

2010-2011



Parent Guide

"Student Progress is Our Business"

Our Mission

For the students in our care and in partnership with the community, we will create a challenging comprehensive learning environment that will shape character nurture intellect and build skills for success in an ever-changing world.

Superintendent

Gary Rapkin Ph. D.

Board of Education

Chuck Coyne

Glenn Creiman

Jim Elliot

Diane Koach

Patti Latourelle

Bonita Unified is an Equal Opportunity Employer and shall not discriminate against employees, job applicants, students/parents, or community on the basis of gender, race, color, religious creed, ancestry, age, marital/parental status, disability, or sexual orientation. District programs and activities shall be free from unlawful discrimination.

Welcome to the 2010-2011 school year!

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**Classes begin Monday, August 23, 2010.
If you have questions, please contact your student's school.**

Allen Avenue Elementary
740 E. Allen Avenue
San Dimas, CA 91773
(909) 971-8202
Debbie McCaleb, Principal

Oak Mesa Elementary
California Distinguished School
5200 Wheeler Avenue
La Verne, CA 91750
(909) 971-8209
Karen Eberhart, Principal

Bonita High School
California Distinguished School
3102 "D" Street
La Verne, CA 91750
(909) 971-8220
Robert Ketterling, Principal

Ekstrand Elementary
400 N. Walnut Avenue
San Dimas, CA 91773
(909) 971-8203
Lucinda Newton, Principal

Roynon Elementary
California Distinguished School
2715 "E" Street
La Verne, CA 91750
(909) 971-8207
Sean Grycel, Principal

San Dimas High School
California Distinguished School
800 W. Covina Boulevard
San Dimas, CA 91773
(909) 971-8230
Michael Kelly, Principal

Gladstone Elementary
1314 Gladstone Street
San Dimas, CA 91773
(909) 971-8204
James Ellis, Principal

Shull Elementary
California Distinguished School
825 N. Amelia Street
San Dimas, CA 91773
(909) 971-8208
Chris Ann Horsley, Principal

Chaparral Continuation High School
Ed Jones Learning Center
121 W. Allen Avenue
San Dimas, CA 91773
(909) 971-8240
Maureen Williams, Principal

Grace Miller Elementary
1629 Holly Oak Street
La Verne, CA 91750
(909) 971-8206
Deanne Spencer, Principal

Lone Hill Middle School
California Distinguished School
700 S. Lone Hill Avenue
San Dimas, CA 91773
(909) 971-8270
Kenny Ritchie, Principal

Vista Alternative School
Ed Jones Learning Center
127 W. Allen Avenue
San Dimas, CA 91773
(909) 971-8242
Maureen Williams, Principal

La Verne Heights Elem.
1550 E. Baseline Road
La Verne, CA 91750
(909) 971-8205
Gary Temkin, Principal

Ramona Middle School
California Distinguished School
3490 Ramona Avenue
La Verne, CA 91750
(909) 971-8260
Anne Neal, Principal

Adult Education
115 W. Allen Avenue
San Dimas, CA 91773
(909) 971-8200 x 5322
BUSD Secondary Education



2010 - 2011 SCHOOL YEAR CALENDAR
FIRST DAY OF SCHOOL: MONDAY, AUGUST 23, 2010



School HOLIDAYS

2010

September 6	Labor Day
November 11	Veterans' Day
November 22-26	Thanksgiving Holiday
December 20-31	Winter Break

2011

January 17	Martin Luther King, Jr. Day
February 14	Lincoln's Birthday
February 21	Presidents Day
April 4-8	Spring Break
May 30	Memorial Day

STAFF DEVELOPMENT DAYS

October 8, 2010 (grades 9-12)
October 29, 2010 (grades K-8)
March 18, 2011 (grades K-12)

MINIMUM DAYS

Elementary School Grades K-5

Parent Conference – October 6-8, 2010
Parent Conference – March 16-18, 2011
Last Day of School – June 9, 2011

Middle Schools Only

Parent Conference -October 7-8, 2010
Final Exams – June 8-9, 2011

High Schools Only

Parent Conference Day- October 29, 2010
Final Exams – June 8-9, 2011



LAST DAY OF SCHOOL – THURSDAY, JUNE 9, 2011

2010- 2011

See BUSD Web Site for most Current Updates
www.busd.k12.ca.us

CALIFORNIA HIGH SCHOOL EXIT EXAMINATION (CAHSEE)

English Language Arts (Tuesday)	Mathematics (Wednesday)
July 27, 2010 (grade 12)	July 28, 2010 (grade 12)
October 5, 2010 (grade 12)	October 6, 2010 (grade 12)
November 9, 2010 (grades 11, 12)	November 10, 2010 (grades 11, 12)
March 8, 2011 (grades 10, 11, 12)	March 9, 2011 (grades 10, 11, 12)
May 10, 2011 (grade 10 make-up test)	May 11, 2011 (grade 10 make-up test)

NOTE: Grade 10 students may take the CAHSEE only once during 10th grade
Grade 11 students may take the CAHSEE twice during 11th grade on sections not previously passed
Grade 12 students may take the CAHSEE three times on sections not previously passed

STAR TESTING WINDOW

California Standards Writing Test (grade 7)
March 1, 2011 (Make-Up Test March 2)

California Standards Tests (grades 2-11)
April 18 – May 11, 2011

California Physical Fitness Test (grades 5, 7, 9)
March-May 2011

California English Language Development Test (CELDT)
July 1-October 31, 2011

ADVANCED PLACEMENT (A.P.) EXAMS
MAY 2 – MAY 13, 2011

DISTRICT BENCHMARK TESTS

Grade	Language Arts	Mathematics	Science	Social Studies
1- 5	3 times per year	3 times per year		
4 - 5			3 times per year	
6 - 8	3 times per year	4 times per year	3 times per year	3 times per year
9-11	3 times per year	4 times per year	3 times per year	3 times per year

BONITA UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Board of Education

Chuck Coyne
Glenn Creiman
Jim Elliot
Diane Koach
Patti Latourelle



Meeting Dates:

2010

July 7
August 4
September 1
October 6
November 3
December 8

2011

TBD in December 2010

Board meetings will be held at 7:00 p.m. in the Boardroom at the District Office, 115 W. Allen Avenue, San Dimas.

DISTRICT ADVISORY COUNCIL /DISTRICT ENGLISH LANGUAGE ADVISORY COUNCIL MEETINGS

Contact Lois Klein, Assistant Superintendent, Educational Services, (909) 971-8200 x5301

SCHOOL SITE COUNCIL MEETINGS

Contact school site principal for schedule of meetings.

SPECIAL EDUCATION PARENT MEETINGS

Contact the Director of Special Education, (909) 971-8200 x5341

Si usted necesita ayuda adicional en la comprensión de este folleto, por favor contacto Thelma Rojas en (909) 971-8200 ext. 5215.

PARENT/STUDENT NOTIFICATION



The following is provided to assist you with information concerning parent/student rights, which the law requires the school district to provide at the beginning of each school term. (Education Code Section 48980)

NOTICE AND BEGINNING OF TERM

The school district shall notify the parent or guardian of a minor student regarding the rights and responsibility of the parent or guardian. (Education Code 48980(a))

ACADEMIC SERVICES

INSTRUCTIONAL PROGRAMS OFFERED

Bonita Unified School District offers programs of instruction for students in grades K-5 at the District's eight elementary schools, grades 6-8 at Lone Hill and Ramona Middle Schools, and grades 9-12 at San Dimas and Bonita High Schools. Alternative Programs are available through the Ed Jones Educational Center Center including Home Schooling, Independent Study, and Chaparral Alternative School.

REGIONAL OCCUPATION PROGRAMS (ROP) AND ADULT EDUCATION

Career Technical Education Programs are offered through the Regional Occupation Programs for high school and adult students. English as a Second Language (ESL) classes, courses leading to a high school diploma, and courses designed to meet the needs of adults in the community are offered through the Bonita USD Adult School. For more information call Student Services at (909) 971-8200 for ROP x5324 and other Adult Education classes x5322.

COURSE SELECTION AND CAREER COUNSELING

Bonita Unified School District maintains gender equity related to career counseling and course selection opportunities. Students in grades 7 through 12 periodically receive counseling from school personnel regarding alternatives for careers and courses of study. Parents may participate in such counseling sessions and decisions. Contact your principal for details. (Education Code 221.5 d)

COUNSELING SERVICES

Students in grades 6-12 will have regular access to meet with their assigned counselor or Student Service Coordinator (SSC) for any academic, attendance, or social development need. These staff members will also be meeting with students periodically to assist them in their educational and career choices. Parents/guardians also may seek assistance and participate in such counseling sessions and decisions. Please contact your principal for details (Education Code 51229)

ADVISEMENT REGARDING ACADEMIC, BEHAVIOR, AND SOCIAL ISSUES

Student Service Coordinators (SSC's) are available at all secondary schools to assist students in areas impacting their progress in school. Students are assigned to a specific SSC for assistance and advisement throughout the year.

Si usted necesita ayuda adicional en la comprensión de este folleto, por favor contacto Thelma Rojas en (909) 971-8200 ext. 5215.

STUDENT INTERVENTION PROGRAMS

Student intervention programs are available to all students recommended by appropriate school personnel to assist students in meeting grade level proficiency standards and pass the California High School Exit Exam. School principals and school counselors can provide further information regarding student intervention programs.

ALCOHOL, TOBACCO AND OTHER DRUGS: INTERVENTION

The District provides intervention services for students and their families through counseling services, referrals to outside agencies, and the Student Study Team (SST). Trained staff is available to assist you. Contact your school's Administrator or Counselor for additional information.

The District provides instruction that helps students avoid the use of alcohol, tobacco or other drugs and teaches students how to influence their peers to avoid and/or discontinue the use of alcohol, tobacco, or other drugs. Instruction is designed to answer students' questions related to alcohol, tobacco, and other drugs. Instruction includes the effects of alcohol, tobacco, and other drugs upon pre-natal development as concluded through scientific research. The instructional program helps students obtain and use current and accurate information, develop and maintain a positive self-concept, take positive actions to cope with stress, and use appropriate social and personal skills to resist involvement with alcohol and other drugs.

