

Barstow Unified School District

Parent/Student Handbook

SCHOOL YEAR 2009-2010

Mandatory Parent Notifications



***If you would like a copy of this booklet in Spanish, please contact the school that your child(ren) attends.**

***Si le gustaría una copia en Español de este manual, por favor comíquese con la escuela a la que asiste(n) su(s) niño(s).**

551 South Avenue H, Barstow, CA 92311

760-255-6000

www.barstow.k12.ca.us

Parent Handbook Message

The Barstow School District is proud of its tradition of achievement in academics and extracurricular activities. Our student and staff achievements are recognized on the State and local levels. We are fortunate in our district to have motivated students, a supportive community, and a dedicated staff.

With the state budget in distress, K-12 education throughout California is facing economic times like we have never seen. In the midst of such negative events, I want to offer reassurance that the Barstow School District will never lose sight of our purpose and that we will continue to focus on student achievement.

The news that is reported daily in the paper and produced nightly on television concerning the budget crisis is indeed becoming a harsh reality for school districts across the state. Unfortunately, Barstow Unified School District is no exception. We are working diligently to find ways to reduce the impact that these huge legislative cuts will have on our district. Regrettably, the reality is that some of the programs we have been able to offer students and parents in the past may have to be reduced or eliminated.

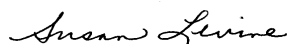
We want parents and community members to understand that these reductions do not reflect our desire but are a direct effect of a multi-million dollar reduction in operational funds. Now, more than ever, we need a strong partnership from our community as we develop avenues to continue Barstow Unified School District's educational excellence. As always, I encourage parents to be active participants in every aspect of their child's education.

Barstow Unified School District is considered a Program Improvement District by the State of California and continues to work at increasing student proficiency levels at all grades in English/Language Arts and Math. We continue to provide the most highly qualified and trained staff members for your student's education.

This September, we will resume our challenging work of providing a quality education for ALL Barstow children in our uniquely diverse district. It is an exciting era of positive change in Barstow Unified School District. We are moving ahead to meet the challenges of the future!

Please feel free to contact me via e-mail or by phone should you have any suggestions or concerns regarding your student's education. I look forward to meeting you.

Sincerely,



SGL

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BOARD OF TRUSTEES

	<u>Term Expires</u>
Julie Clemmer , President	November 30, 2012
Barbara Rose , Vice President	November 30, 2010
Ernest Vogt , Clerk	November 30, 2010
Ace Acevedo , Member	November 30, 2012
Mary Rodriguez , Member	November 30, 2012

Reorganization of the Board of Trustees will occur December 8, 2009.

REGULAR MEETINGS: District Office Board Room, 7:00 p.m., Second and Fourth
Tuesday of each month

July 28, 2009	January 12, 2010
August 11, 2009	January 26, 2010
August 25, 2009	February 9, 2010
September 8, 2009	February 23, 2010
September 22, 2009	March 9, 2010
October 13, 2009	March 23, 2010
October 27, 2009	April 13, 2010
November 10, 2009	April 27, 2010
November 24, 2009	May 11, 2010
December 8, 2009	May 25, 2010
	June 8, 2010
	June 22, 2010

**BARSTOW UNIFIED SCHOOL DISTRICT
DISTRICT ADMINISTRATION
551 South Avenue "H"
Barstow CA 92311**

SUSAN LEVINE, Superintendent	255-6006
TERESA HEALY, Assistant Superintendent, Educational Services and Technology	255-6021
JEFF MALAN, Assistant Superintendent, Personnel Services	255-6041
TONY WARDELL, Assistant Superintendent, Business Services	255-6009
JONI JAMES, Director II, Pupil Services and Special Education	255-6028
VICKI LAMBORN, Director, Instructional Support Services	255-6024
GEORGE COLE, Interim Director, Classified Personnel (Personnel Commission)	255-6035
JOE FINK, Director, Maintenance, Operations, Transportation, and Safety	252-5073

SCHOOLS AND ADMINISTRATION

	<u>Phone</u>
BARSTOW HIGH SCHOOL (Gr. 9 - 12) 430 South First Avenue Barstow CA 92311	
SCOTT GODFREY, Principal	255-6105
CAROLYN NORMAN, Assistant Principal	255-6160
ORON JACKSON, Assistant Principal	255-6128
VINCENT WILLIAMS, Assistant Principal	255-6115
Attendance Office	255-6107/6113
CENTRAL HIGH SCHOOL (Gr. 10 - 12) 405 North Second Avenue Barstow CA 92311	
JAMES DAVIS, Principal	255-6063
Teen Mother Program / CalSAFE	256-5848
Independent Study Program (7 - 12)	255-6063
Attendance Office	255-6060
BARSTOW JUNIOR HIGH SCHOOL (Gr. 7 - 8) 1000 Armory Road Barstow CA 92311	
DERRICK DELTON, Principal	255-6204
MICHAEL GOMEZ, Assistant Principal	255-6207
CLAIRE ELLIS, Dean of Students	255-6200
Attendance Office	255-6202

