's directory information policy, and let you know of your option to refuse release of your child's information in the directory.

Family Safety Plans if You Are Detained or Deported

- You have the option to provide your child's school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.
- You have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.