ALTERNATIVE SCHOOLS

California State law authorizes all school districts to provide for alternative schools. These are defined as a school or separate class or group within a school, which is operated in a manner designed to:

- A. Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- B. Recognize that the best learning takes place when the student learns because of the student's desire to learn.
- C. Maintain a learning environment that maximizes student self-motivation and self-direction. Student self-motivation and self-direction may be developed independently by the student or may be encouraged by teacher initiated learning activities.
- D. Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- E. Maximize the opportunity for students, teachers, and parents to continuously react to the changing world, including, but not limited to, the community in which the school is located.

The parent or guardian of any student may request the board of a school district to establish an alternative school program or programs in the district pursuant to this code. Requirements for graduation and alternative modes for completing the prescribed course of study must be made available to students, parents and the public. *[Education Code 58501, 58502 and 51225.3 (b)]*

HOME AND HOSPITAL INSTRUCTION

The District provides a program of instruction in the home or hospital setting for students unable to attend their regular instructional program for an extended period of time (more than two weeks) as a result of a temporary disability, which is not covered under Special Education provisions. Hospitalized students are considered residents of the school district in which the hospital is located. Parents in need of these services must contact the school principal or school nurse to obtain a Request for Home and Hospital Instruction. Parents are responsible to notify the school district regarding the student's presence in a hospital located within the district's jurisdiction. (Education Code 48206.3, 48207 and 48208) For more information please call (909) 971-8240.

- **Students with Temporary Disabilities**

A student with a temporary disability, which makes attendance in the regular day classes or alternative program impossible or inadvisable, shall receive individual instruction provided by the District. (*Education Code §48206.3*)

- **Students with Temporary Disabilities in Hospitals: Residency**

A student with a temporary disability who is in a hospital or other residential health facility, which is located outside of the school district in which the student'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. (Education Code 48207)

- **Presence of Students with Temporary Disabilities in Hospital Notice by Parent**

It shall be the primary responsibility of the parent or guardian of a student with a temporary disability to notify the school district of the student's presence in a qualifying hospital. (Education Code 48208)

CONTINUATION IN KINDERGARTEN OR GRADE 1

District policy contains provisions under which students in Kindergarten or Grade 1 may continue in their current grade, if the school Student Study Team, with written concurrence from the parent/guardian, determines that this is in the best interest of the student. Further details can be obtained from school site principals.

PROMOTION AND RETENTION OF STUDENTS

Bonita Unified School District has adopted a policy, as required by law, requiring students to demonstrate achievement of grade level standards in order to be promoted. In grades 2-8, students not meeting District standards for promotion are considered at-risk of retention. Parents will be notified and intervention programs will be offered to assist at-risk students. (Education Code 48070.5)

HIGH SCHOOL GRADUATION

To earn a high school diploma, an identified course of study has been identified for students, which includes a Senior Project. Details regarding the requirements of the Senior Project are available from the high school administration and Student Service Coordinators.

CALIFORNIA HIGH SCHOOL EXIT EXAMINATION

Parents are advised annually that commencing with 2007-2008 school year, each student completing 12th grade will be required to successfully complete the High School Exit Exam administered pursuant to Education Code Section 60850 et seq. (Education Code § 48980 (e))

HIGH SCHOOL DIPLOMA AND THE CALIFORNIA HIGH SCHOOL PROFICIENCY EXAMINATION (CAHSEE)

Notice to Parents and Guardians: All California public school students are required by state law to satisfy the California High School Exit Examination (CAHSEE) requirement, as well as all other state and local requirements, in order to receive a high school diploma. The CAHSEE requirement can be satisfied by passing the exam or, for students with disabilities, receiving a local waiver pursuant to Education Code Section 60851(c), or receiving an exemption pursuant to Education Code Section 60852.3 All students, including English learners and students with disabilities, must take the CAHSEE for the first time in grade ten. Students who do not pass the exam in 10th grade will be offered interventions classes and will have additional opportunities in grades 11 and 12 to retake the part(s) not passed.

The CAHSEE is divided into two parts: (1) English-language arts (reading and writing) and (2) mathematics. All questions are aligned to California content standards adopted by the State Board of Education. Content standards describe what students should know and be able to do at each grade level from kindergarten through grade twelve. The Educational Services division can provide you with information on the content standards assessed by the CAHSEE, or you can download the CAHSEE test blueprints located on the Internet at <http://www.cde.ca.gov/ta/tg/hs/admin.asp>. Students must earn a score of 350 or higher on each part of the CAHSEE (English-language arts and mathematics) to

pass the exam. Students do not need to pass both parts of the exam during the same administration in order to satisfy the CAHSEE requirement.

For the latest information regarding the CAHSEE, please visit the California Department of Education Web site at <http://www.cde.ca.gov/ta/tg/hs>. If you have further questions about the CAHSEE, please contact the site administrator at your student's school during regular school hours.

GRADE REDUCTION / LOSS OF ACADEMIC CREDIT

No student may have his grade reduced or lose academic credit for any excused absences when missed assignments and tests can be reasonably provided and are satisfactorily completed within a reasonable period of time. (Education Code 48980 (k))

PHYSICAL PERFORMANCE TEST

Students in grades 5, 7, and 9 shall be administered a state approved physical performance test. (Education Code 60800) This is a ninth grade requirement.

ADVANCE PLACEMENT EXAMINATION FEES

State funds are available to cover the costs of advanced placement fees for qualifying students and their families. Parents should contact their student's high school for further information. (Education Code 48980 (l))

HOMEWORK POLICY

The Bonita Unified School District believes that homework should be an integral part of the total instructional program. Homework extends learning opportunities beyond the confines of the school day. We recognize that homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences the student's ability to meet the District's academic standards. Homework needs to be grade and level appropriate to benefit the student. *(You may download a copy of Board Policy 6154 and Regulation 6154.1 by going to Educational Services and clicking on the HOMEWORK LINK found on the introductory page, or you may request a hard copy from your student's school.)*

WITHHOLDING GRADES, DIPLOMA, OR TRANSCRIPTS

The Bonita Unified School District may withhold a student's grades, diploma or transcripts until reparation is made. In such cases the District must afford the student his/her due process and if the student is unable to pay for damages or return District property the District will provide a voluntary work program for the minor to work in lieu of payment. (Board Policy 5125.2) (Education Code 48904, 48904.3)

OBJECTION TO DISSECTION, HARMING OR DESTRUCTIVE USE OF ANIMALS

Any student with a moral objection to dissecting or otherwise harming or destroying animals as a part of a course curriculum shall have the opportunity, with written parental permission, to work with the teacher to develop an alternative, comparable, method for obtaining the information or experience required for the class. (Education Code 32255-32255.6)

HEALTH INSTRUCTION

If health instruction conflicts with your religious training, beliefs, or personal and moral convictions, please advise your school principal in writing to exclude your student from this phase of the instructional program. (Education Code 51240)

FAMILY LIFE EDUCATION / AIDS/HIV EDUCATION

The Bonita Unified School District believes that the primary responsibility for family life education is in the home; however, Bonita Unified School District shares with other community agencies in supporting and supplementing the responsibility of the home in this area. Family Life Education Programs may be provided in grades K through 12. Instruction in the prevention of sexually transmitted diseases may be provided in grades 7 through 12. (Education Code 51934).

All pupils in grade 7-12 receive HIV/AIDS prevention at least once in middle school and once in high school. Classes that provide instruction on HIV/AIDS prevention shall include medically accurate, up-to-date information on methods to reduce the risk of HIV infection. Education Code 51934, 51938 (Amended by AB 1925, Ch. 323, Statutes of 2004).

Prior to any instruction of Family Life Education, parents are given the opportunity to evaluate the materials and determine whether they want their student to participate in the program. Parents have the right to request in writing that his or her student not receive such instruction. If you have any questions on this matter, please contact the principal of the school.

When HIV/AIDS prevention education is given by outside consultants or guest speakers, the date of the instruction, the name of the organization or affiliation of each guest speaker, shall be provided to parents. For arrangements made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than 14 days before instruction is delivered. A student will not be permitted to attend the class if the parent requests in writing that he/she be excused. Education Code 51934, 51938 (Amended by AB 1925, Ch. 323, Statutes of 2004)

RELIGIOUS INSTRUCTION

Students, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or instruction. Each student must attend school at least the minimum school day for his grade level. No student shall be excused from school more than four days per school month. (Education Code 46014)

ALCOHOL, TOBACCO, AND OTHER DRUGS: INSTRUCTION

Because the use of alcohol, tobacco, and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences, the Governing Board intends to keep District schools free of alcohol and other drugs.

The Board desires that every effort be made to reduce the chances that our students will begin or continue the use of alcohol, tobacco, and other drugs. Alcohol and tobacco, like any other controlled substance, is illegal for use by minors. The Superintendent or designee shall develop a comprehensive prevention program that includes instruction, intervention, recovering student support, and enforcement/discipline. The Superintendent or designee shall clearly communicate to students, staff and parents/guardians all Board policies, regulations, procedures and school rules related to this prevention program. Special efforts shall be made to ensure that these materials are understood by parents/guardians and students of limited literacy or limited English Proficiency.

ENGLISH LEARNERS: English Learner students are assessed initially upon enrollment and annually using the California English Language Development Test (CELDT) to determine the student's level of English proficiency. Academic instruction is provided for English Learners in English, with supplemental English Language Development (ELD). At schools where 15% or more of the student population speaks a single language other than English, parent information is translated, when practical, in accordance with State and Federal compliance requirements.

Si usted necesita ayuda adicional en la comprensión de este folleto, por favor contacto Thelma Rojas en (909) 971-8200 ext. 5215.

GIFTED AND TALENTED EDUCATION (GATE)

Students beginning in the third grade, with parent permission may test for the GATE program. Upon further GATE committee review and teacher recommendation, students may qualify for district/site GATE programs. For further information see your school principal for details regarding testing and the individual school GATE program.

NOTIFICATION OF MINIMUM DAYS

The District requires that parents be advised no later than one month prior to any scheduled change in the student's day.(Education Code 48980 (c))

SCHOOL ACCOUNTABILITY REPORT CARD

A copy of the School Accountability Report Card (SARC) is available on line at www.bonita.k12.ca.us under each individual school webpage. A hard copy of the SARC may also be requested from your student's school. Content of report card defined under EC § 33126 includes assignments of teachers, number of vacant teacher positions, availability of sufficient textbooks and other instructional materials, and needed maintenance to ensure good repair of facilities. (Education Code 35256, 33126, and-35258) (Education Code 33126 amended by SB 550, Ch 900, Statutes of 2004)

STUDENT RECORDS AND NOTIFICATION OF PARENT RIGHTS

Federal and State regulations require school districts to inform parents of "eligible" students annually of their rights concerning student records. These files are located in the student's school. Special Education records are under the supervision of the Senior Director of Special Education. All other records are under supervision of the school principal and are available for your review upon request. Copies of student records can be made for a nominal charge and must be provided within five business days upon request. Information included in student records may be challenged. The school principal will explain challenge procedures. (Education Code 49063-49078 and 48980 (FERPA) Prior and Title 5, CCR 431(e))

VISITORS TO SCHOOLS

All visitors to a school campus must check into the office as they arrive on campus during the school day. You may be required to sign in as well as wear a badge for visible identification. These processes are in place to assist with campus safety.

DIRECTORY INFORMATION

Periodically, the Bonita Unified School District releases directory information on Bonita Unified School District students to non-profit organizations. Information is released to organizations such as the P.T.A. (Parent-Teacher Association) and the military whose purpose is to enhance the educational goals of the district. Information may also be released to organizations associated with education; organizations which would benefit the student, information for press releases, or information to organizations and institutions offering career opportunities to graduates. Directory information may include the student's name, address, and related information. In particular, the district utilizes this method to disseminate important information to the parents of district students. The subject information may involve general school activities. **Under the No Student Left Behind regulation, Bonita Unified School District is required to release directory information which includes telephone numbers, to military recruiters. Any parent not wishing directory information to be supplied to non-profit entities such as the military may request in writing to the principal that the information be withheld.** (Education Code 49073) **The opt-out form from this directory program is available on the District Web Site at www.bonita.k12.ca.us.**

CUSTODY CONCERNS AND SCHOOLS

All custody disputes must be handled by the courts. A school will always make every attempt to reach the custodial parent regarding student concerns. If there is a situation regarding custody, it is the parent's responsibility to make sure that a copy of the most current court document is provided to the school for review. Should any custody situation become a disruption to the school, law enforcement will be contacted to intervene.

FOSTER/HOMELESS YOUTH

To ensure students in foster care or to assist parents of homeless students, a school district liaison is provided. For information regarding school placement or related educational opportunities please contact Student Support Services at (909) 971-8200 x5321 for more information. (Education Code 48850 and 11432)

RELEASE OF MILITARY INFORMATION

Federal public law (20 United States Code, Search 7908 of the "No Child Left Behind" Act) requires that school districts receiving funds under the Elementary and Secondary Education Act provide military recruiters with access to student names, addresses, and telephone numbers, except when the parent/guardian requests that the information not be released. The "Opt Out" Form should be completed and returned to your child's principal, if you do not wish this information to be made available to military recruiters. A copy of this form is at the end of this handbook and/or may be obtained as a part of your secondary student's registration package.

PARENTAL PHOTO AUTHORIZATION

Some of the learning experience that students enjoy during the school year are photographed and video taped. Occasionally, the photographs and tapes may be shown or displayed representing school or District activities. Each school office will keep this annual document on file. You will want to complete this form each year as a part of registration. It provides parent authorization for students to be **or** not to be photographed or video taped for any reason during the school year of activities. See copy of form at the end of this handbook.

COMPULSORY SCHOOL ATTENDANCE

A major goal of the Bonita Unified School District is the improvement of attendance. When students miss school, they miss direct instruction and learning activities necessary to master proficiency California standards. There is a strong correlation between regular attendance and levels of student achievement.

Each person in California between the ages of 6 and 18 years, who is not legally exempt, is subject to compulsory school attendance. Each parent or guardian has the responsibility to send students to school for the full time of the school day as designated by the Board of Education. (Education Code 48200).

STUDENT ABSENCES

Students may be excused from school for the following reasons: sickness, quarantine or death in the family, doctor's appointment, and religious ceremonies and/or instruction. The student's absence should be submitted in writing by the parent or guardian and approved by the principal or a designee in alignment with uniform standards established by the Board of Education. (Education Code 48205). A student can be declared a habitual truant on the third unexcused absence. (Education Code 48264.5(c))

Each school in Bonita Unified School District encourages regular, on-time attendance by students so that students do not miss instruction. Schools will notify students who show a pattern of excessive absence from school to offer assistance, if needed. A School Attendance Review Team (SART) meeting will be scheduled for a student and his/her parent/guardian if attendance does not improve. At the SART meeting a contract will be developed to assist the student in coming to school regularly and on-time.

Students whose attendance does not improve will be referred to the Bonita Unified School Attendance Review Board (SARB). The SARB, comprised of local law enforcement officers, school and district administrators will develop a plan to improve student attendance. **In cases where student attendance does not improve, further action, up to and including a citation or referral to the District Attorney, may be taken.**

ATTENDANCE OPTIONS AVAILABLE

The Bonita Unified School District currently provides comprehensive educational programs for school-age students enrolled in kindergarten and grades one through twelve. The programs are available on a limited basis through statutory attendance options to BUSD students and to students who reside outside District boundaries. Requests for transfer are granted through an unbiased selection process subject to space availability and provisions of Board policy. (Education Code 35160.5 (b))

Attendance options described below are available on a limited basis to students whose parents or guardians currently reside within the District's attendance boundaries and to students who have established residency pursuant to provisions of Educational Code 48204(f). Current statutory and local attendance options are available to District students as follows: (Education Code § 48980 (i))

Open Enrollment and Intra District Transfer Requests are available to students whose parents or guardians currently reside within District boundaries and to students who have otherwise established residency pursuant to provision of Education Code 48204 or 48209. This allows parents to select the school of Choice where capacity permits.

- **Open Enrollment also known as Choice Policy**

Any parent/student living in the Bonita Unified School District may request to attend another school within the District. This option is offered for a limited time at the beginning of each new calendar year. Once a student is enrolled through this option, the new school becomes the home school and it is not necessary to complete a new request each year. (Education Code 35160.5 (b)) Elementary and middle schools open for this process occurs each school year January through the middle of March.

- **Intra district Transfer Requests (New or Renewal Permits)**

Any parent/student living in the Bonita Unified School District may request to attend another school within the district. This option may be exercised at any time during the school year. Upon approval, the permit is good for one school year and must be renewed prior to each year thereafter.

- **Inter district Attendance Permits**

California Education Code provides that two or more school districts may enter into an agreement to allow a student to attend a District outside the District of residence. Such transfers are subject to approval based on space availability and provisions of local board policy. Applications and procedures are available from the Student Support Office, (909) 971-8200 ext. 5322. (Education Code 46600)

- **Parent Employment Related Transfers**

Provides that school districts may admit a K-12 student to its schools whose parent(s) or guardian(s) is employed within the boundaries of the District. For additional information regarding application and procedures, please contact the Office of Student Support. (Education Code 48204 (b))

Si usted necesita ayuda adicional en la comprensión de este folleto, por favor contacto Thelma Rojas en (909) 971-8200 ext. 5215.

DISCIPLINE

BOARD POLICY

Resolution of the Bonita Unified School District Board of Education *No. 94-6* (Board Policy 5144)

WHEREAS, the Bonita Unified School District is committed to providing a safe and secure educational environment for its students; and WHEREAS, the State of California has enacted legislation to further support school safety; and WHEREAS, weapons and violent acts are direct threats to the security of students and staff.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education does hereby declare the Bonita Unified School District to have a zero tolerance policy on weapons and violent acts. APPROVED AND ADOPTED at a regular meeting of the Board of Education of the Bonita Unified School District at San Dimas, California, this 23rd day of February 1994.

DUTIES OF STUDENTS

Title 5-EC 300 CALIFORNIA CODE OF REGULATIONS

Requires all students to conform to school regulations; obey all directions; be diligent in study and respectful to teachers and others in authority; and refrain from the use of profane and vulgar language. (5 ccr-300)

DUTY CONCERNING CONDUCT OF STUDENT- EC 44807

Every teacher in Bonita Unified School District shall hold students to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess.

DUTIES OF STAFF

RULES AND REGULATIONS REGARDING DISCIPLINE

The Board of Education prescribes discipline consistent with California and State Board of Education regulations. (Education Code 35291, 35291.5 and 35191.7)

Each principal insures that all rules pertaining to discipline are communicated to students at the beginning of each school year. Transfer students are to receive this information upon enrollment. School site's discipline rules are established by school committees with specific membership assigned to these committees. These discipline rules and membership are filed with the Board. Discipline procedures are printed in each site handbook. (Education Code 35291 and 48900.1)

Parents may be required at teacher discretion to attend a portion of a school day in any classroom from which their student has been suspended for obscene, vulgar, profane, or disruptive behavior. The law prohibits employer sanctions. (Education Code 48910.1)

GROUND FORS SUSPENSION AND EXPULSION

Students may be suspended or recommended for expulsion when the Superintendent or designee, principal, or principal's designee of the school in which the student is enrolled determines that the student has done any of the acts listed below:

- 48900 (a)
 - 1. Caused, attempted to cause, or threatened to cause physical injury to another person.
 - 2. Willfully used force or violence upon the person of another, except in self-defense.

- 48900 (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certified school employee, with the principal or designee's concurrence.

- 48900 (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code 11053 et seq., alcoholic beverage, or an intoxicant of any kind.
- 48900 (d) Unlawfully offered or arranged or negotiated to sell any controlled substance as defined in Health and Safety Code 11053 et seq., alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as a controlled substance, alcoholic beverage, or intoxicant.
- 48900 (e) Committed or attempted to commit robbery or extortion.
- 48900 (f) Caused or attempted to cause damage to school property or private property.
- 48900 (g) Stolen or attempted to steal school property or private property.
- 48900 (h) Possessed or used tobacco, or any products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- 48900 (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- 48900 (j) Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- 48900 (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- 48900 (l) Knowingly received stolen school property or private property.
- 48900 (m) Possession of an imitation firearm, including BB guns.
- 48900 (n) Committed or attempted to commit a sexual assault or committed a sexual battery as defined in the penal code.
- 48900 (o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness or both.
- 48900 (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- 48900 (q) Engaged in, or attempted to engage in hazing.
- 48900 (r) A student may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A student may be suspended or expelled for acts that are enumerated in this section and related to school activity or 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 campus.
- (4) During or while going to or coming from, a school sponsored activity.

- 48900 (s) A student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section, except that a student who has been adjudged by a juvenile court to have committed, as an aider and abettor, 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).
- 48900 (t) As used in this section, "school property" includes, but is not limited to, electronic files and databases. [applies to 48900(l)]
- 48900.1 Attendance of Suspended Student's Parent or Guardian for Part of School Day. District Board policy provides school administrators the option of requiring a student's parent to attend a portion of the school day in the student's classroom, under specified circumstances. Education Code 48900.1
- 48900.2 Committed sexual harassment as defined in Education Code 212.5, provided that the conduct is 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 victim's academic performance or to create an intimidating, hostile or offensive educational environment. This ground for suspension/expulsion shall not apply to students enrolled in kindergarten or grades one through three.
- 48900.3 Students in grades 4-12 that have caused, attempted to cause, threatened to cause, or participated in any act of hate violence to deface, damage or destroy real property of any other person for the purpose of intimidating or interfering with constitutional rights of another person because of the person's race, color, religion, ancestry, national origin or sexual orientation, as defined in Educational Code § 33032.5.
- 48900.4 Students in grades 4-12 who intentionally engage in harassment, threats or intimidation, directed against school district employees or students that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that student or group of students by creating an intimidating or hostile educational environment.
- 48900.7 Terrorist threats against school officials or school property or both.
- 48915 (c) The Superintendent or principal shall suspend and immediately recommend expulsion for the following acts:
1. Possessing, selling, or furnishing a firearm.
 2. Brandishing a knife at another person.
 3. Unlawfully selling a controlled substance.
 4. Committing or attempting to commit a sexual assault.
 5. Possession of an explosive.

PROPERTY DAMAGE

Parents or guardians may be held financially liable if their student willfully damages school property or fails to return school property loaned to the student. The school may further withhold grades, diploma, and transcript of the student until restitution is paid. (Education Code 48904)

HEALTH

TOBACCO FREE SCHOOLS

The Bonita Unified School District recognizes that the use of tobacco products produces a health hazard to the user as well as to those exposed to secondhand smoke. The Board also recognizes that the smoking of and the use of tobacco products is the leading preventable cause of death in the United States.

As an educational institution, the District and its employees should provide both effective educational programs and a positive example to students concerning the use of tobacco.

Therefore, the Bonita Unified School District Board declares that the use of all tobacco products by anyone on School District property, in vehicles, or at sponsored events is **prohibited**. District employees, students and members of the public are expected to observe this restriction. Smoking or use of any tobacco-related products and disposal of any tobacco-related waste within 25 feet of a school playground, except on a public sidewalk located within 25 feet of the playground is prohibited. HSC 104495 (Amended by AB 1867, Ch 527, Statutes of 2003).

STUDENT HEALTH AND DISABILITIES PREVENTION PROGRAM

All first grade students must have a physical examination and oral health assessment within 18 months of school entry or within 90 days of first grade entry. (Education Code 49452.8 and Health and Safety Code 124085, 124100, 124105, 120475)

PROTECTIVE SUN CLOTHING AND USE OF SUNSCREEN BY STUDENTS

(Education Code 35183.5)

- (a) Each school site shall allow for outdoor use during the school day, articles of sun-protective clothing, including but not limited to hats.
- (b) Each school site may set a policy related to the type of sun-protective clothing. Specific clothing and hats determined by the school district to be gang-related or inappropriate may be prohibited by the dress code policy.
- (c) This Education Code further provides for the use of sunscreen by students, during the school day, without a physician's note or prescription. Authorizes school sites to establish a policy regarding the use of sunscreen.

IMMUNIZATION FOR COMMUNICABLE DISEASES

The District is authorized to administer immunizing agent to students, whose parents have consented in writing, to prevent or control communicable diseases. (Education Code 49403)

Communicable disease inspections may be conducted periodically. A student suspected of having a communicable disease may be excluded from school until guidelines for readmission are met. Temporary exclusion of a student from school generally occurs for communicable diseases, including, but not limited to, the following conditions: conjunctivitis ("pink eye"); impetigo, strep throat, chickenpox, scabies, head lice, and pertussis ("whooping cough"). Readmission to school is based on condition and appropriate treatment and may require a release from a health care provider. An effort will be made to notify parents/guardians about school exposure to communicable diseases that pose a risk to students

PARENT NOTIFICATION OF CONTINUING MEDICATION REGIMEN

Parents are required to notify school staff when a student requires daily medication including medication being taken, current dosage, and name of supervising physician. (Education Code 49480)

ADMINISTRATION OF PRESCRIBED MEDICATION

The District Nurse annually provides a description of the process by which school personnel may assist students in administering medication at school or by which students may self-administer auto-injectable epinephrine at school. (Education Code 49423 (Amended by SB 1912, Ch. 846, Statutes of 2004).

INHALED ASTHMA MEDICATION.

The District Nurse annually provides a description of the process by which school personnel may assist students or by which students may self-administer inhaled asthma medication at school. (Education Code 49423.1 (Added by AB 2132, Ch. 832, Statutes of 2004).

MISCELLANEOUS HEALTH INFORMATION

A student attending school with sutures, splints, casts, crutches, ace wraps, brace(s), or a wheelchair must have a health care provider's written permission. The permission must state the date of student return and the need for the assistive device. The student must comply with any safety procedures required by the school administration and health services personnel.

A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization (including psychiatric and drug or alcohol inpatient treatment), must have written permission by the health care provider to be return to school, including any recommendations regarding physical activity.

A current District Emergency Information Card must be on file at the student's school so that parents can be notified promptly in case of accident or illness involving their child.

MEDICAL AND HOSPITAL SERVICES FOR STUDENTS

The District is authorized to provide medical or hospital service through nonprofit membership corporations or insurance policies for student injuries arising out of school-related activities. (Education Code 49472)

PROVISION TO OBTAIN CONFIDENTIAL MEDICAL SERVICE. School authorities may excuse any student from the school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian. (Education Code 46010.1)

PHYSICAL EXAMINATION: PARENT REFUSAL TO CONSENT

A parent or guardian may file an annual written request with the principal of their student's school that he/she will not consent to a physical examination of his/her student. (Education Code 49451)

STUDENT HEALTH INSURANCE

Bonita Unified School health personnel can assist parents to enroll their children into free or low cost health insurance programs such as Medi-Cal, Healthy Families, Healthy Kids and Kaiser Child Health Plan.

A student participating in interscholastic athletic teams may need assistance regarding low cost health insurance. For further information see the athletic director, office attendant, or call Business Services for a brochure at 971-8200 x5201. (Education Code 32221.5)

Si usted necesita ayuda adicional en la comprensión de este folleto, por favor contacto Thelma Rojas en (909) 971-8200 ext. 5215.

SAFETY

COMPREHENSIVE SCHOOL SAFETY PLAN: NOTICE TO SPECIFIED PERSONS AND ENTITIES

Each School Site Council or School Safety Planning Committee is required to notify, in writing, specified persons and entities about the required public meeting to allow members of the public an opportunity to express an opinion about the Single School Plan. Specified persons or entities shall include: a representative of the local school employee organization; representative of parent organizations including the parent teacher organization and parent teacher clubs; a representative of each teacher organization at the school site; a representative of the student body government; and all other persons that indicate they want to be notified. This plan is to be updated annually and submitted to the school district for approval. (Education Code 32286, 32288)

SCHOOL SAFETY PLAN: NOTICE OF NON-COMPLIANCE

Each school district is required to annually notify the State Department of Education of any school that has not complied with Education Code 32288(c) (Requirement to develop a comprehensive school site safety plan.)

ACCESS TO INTERNET AND ONLINE SITES

To discourage access to adult content through on-line electronic information services and preclude other misuses of the system, the Superintendent or designee shall establish age/grade-level qualifications and shall ensure that students receive training in user obligations and responsibilities. Before using on-line services the student and parent/guardian shall sign the district's Student Electronic Information Resources Contract indicating the student understands and agrees to abide by specific user obligations and responsibilities. **This document is found near the end of this notification.** Staff shall closely supervise students while using on-line services and may ask teacher aides and student aides to assist in the supervision. (Board Policy 5153 and 6163, Education Code 48980 (h))

LASER POINTERS

The laser pointer is considered a dangerous object and students are prohibited from having them at school. This penal code section also prohibits directing the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog. (*Penal Code 41727*)

SHOCK PENS AND SHOCK LIGHTERS, etc.

Shocking devices are considered a dangerous object and students are prohibited from having them at school. *Education Code § 48900 (b)* prohibits the possession of a dangerous object.

IMITATION FIREARMS

Adds 12550 to include BB device within definition of imitation firearm. Adds 12556 to make it a criminal offense to openly display or expose any imitation firearm in a public place. Education Code 12550, 12556 Changes effective September 20, 2004. (Added by SB 1858, Ch. 607, Statutes of 2004).

BICYCLE HELMET LAW

Students who ride a bicycle, scooter, skateboard, in-line roller skates, motorized or non-motorized scooter or who are a passenger on any of the above must wear a bicycle helmet. (Vehicle Code 21212)

School administration may limit the use of bicycles motorized and non-motorized scooters, skateboards, in-line roller skates, and skates on campus.

DRESS CODE/GANG APPAREL

School districts are authorized by the Education Code to adopt a dress code that would prohibit the wearing of "gang-related clothing". It further authorizes school districts to adopt a dress code policy that permits schools to develop a school-wide uniform. (Education Code 35183)

HAZING

No student or other person in attendance at a Bonita Unified School District school shall engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to any fellow student. This does not include customary athletic events or other similar contests or competitions. (Education Code 48900 (q) and Penal Code 245.6)

ELECTRONIC SIGNALING DEVICES

The school district may regulate the possession or use of any electronic signaling device while students are on school grounds, while attending school sponsored activities, or while under the supervision and control of school district employees. (Education Code 48901.5) Further use of district and personal electronic devices should be reviewed by each student/parent annual as a part of their Acceptable Use Policy. (Education Code 5153 and 6163)

ASBESTOS MANAGEMENT PLAN

Parents, teacher and employee organizations have rights to the availability of a complete, updated management plan for asbestos-containing material in school buildings. For further information, contact the district office at (909) 971-8200 ext. 5231. (Federal Regulations Code, 40 CFR 763.9)

PESTICIDES

The Bonita Unified School District shall provide to all staff and parents or guardians a written notification of the name of all pesticide products expected to be applied at the school facility during the upcoming year. (Education Code 48980.3)

MEGAN'S LAW – REGISTERED SEX OFFENDER PROGRAM

Information regarding registered sex offenders who may be living in this area is contained on the website WWW.MEGANSLAW.CA.GOV. (Penal Code 290.4; Education Code 48980)

NOTICE OF OCCURRENCE OF A VIOLENT CRIME

The principal or designee may send a written notice of the occurrence and general nature of a crime to each student's parent or legal guardian, following verification with law enforcement of the occurrence of a violent crime on an elementary or secondary school site. (Education Code 35294.1)

CHILD ABUSE AND NEGLECT

The district has adopted guidelines and procedures to follow regarding suspected child abuse. For further information please see school personnel or call Human Resources at (909) 971-8200 x5401.(Education Code 33308.1)

NONDISCRIMINATION POLICY; COMPLIANCE WITH THE "NO STUDENT LEFT BEHIND" ACT

Federal Regulations, (Title VI, Title IX, Education Amendment Act of 1972 and Section 504 of the Rehabilitation Act of 1973).

The Governing Board is committed to equal opportunity for all individuals in education and in employment and does not discriminate on the basis of sex, race, color, national origin, religion, age, handicap or physical or mental disability or any other unlawful consideration.

NOTIFICATION: SEXUAL HARASSMENT

Sexual Harassment of, or by, Employees or Students

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. (Education Code 48900(n), 48900.2, 48915(c)(4), 48980 (g), 231.5, and 491)

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 District sequential discipline guide is printed in each school's handbook.

NO CHILD LEFT BEHIND ACT

In January 2002, a new federal law, The No Child Left Behind Act of 2001, was passed by Congress. Every district that receives Title I funds must ensure that all teachers teaching in core academic subjects are highly qualified not later than the end of the 2006-2007 school year. A provision in this law requires all school districts to inform parents of their right to ask for information about the qualifications of their student's teacher.

According to federal law, parents have the right to request the following information regarding the professional qualifications of their student's teacher:

- Whether the teacher has met state credential or license criteria for grade level and subject matter taught.
- Whether the teacher is teaching under emergency or other provisional status.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held.
- Whether the student is provided services by paraprofessionals, and, if so their qualifications.

If a teacher who is not highly qualified teaches a student for four (4) consecutive weeks, the District must notify the parents.

Parents of Bonita Unified School District students who wish to request information about the qualifications of their student's teacher may direct their request to:

Curtis Frick, Assistant Superintendent, Human Resources Development
Bonita Unified School District
(909) 971-8200, ext. 5401

Uniform Complaint Procedures Annual Notice

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 Assistant Superintendent for Human Resources Development 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.

DISTRIBUTION: Parents and Guardians, Pupils, Employees, School/District Advisory Committee(s), Applicable Private School Officials, and Other Interested Parties

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 misassignment. 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. *Education Code 35186* (EC 35186 added by SB 550, Ch. 900, Statutes of 2004, and amended by AB 2727, Ch. 903, Statutes of 2004). Forms to file a complaint are listed on the District Web Site under "Parents", Williams v. CA posting and should be submitted to the site principal.

The Uniform Complaint Procedures and Title IX Compliance Officer for Bonita Unified School District is:
Assistant Superintendent Human Resources Development
115 W. Allen Avenue, San Dimas, CA 91773
(909) 971-8200 ext. 5401.

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 the Senior Director of Special Education, at (909) 971-8330 ext. 5341.

Student and Family Surveys

At the beginning of each school year parents will be notified of upcoming surveys that may be scheduled. A student's parent/guardian shall provide prior written consent before the student participates in a survey containing one or more of the following items: political affiliations or beliefs, psychological needs, family life or morality, sexual behavior, illegal/self incriminating behavior, privileged relationships, religious practices or affiliations, or income (20 USC 1232h; Education Code 51513) Parents may have the opportunity to opt pupils out of participating in survey activity through AR 5022. If a student participates in a survey, school officials and staff members shall not disclose the student's identity. Prior to administering anonymous and voluntary surveys regarding health risks and behaviors to students in grades 7-12, the district shall provide parents/guardians with written notice that the survey is to be administered. (Education Code 51938)

Si usted necesita ayuda adicional en la comprensión de este folleto, por favor contacto Thelma Rojas en (909) 971-8200 ext. 5215.

SPECIAL EDUCATION and SECTION 504 of the VOCATIONAL REHABILITATION ACT (1973)

INDIVIDUALS WITH DISABILITIES EDUCATION ACT and SECTION 504 of the REHABILITATION ACT OF 1973 a
The District has procedures in place to meet the requirement to identify and evaluate students with disabilities or other learning impairments to ensure a free, appropriate public education

Special Education services are provided based on the individual needs of each child, as determined by the IEP team. Members of the IEP team include:

- A representative of the district
- A special education teacher or specialist
- A general education teacher of the child
- The Parent(s)
- The child/student, if over 16 years of age
- Persons who have conducted assessment of the child

To determine if a student will be eligible for Special Education services, an assessment is conducted, in all areas of suspected disability, by qualified professionals. An assessment report is developed, and parents receive a copy of the report. The assessment report is shared at the IEP team meeting, the student must have one of the thirteen qualifying disabilities and the disabilities must be impacting educational performance.

FREE AND APPROPRIATE EDUCATION: SPECIAL EDUCATION

The District is required to ensure that all disabled students have available to them a free and appropriate public education in the least restrictive environment, which includes Special Education and related services provided in accordance with an individualized education program. [*California Education Code §§ 56329, 56380 and 56506 and Individuals with Disabilities Education Act (IDEA)*]

“Special Education” means specifically designed instruction (at no cost to the parent) to meet the unique needs of individuals with exceptional needs, whose educational needs cannot be met with modification of the regular instruction program; and related services (at no cost to the parent) which may be needed to assist such individuals to benefit from specially designed instruction. (Education Code 56301)

FREE AND APPROPRIATE EDUCATION: SECTION 504

Individuals with physical or mental impairments that substantially limit one or more major life activities are eligible to receive services and aids designed for the student to participate in, and receive benefits from, public education programs without discrimination because of his/her handicapping condition(s).

Additional information is available in the District Intervention Handbook published on the Educational Services Web Site.



SCHOOL LUNCH AND BREAKFAST PROGRAMS

Bonita Unified School District participates in the National School Lunch and School Breakfast Programs. Lunches are served at each school daily. The School Breakfast Program is offered at Ekstrand Elementary, Grace Miller Elementary, Roynon Elementary, Lone Hill Middle, Ramona Middle, Bonita High, San Dimas High and Chaparral High Schools. Lunch menus are available on the BUSD web page monthly. Applications are also on and available at BUSD Central Kitchen. Sack lunches are also available when students are going on a field trip.

<u>Meal Prices</u>	<u>Lunch</u>	<u>Breakfast</u>
<i>Elementary School</i>	\$ 2.75	\$ 2.00
Grab-n-Go (in a sack, elementary only)	2.75	
Reduced Price Meal	.40	.30
Milk (extra)	.50	
 <i>Middle Schools</i>	 3.25	 2.00
Reduced price Meal	.40	.30
Milk	.50	
 <i>High Schools</i>	 3.25	 2.00
Reduced Price Meal	.40	.30
Milk	.75	

Eligible students may receive meals free or at a reduced price. To qualify, please complete an Application for Free and Reduced Price Meals and return it to your student's school office or the District's Food Service Office. Applications may be downloaded from the Bonita Unified School District web page, www.Bonita.k12.ca.us clicking [BUSINESS SERVICES](#), [FOOD SERVICES](#) and then [APPLICATION](#). Applications will also be available at the Food Service Office after August 10, 2009 or on the first day of school in the school office. If you now receive food stamps, Aid to Families of Dependent Student (AFDC) or benefits from the Food Distribution Program on Indian Reservations (FDPIR), your student may automatically be approved for free meals. If you do not receive an eligibility notification letter by August 17 and you feel your student's name has been left off in error, you must complete the Application for Free and Reduced Price Meals and return it to the district as soon as possible. (Education Code Section 49520)

In the operation of student feeding programs, no student will be discriminated against because of race, sex, color, national origin, age, or handicap. If you believe you've been discriminated against you may write the Secretary of Agriculture, Washington, D.C. 20250.

If you have any questions, please contact:
 Director of Food Services
 (909) 971-8200 ext. 5281.



SCHOOL-AGE CARE PROGRAM

The School-Age Care Program provides before and after school supervision and guidance for students in Kindergarten through fifth grade at each of the district's eight elementary schools. A Teen Scene Program is offered at both middle schools. The School-Age Care Program is designed to meet the developmental needs of students in a safe, nurturing environment and enhances the educational program of the district. For pre-registration information please call (909) 971-8330, ext. 5361 or 5362 or see the School-Age Care site supervisor at your student's school.

LOCATION	ADDRESS	PHONE	SITE SUPERVISOR
Allen Ave	740 E. Allen Ave., San Dimas	971-8362	Elizabeth Arredondo
Ekstrand	400 Walnut, San Dimas	971-8363	Jannette Kalar
Gladstone	1314 Gladstone, San Dimas	971-8364	Ethel Rucker
Grace Miller	1629 Holly Oak, La Verne	971-8366	Sue Boscarino
La Verne Hts	1550 Baseline, La Verne	971-8365	Bonnie Perez
Oak Mesa	5200 Wheeler, La Verne	971-8369	Janine Keyes
Roynon	2715 "E" Street, La Verne	971-8367	Dena Clayton
Shull	825 N. Amelia, San Dimas	971-8368	Terri Parque
Lone Hill	700 Lone Hill, San Dimas	971-8370	Wyman Reese
Ramona	3490 Ramona Ave., La Verne	971-8360	Debbie Clough

OPERATING HOURS AND SCHEDULE

The Centers are open from 6:30 a.m. until 6:00 p.m., when students are not in school, including school vacations and compact or minimum school days. The School-Age Care Program is supported entirely by parent tuition fees.

ANNUAL NON REFUNDABLE REGISTRATION FEE:	\$35 first student	\$25 second student
	\$20 third student	\$80 per family

RATES FOR GRADES K-5

<u>Kindergarten Students</u>	<u>Weekly Rate</u>	<u>Grade 1-5 Students</u>	<u>Weekly Rate</u>
A.M. only 6:30- 8:00	\$ 43	A.M. 6:30-8:00	\$ 43
P.M. 11:30-6:00	\$ 88	P.M. 2:00-6:00	\$ 68
P.M. 1:00 – 6:00	\$ 78	A.M./P.M	\$ 83
P.M. 2 :00 – 6:00	\$ 68		
A.M./P.M. (until 1 st transition in September)	\$ 88		
A.M./P.M. (beginning at 1:00 dismissal time)	\$ 83		

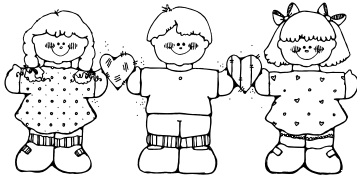
RATES FOR GRADES 6-8

<u>Scheduled Care</u>	<u>Weekly Rate</u>
A.M. 6:30-9:00	\$ 58
P.M. 3:30-6:00	\$ 58
A.M./P.M.	\$ 83

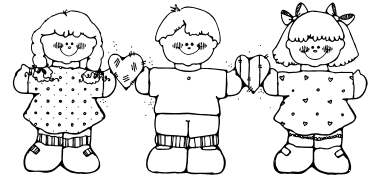


LATE CHARGE: \$1 FOR EACH MINUTE AFTER 6 P.M. (APPLIES TO ALL STUDENTS)

A 10% family discount will apply to the monthly fee for each additional student in the family. Discount will be taken on the lesser of the two fees.



PRESCHOOL



The Preschool Program provides each child with a high quality, safe and nurturing environment that is developmentally appropriate and meets the child's individual needs. The Preschool Program is designed to create a healthy learning environment, enhance the development of the "whole child", help children develop a positive self-image and prepare the child for transition into the school environment. For pre-registration information please call (909) 971-8330, ext. 5361 or 5362.

LOCATION	ADDRESS	PHONE	SITE SUPERVISOR
Allen Ave	740 E. Allen Ave., San Dimas	971-8361	Lizet Valencia
Grace Miller	1629 Holly Oak St, La Verne	971-8206	Alice Murphy

Operating Hours & Schedule

The Preschool Program is open from 6:30 a.m. until 6:00 p.m. year round and offers a school year and a summer program. The Preschool is a licensed, non-profit program operated by Bonita Unified School District and is supported entirely by parent tuition fees. The Program offers many part-time and full-time options to accommodate your needs.

ANNUAL NON REFUNDABLE REGISTRATION FEE: \$50.00 per child

Rates for Preschool

<u>Full Day</u>		<u>Weekly Rate</u>
Full Time 6:30 – 6:00	5 Day Program	\$ 165.00
Full Time 6:30 – 6:00	3 Day Program	\$ 120.00
Full Time 6:30 – 6:00	2 Day Program	\$ 100.00

<u>Preschool Session</u>		
7:45 – 11:45 or 2:00 – 6:00	5 Day Program	\$ 120.00
7:45 – 11:45 or 2:00 – 6:00	3 Day Program	\$ 85.00
7:45 – 11:45 or 2:00 – 6:00	2 Day Program	\$ 65.00

<u>Part-Time AM Preschool/Childcare</u>		
7:00 – 3:00	5 Day Program	\$140.00



TRANSPORTATION

Bus Passes – Parent Paid

Parents/guardians are strongly urged to purchase bus passes by mail as soon as possible. For mail application procedures please refer to the district's website (www.bonita.k12.ca.us) then open Business Services, click on Transportation, and then click on Applications.

Walk-in bus pass sales will commence Monday, August 16, 2010 at:

Transportation Department
Northwest corner of District Administration Complex
115 West Allen Avenue
San Dimas CA 91773
8:00 to 11:00 a.m. and 1:00 to 4:00 p.m. daily
Effective September 20, 2010 the hours will be 8:30 a.m. to 3:00p.m.
Monday through Friday, and closed holidays, winter break and spring break

Please bring a wallet-sized photo of student(s) or a digital photo will be taken at the Transportation Office. Bus passes must be purchased with cash or by personal check only; regrettably, credit cards cannot be accepted. Bus passes need to be presented to the driver when boarding the bus starting on the first day of school, Monday, August 23, 2010, or immediately upon receipt.

PASSENGER SAFETY

Upon registration, parents of students not previously transported in a school bus will receive written information on school bus safety as specified. Applies to pre-kindergarten, kindergarten, and grades 1-12 per Education Code 39831.5.

ELIGIBILITY

Students may be eligible for bus transportation in accordance with the following distance standards:

- Grades kindergarten through 3rd from bus stops located not less than $\frac{3}{4}$ of a mile from the designated school of attendance.
- Grades 4th through 5th from bus stops located not less than one (1) mile from the designated school of attendance.
- Grades 6th through 8th from bus stops located not less than two (2) miles from the designated school of attendance.
- Grades 9th through 12th from bus stops located not less than two and one half (2 $\frac{1}{2}$) miles from the designated school of attendance.

If you are requesting reduced or free transportation, you must be registered and certified for the reduced or free lunch program. Information regarding this program and procedures for registration and certification can be obtained by contacting the Food Services Department at (909) 971-8200 ext. 5281. Once certification is obtained, please be sure to provide a copy of the certification letter when purchasing your bus pass.

Refunds, on a prorated basis, minus a processing fee of \$20 per student or \$30 per family, will be made only when a student leaves the district, enrolls in a district School-Age Care Center/Day Care Program, or participates in a district extra-curricular activity such as sports and long-term music/drama programs. All bus passes must be returned before refunds will be processed. For further information, please call the Transportation Department at (909) 971-8200 ext. 5261.



2010-2011 BUS PASS FEE SCHEDULE

	<u>Annual Pass</u>	<u>Semester Pass</u>	<u>One-Way Annual Pass</u>
First Student	\$250	\$150	\$150
Second Student	\$215	\$130	\$130
Additional Student*	\$175	\$115	\$115

** (Maximum per family for any combination of passes is: \$640)*



2010-2011 REDUCED BUS PASS FEE SCHEDULE STUDENT/FAMILY MUST QUALIFY FOR THIS OPTION

	<u>Annual Pass</u>	<u>Semester Pass</u>	<u>One-Way Annual Pass</u>
First Student	\$135	\$85	\$85
Second Student	\$115	\$80	\$80
Additional Student*	\$105	\$75	\$75

** (Maximum per family for any combination of passes is: \$355)*

CONDUCT

Students are expected to follow discipline procedures set forth in Conduct Policy 5131 as well as related Board Policies, Administrative Regulations, and written communication from the District and school sites. These include written guidelines for specific school activities as well as information published in the District and School Parent Handbooks.

School discipline policies shall follow District guidelines based on Education Code and other legal statutes as set forth in related Board Policies and Administrative Regulations, District and School Parent Handbooks.

Electronic Media Devices and/or Cellular Phones and Other Electronic Signaling Devices

Students who violate the rules related to the use of electronic media or signaling devices are subject to school and District disciplinary consequences. Specific guidelines related to the use of electronic signaling and/or media devices are described below:

Students will be prohibited from using an electronic media device, cellular phone, or other electronic signaling device if they have not returned the current Student Acceptable Use Contract signed by the student and parent. The District assumes no liability for the loss, damage, or misuse of students' personal electronic media or signaling devices. It is the student's responsibility to ensure that such devices are deactivated and safely stored so as not to be visible during times of unauthorized use.

Students whose use of an electronic device causes a disruption to the educational program, as determined by school administrators, will be asked to put the electronic device away or turn it in to the school employee. Progressive discipline will be used to determine consequences for students' use of an electronic device for incidents involving harassment, violations of student privacy, academic cheating, etc. as defined in accordance with Board Policy and Administrative Regulations 5131 and 6163.

Electronic media or signaling devices may be used to enhance the instructional program with authorization from the school principal or designee or in a life-threatening situation, as determined by the principal or designee.

Elementary Schools

Students may bring electronic media or signaling devices to school or school-sponsored activities with prior written permission from the principal or designee. Electronic devices may not be activated or visible while riding the bus to or from school, during the school day or during a school-sponsored activity, or while under the supervision and control of a District employee. Students may not use electronic signaling devices including, but not limited to, cell phones to communicate with parents, friends, or family members during the school day or at school-sponsored events, except at the direction of a school or District administrator. The use of earphones and other electronic devices during the school day may be restricted on school campuses, at the discretion of a school or District administrator.

Middle Schools

Students are permitted to bring electronic media or signaling devices to school or school-sponsored activities. Electronic devices may not be activated or visible while riding the bus to or from school, during the school day or during a school-sponsored activity, or while under the supervision and control of a District employee, unless a District employee gives permission for such use. Students may not use electronic devices including, but not limited to, cell phones to communicate with parents, friends, or family members during the school day or school-sponsored activities, except at the direction of a school or District employee. The use of earphones and other electronic devices during the school day may be restricted on school campuses, at the discretion of a school or District administrator.

High Schools

High School, Regional Occupation Program (ROP), and Adult Education students may bring electronic media or signaling devices to school or school-sponsored activities. Students may use electronic communication devices on school grounds before or after the instructional day, during break and/or lunch in accordance with District policy and administrative regulations. The use of earphones and other electronic devices during the school day may be restricted on school campuses, at the discretion of a school or District administrator.

BONITA UNIFIED

School District

Instruction

ELECTRONIC INFORMATION RESOURCES
CONDUCT REGULATION in ACCORDANCE with ACCEPTABLE USE

Electronic Information Resources are available to students in the Bonita Unified School District. The District strongly believes in the education value of Electronic Information Resources and recognizes the potential of the resource to support curriculum and augment the educational process. Our purpose in providing this service is to promote educational excellence by facilitating resources, sharing, innovation and communication. The Bonita Unified School District Acceptable Use Regulation is in compliance with the federal Student's Internet Protection Act (CIPA).

For a student to become a user of the District Electronic Information Resources, this regulation must be read carefully, signed by the student and acknowledged by the parent as agreeing to abide by the provisions and conditions of this regulation. The signed agreement page must be returned to the teacher or site administrator. After signing and returning the agreement page, the user is authorized to participate in an orientation-training course and to use the District Electronic Information Resources. When using District Electronic Information Resources the user accepts the responsibility of being a representative of the District and agrees to make responsible use of those resources.

Bonita Unified School District will make every reasonable effort to protect students from any misuse or abuse that may occur as a result of their use of the District Electronic Information Resources. The district utilizes a technology protection measure with respect to any of its computers that blocks or filters Internet access to visual depictions that are 1) obscene, as that term is defined in section 1460 of title 18, United States Code; 2) student pornography, as that term is defined in section 2256 of title 18, United States Code; or 3) harmful to minors as defined in the Student's Protection Act, and is enforcing the operation of such technology protection measure during any use of such computers by minors or adults. Staff shall not access material through the Internet that is obscene, student pornography, harmful to minors or otherwise inappropriate for education use. The technology protection measure that blocks or filters Internet access may be disabled by an administrator, supervisor, or other person authorized by the District during use by an adult, to enable access for bona fide research or other lawful purpose.

Listed in the Terms and Conditions of the Student Acceptable Use Regulation are the provisions of this regulation. If any user violates these provisions, that student's access to District Electronic Information Resources will be restricted or denied. Students may be subject to student discipline as set forth in the school's Discipline Code. Discipline may include suspension or expulsion from school (see provision #8).

Electronic Information Resources is defined as any electronic equipment, device and/or resource used to input information, output information, communicate information, share information, manipulate information and create information. Electronic Information Resources include, but not limited to: software, video cameras, camcorders, digital cameras, tape recorders, personnel digital assistants, VCRs, CD burners, cell phones, fax machines, AlphaSmarts, keyboarding devices, computers, web pages, Internet, electronic mail, chat rooms, instant messaging, newsgroups, list services, and other forms of direct electronic communication.

**TERMS AND CONDITIONS OF THE
STUDENT ACCEPTABLE USE REGULATION
Provisions**

1. PERSONAL RESPONSIBILITY

The user understands that he/she is a representative of Bonita Unified School District. The user accepts personal responsibility for using the District Electronic Information Resources in an ethical and responsible manner. The user also understands that he/she is responsible for reporting any misuse of the District Electronic Information Resources to his/her teacher or principal. Misuse can come in many forms, but is commonly viewed as any message(s), information or pictures sent or received that include unethical or illegal solicitation; ethnic, religious, racial or sexual harassment; inappropriate language and other issues some of which are described below (see provision #4). All the rules of conduct described in this regulation apply at all times when using the District Electronic Information Resources.

2. PRIVILEGE

The user understands that the use of the District Electronic Information Resources is a privilege, not a right, and inappropriate use of an account may result in a restriction or cancellation of his/her privileges, and student discipline. The user understands that Computer Information Services may access any material the user creates, receives, sends or saves on District Electronic Information Resources at any time.

3. ACCEPTABLE USE

The user understands that the District Electronic Information Resources must be used for school-related purposes and to support the educational process, and all use must be in accord with the educational goals and objective of the Bonita Unified School District. The user is personally responsible for following the acceptable use regulation provisions at all times. This includes but is not limited to:

- a. Abiding by the rules applicable to any organization's network or computing resource he/she is using.
- b. Using the District Electronic Information Resources properly for school related activities that support the curriculum.

4. UNACCEPTABLE USE

Transmission of any material in violation of federal, state or local laws or regulations is prohibited. This includes, but is not limited to:

- a. Copyrighted material, copyrighted software, or material protected as trade secrets. Students shall not install software on District Electronic Information Resources.
- b. Participation in product advertisement or political lobbying is prohibited.
- c. Use of the District Electronic Information Resources for commercial activities by profit making institutions, for personal profit making activities or unauthorized individuals or associations is prohibited.
- d. Material shall not be accessed through the District Electronic Information Resources that is obscene, student pornography, harmful to minors or otherwise inappropriate for educational use.
- e. The use of the Electronic Information Resources for sexual harassment or any other type of harassment pursuant to Bonita Unified School District Policy 4119.11 is prohibited. Policy 4119.11 provides that unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. The Policy further provides that sexual harassment includes situations in which the acts or behaviors are 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 harassed individual's performance or create a hostile, intimidating or offensive environment.
- f. Materials shall not be created, received, sent or stored on the District Electronic Information Resources that may be considered sexually offensive or demeaning to a person because of religion, national origin, race, ethnicity, sex, or disability.

- g. Students shall not engage in "hacking" or any other unlawful activity on the Internet or on the District Electronic Information Resources.
- h. If inappropriate materials are found on the District's Electronic Information Resources students must immediately turn off the monitor and report the incident to the teacher.

5. PERSONAL INFORMATION AND CONFIDENTIALITY

The user shall not disclose "personal information" about staff, other students or themselves through the Internet or other District electronic information resources. The term "personal information" means individually identifiable information about an individual collected online, including:

- a. A first and last name;
- b. A home, school, or other physical address including street name and name of a city or town;
- c. An e-mail address;
- d. A telephone number;
- e. A Social Security number;
- f. Any other identifier that the District determines permits the physical or online contacting of a specific individual.

6. WEB PAGE GUIDELINES

The Bonita Unified School District provides opportunities for students to contribute to the School District's presence on the World Wide Web. The District's Web sites provide information to the community about school curriculum, instruction, school activities, and other general information relating to our schools and our district.

- a. **CONTENT STANDARDS:** Building and District administrators, with input from the Staff Development and Educational Technology Department are responsible for Web page approval. All Web pages must be printed, signed, and dated by the building principal and kept on file and a copy forwarded to the District's Staff Development and Educational Technology Department.
- b. **SUBJECT MATTER:** All subject matter on Web pages must relate to curriculum, instruction, school activities, and general information that is appropriate and of interest to others, and which relate to the School District, or the schools within the District. Students shall not publish personal pages as part of the District Web Sites, nor pages for other individuals or organizations not directly affiliated with the District. Student work may be published ONLY as it relates to a class project, course, or other school-related activity.
- c. **QUALITY:** All Web page work must be free of spelling and grammatical errors. Documents shall not contain objectionable material or link directly to objectionable material. Web page content must meet the standards for instructional resources specified in Bonita Unified School District Policy 6161 which provides that instructional materials must bear a direct relation to the core curriculum and be free of negative portrayals of any individual or group. Regarding the question of quality or propriety page material, appearance, or content, the Superintendent or Superintendent's designee shall have final administrative approval.
- d. **OWNERSHIP AND RETENTION:** All Web pages on the District's server are the property of the Bonita Unified School District.
- e. **STUDENT SAFEGUARDS:**
 - 1. Web page documents shall include only the first name and the initial of the student's last name.
 - 2. Documents shall not include a student's phone number, address, e-mail address, names of other family members, or names of friends.
 - 3. Decisions on publishing student pictures (video or still) and audio clips shall be based on whether the student's parents/guardians have signed the District's Parental Photo Release Authorization form.

4. Pictures shall only be used to show student activities and students must not be recognizable.
5. Web page documents shall not include any information that indicates the physical location of a student at a given time, (i.e. room number) other than attendance at a particular school, or participation in activities.
6. Published e-mail addresses are restricted to staff members or to general group e-mail address where arriving e-mail is forwarded to a staff member. Student e-mail addresses shall not be published.

7. NETWORK ETIQUETTE AND PRIVACY GUIDELINES

The user shall abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

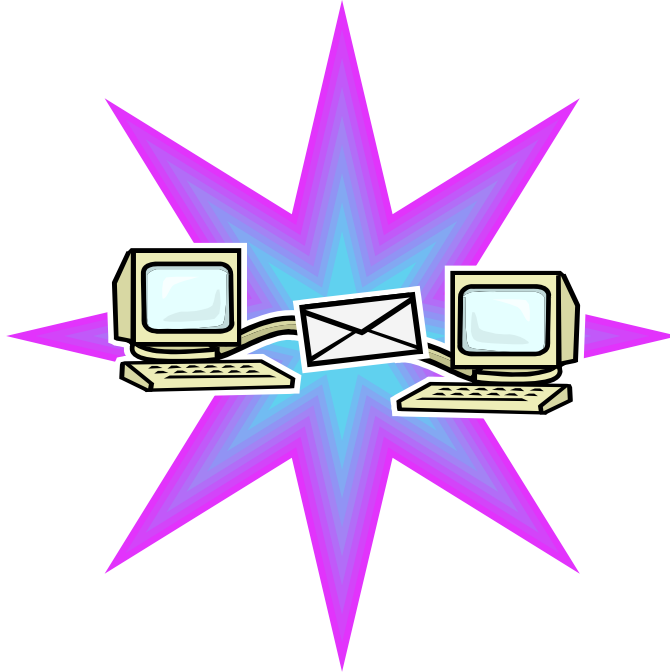
- a. **BE POLITE:** Never send, or encourage others to send abusive messages.
- b. **APPROPRIATE LANGUAGE:** The user is a representative of his/her school and the District on a public network. The user may be alone with the computer, but what he/she says and does can be viewed globally. The user shall never swear, use vulgarities, or use any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- c. **ELECTRONIC MAIL:** The user understands that there is no expectation that electronic mail (e-mail) is private. District e-mail is used to conduct district business and to communicate about district business. All e-mails are backed up daily for future reference or use. The Electronic Information Resources provided are district owned equipment, and e-mails are transferred and stored on a district owned server. If a user knows of any messages relating to or in support of illegal activities he/she shall report it to their teacher.
- d. **OTHER CONSIDERATIONS:** The user understands and shall:
 1. Not give their password information to another user nor allow another user to utilize their password to access Electronic Information Resources.
 2. Be brief in communications. Unnecessarily long messages are undesirable.
 3. Correct spelling errors and make sure messages are easy to understand and read.
 4. Use accurate and descriptive titles for articles.
 5. Select the most appropriate audience for messages, rather than the largest audience.
 6. Remember when posting messages to multiple groups to specify all of those groups in a single message.
 7. Cite references for anything presented as fact.
 8. Forgive the spelling and grammar errors of others.
 9. Remember that when he/she is involved in discussions with people from different countries and cultures to be careful of his/her use of language and be sensitive to the cultural differences that could exist.
 10. Remember that some things he/she may take for granted might be misunderstood by someone else, just as he/she can misunderstand what is being said to him/her. The user will remember that humor and satire are often misinterpreted and will be careful in the use of language.
 11. Remember that not everything presented to the user is a verified fact and may indeed be incorrect or misleading. The user shall attempt to substantiate information he/she receives before he/she uses it.
 12. Ensure that all material that the user receives, creates, stores or sends is free from content which may be considered sexually offensive or demeaning to a person's religion, national origin, race, sex, or disability.

8. AGREEMENT TO TRAINING, ACCEPTABLE USE AS SET FORTH HEREIN AND DISCIPLINARY ACTION

District Electronic Information Resources users will participate in an orientation/training course with a BUSD faculty member to learn proper behavior and use of the network. The site system administrator(s) (operating under Bonita Unified School District Board Policies and Administrative Regulations) has the authority to decide what is appropriate use or behavior on the District's Electronic Information Resources, based on this "Student Acceptable Use Regulation."

The Computer Information Services or site system administrator(s) may monitor computer use. The administration may close an account at any time deemed necessary. If a user violates the terms of this regulation, the administration may deny, revoke, or suspend user accounts and the student member may be subject to discipline as set forth in the school's Discipline Code. Nothing herein shall preclude the District from taking other action for serious violations of District policies.

Si usted necesita ayuda adicional en la comprensión de este folleto, por favor contacto Thelma Rojas en (909) 971-8200 ext. 5215.



Please sign and return the following two pages to your students' school office.



STUDENT ACCEPTABLE USE CONTRACT

In Accordance with BUSD Board Policy and Administrative Regulations 5131 and 6163

PLEASE PRINT

STUDENT NAME: _____

Grade: _____ School: _____

Teacher: _____

Please complete this page
and return to your student's
school

I have read and understand the provisions set forth in Bonita Unified School District Board Policy (BP) and Administrative Regulations (AR) 5131 and 6163 and show my acceptance by initialing the provisions listed below. All students who use the District Electronic Information Resources as well as their personal electronic devices must have their signature on this contract in order to access and use electronic information while on District property.

Please refer to the Parent Annual Notification Guide at www.bonita.k12.ca.us, for detailed information on each of the following provisions:

PROVISIONS

- | | |
|---|------------------------|
| 1. Personal Responsibility | Student initial: _____ |
| 2. Privilege | Student initial: _____ |
| 3. Acceptable Use | Student initial: _____ |
| 4. Unacceptable Use | Student initial: _____ |
| 5. Personal Information and Confidentiality | Student initial: _____ |
| 6. Web Page Guidelines | Student initial: _____ |
| 7. Network Etiquette and Privacy Guidelines | Student initial: _____ |
| 8. Agreement to Training/Acceptable Use/Disciplinary Action | Student initial: _____ |



I understand and will abide by the provisions and conditions of this contract in accordance with BUSD BP and AR 5131 and 6163. I understand that any violation of any provision may result in disciplinary action, which may include the revoking of my privilege to use the District Electronic Information Resources, use of personal equipment at school, and possible appropriate legal action. I also agree to report any misuse of the District/Personal Electronic Information Resources to my teacher, system administrator, or other designated person in charge.

Student Name: _____ Signature: _____ Date: _____

PARENT OR GUARDIAN AUTHORIZATION

As the parent/guardian of this student, I have read BUSD BP and AR 5131 and 6163 and understand they are designed to augment the educational process. I understand that it is not reasonably possible for **Bonita Unified School District** to restrict access to all controversial material, and I will not hold the District responsible for material acquired by my student on District Electronic Information Resources. I also agree to promptly report any knowledge of the misuse of an information system to my student's teacher, system administrator or other designated person.

By signing this authorization I voluntarily agree to release, hold harmless, defend, and indemnify, the Bonita Unified School District, its officers, board members, employees, and agents, for and against all claims, actions, charges, losses or damage which arise out of the user's use of the District Electronic Information Resources including, but not limited to negligence, personal injury, wrongful death, property loss or damage, delays, non-deliveries, mis-deliveries of data, or service interruptions. I have explained/discussed the information in this document with my student and my student understands the provisions.

Si usted necesita ayuda adicional en la comprensión de este folleto, por favor contacto Thelma Rojas en (909) 971-8200 ext. 5215.

Parent/Guardian Name: _____ Signature: _____ Date: _____

RELEASE OF MILITARY INFORMATION

Federal public law (20 United States Code, Section 7908 of the "No Child Left Behind" Act) requires that school districts receiving funds under the Elementary and Secondary Education Act provide military recruiters with access to student names, addresses, and telephone numbers, except when the parent or guardian requests that the information not be released. The "Opt Out" Form below should be completed and returned to your child's principal, if you do not wish this information to be made available to military recruiters.

STUDENT OPT OUT FORM

Regarding the RELEASE OF NAME, ADDRESS, and TELEPHONE NUMBER

(may be completed for students in their junior or senior year of high school)

Complete the form below and return to your school registrar.

NOTE: The opt out form applies from the date of completion to high school graduation.

School: _____ Date: _____

Student Name: _____ Date of Birth: _____

Student Permanent Identification Number: _ _ _ _ _

____ (Parent initial) I request that this student's name, addresses, and telephone numbers not be released to Armed Forces and Military Recruiters, or Military Schools.

Signature of Student: _____

Signature of Parent or Guardian: _____

For Office Use Only	
Date	
_____	Registrar
_____	Entered in Aeries
_____	Request filed in cumulative record



BONITA UNIFIED SCHOOL DISTRICT

115 West Allen Avenue San Dimas, California 91773 (909) 971-8200, ext. 5322 Fax (909) 971-8338

PARENTAL PHOTO AUTHORIZATION

Dear Parents:

Some of the learning experiences students enjoy during the school year are photographed and video taped. Occasionally, the photographs and tapes may be shown or displayed representing the school site or District. The school office will keep this document on file. You will want to consider completing this form annually at time of registration. This will exclude your student's photo from school publications.

You as a parent or guardian have the right of refusal if you do not wish for your student to be photographed or video taped.

Please inform us by filling out the form below.

_____ Yes, I give permission for my student _____
to be photographed and/or video taped.

_____ No, I do **not** give permission for my student _____
to be photographed and/or video taped.

Signature of Parent of Guardian

Date



BONITA UNIFIED SCHOOL DISTRICT

115 West Allen Avenue San Dimas, California 91773 (909) 971-8200, ext. 5322 Fax (909) 971-8338

Superintendent

Gary Rapkin, Ph. D.

Assistant Superintendents

Lois Klein – Educational Services

Curtis Frick – Human Resources Development

Ann Sparks – Business Services

Board of Education

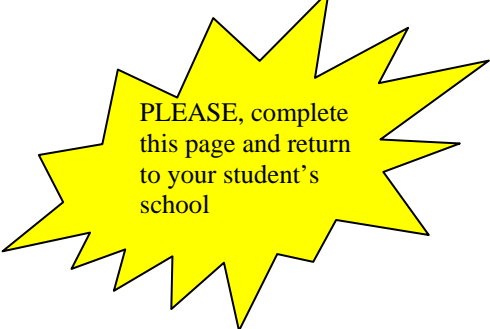
Chuck Coyne

Glenn Creiman

Jim Elliot

Diane Koach

Patti Latourelle



School Year: 2010-2011

Dear Parents/Guardians:

Each year, public school districts throughout the State of California are required by Education Code #48980, to "... annually notify students, parents, and guardians of their rights and responsibilities." An acknowledgement of receipt of this notice must be signed by the parent or guardian and returned to the school as required by Education Code 48982.

The Bonita Unified School District will be posting this **Parent Annual Notification Guide** which includes the **Uniform Complaint Procedures Annual Notice** as well as the **Student Acceptable Use Contract** on the District's website. If you do not have access to a computer, copies of the **Parent Annual Notification Guide** and **Student Acceptable Use Contract** will be available upon request at your student's school site.

All students are required to provide copies signed by their parents/guardians of the acknowledgement that parents/guardians and students have received and reviewed the annual notification, **Parent Annual Notification Guide**, **Uniform Complaint Procedures Annual Notice** and **Student Acceptable Use Contract** upon registration for classes for the up-coming 2010-2011 school year.

You will find the annual notification, **Parent Annual Notification Guide**, **Uniform Compliant Procedures Annual Notice** and the **Student Acceptable Use Contract** on the District's website at:

www.bonita.k12.ca.us (Under "Parents" -Parent Guide)

You may download or request a hard copy from your school site. Please review the **Parent Annual Notification Guide** and **Acknowledgement Form**, noted below, with your student. The **STUDENT ACCEPTABLE USE CONTRACT** may be found on the preceding page. Please return both signed forms with your student's enrollment packet to your student's school of attendance.

If you have any questions, please contact your student's school site, or contact the Student Support Office at (909) 971-8200, ext. 5321. Thank you for your cooperation.

✂ ✂ ✂ (Cut Here-Return signed to school) ✂ ✂ ✂

BONITA UNIFIED SCHOOL DISTRICT
2010-2011 ACKNOWLEDGEMENT FORM

RECEIPT OF PARENT ANNUAL NOTIFICATION GUIDE ~ PARENT/STUDENTS RIGHTS

PRINT STUDENT'S NAME GRADE SCHOOL OF ATTENDANCE

I acknowledge with my signature that I have received and reviewed the PARENT ANNUAL NOTIFICATION GUIDE ~ PARENT/STUDENT RIGHTS on behalf of my son/daughter.

Please sign these last two acknowledgement pages and return to your student's school.

PRINT NAME OF STUDENT DATE PRINT NAME OF PARENT/GUARDIAN DATE

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