Mailing address for all schools: 551 South Avenue "H", Barstow CA 92311

	<u>Phone</u>
CAMERON ELEMENTARY SCHOOL (Gr. K - 6) 801 Muriel Drive Barstow CA 92311 CHRISTINA SAN NICOLAS, Principal	255-6260
CRESTLINE ELEMENTARY SCHOOL (Gr. K - 6) 2020 Monterey Barstow CA 92311 DAVID FINCH, Principal	252-5121
HENDERSON ELEMENTARY SCHOOL (Gr. K - 6) 400 South Avenue "E" Barstow CA 92311 JAN RHOADS, Principal	255-6250
HINKLEY ELEMENTARY/MIDDLE SCHOOL (Gr. K - 8) 37600 Hinkley Road Hinkley CA 92347 DENNIS HIRSCH, Principal	253-5512
LENWOOD ELEMENTARY SCHOOL (Gr. K - 6) 34374 Ash Road Barstow CA 92311 LAURA MAY, Principal	253-7715
MONTARA ELEMENTARY SCHOOL (Gr. K - 6) 700 Montara Road Barstow CA 92311 KEITH ACEDO, Principal	252-5150
SKYLINE NORTH ELEMENTARY SCHOOL (Gr. K - 6) 36968 Camarillo Avenue Barstow CA 92311 KIM BARILONE, Principal	255-6090
THOMSON ELEMENTARY SCHOOL (Gr. K - 6) 310 Mountain View Barstow CA 92311 THERESA GONZALES, Principal	255-6150

Mailing address for all schools: 551 South Avenue "H", Barstow CA 92311

Phone

CHALLENGES COMMUNITY DAY SCHOOL (Gr. 1 – 4)
34374 Ash Road (Lenwood Office)
Barstow, CA 92311
DAVID NORMAN, Teacher 253-7713

BEFORE AND AFTER SCHOOL CHILD CARE PROGRAM
Cameron School - 801 Muriel Drive 256-7302
Crestline School - 2020 Monterey Drive 252-3137
Hours: 6:30 a.m. - 6:00 p.m. Mon. - Fri. School Days and Summer

ADULT EVENING SCHOOL
430 South First Street
Barstow CA 92311
JIM OSTRANDER, Coordinator of Adult Education
M/T/W 5:30 - 9:30 p.m. Evenings: 255-6131

SAN BERNARDINO COUNTY SCHOOL PROGRAMS

BUENA VISTA COMMUNITY DAY SCHOOL (Gr. 4-12)
220 Buena Vista
Barstow CA 92311
Paula Reigle, Teacher 256-8629

2009-10

Board Approved: May 27, 2008

Barstow Unified School District

Teachers Return: September 2, 2009
 School Begins: September 8 * Ends: June 23-24
 Winter Break: December 21—January 2
 Spring Break: April 5 - 9



JULY 2009

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2009

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30	31					

SEPTEMBER 2009

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OCTOBER 2009

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NOVEMBER 2009

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29	30					

DECEMBER 2009

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27	28	29	30	31		

July 2009
 3 Independence Day Holiday

August
 26-28 New Teacher In-Services
 31 Buy Back Day

September
 1 Buy Back Day
 2 Teachers Return
 7 Labor Day Holiday
 8 FIRST DAY OF SCHOOL

October
 12 Columbus Day Holiday

November
 11 Veteran's Day Holiday
 25 Extended Thanksgiving
 26-27 Thanksgiving Holiday

December
 4 End of Trimester, K-6
 • Non-attendance day for all students
 • Workday for Teachers at Elementary & Hinkley.
 • Non-Workday for Teachers at Jr. High, BHS & CHS

8-10 Parent Conferences K-8
 8 Student Non-Attendance Day, K-8
 Teacher Workday, K-8
 9-10 Minimum Days, K-8
 8-10 Regular Day - BHS and CHS, Teachers and Students

24-25 Christmas Holiday
 21-31 Winter Break

TRIMESTERS (K-6)	# Days
1st	9/8 - 12/4 58
2nd	12/7 - 3/19 60
3rd	3/22 - 6/24 62

QUARTERS (7-12)	# Days
1st	9/8 - 11/6 43
2nd	11/9 - 1/29 42
3rd	2/1 - 4/2 43
4th	4/5 - 6/24 52

January 2010
 1 New Year's Day Holiday
 2-3 Winter Break
 4 Students Return
 18 Martin Luther King Day
 29 End of Semester 7-12

- Non-attendance day for all students
- Workday for Teachers at BJHS, BHS, and CHS
- Non-Workday for Teachers at Elementary & Hinkley

February
 12 Lincoln's Birthday Observed
 15 Washington's Birthday Observed

April
 2 Good Friday Holiday
 5-9 Spring Break

May
 31 Memorial Day Holiday

June
 Last Day of School = minimum day
 23 Last Day of School 9-12
 24 Last Day of School K-8
 24 Last Teacher work day

Hourly Employee Payday is the 9th of each month. Timecards are due the 3rd Friday of each month + June 30.

Contract Timecards due last work day of each month.

Total Student Days: 180
 Teacher Contract Days: 185

- School Not in Session
- Legal/Board Holiday
- Board Meetings

JANUARY 2010

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FEBRUARY 2010

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MARCH 2010

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APRIL 2010

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MAY 2010

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JUNE 2010

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27	28	29	30			

551 South Avenue H, Barstow, CA 92311
www.barstow.k12.ca.us

BARSTOW UNIFIED SCHOOL DISTRICT

SCHOOL HOURS 2009-2010

(Minimum Day for All Schools is Wednesday)

SCHOOL	GRADE LEVEL	TIMES (FULL DAY AND MINIMUM DAY)
Cameron	Grades K - 6 Grades K - 6	8:30 a.m. - 3:00 p.m. 8:30 a.m. - 1:00 p.m - Wednesdays
Crestline	Grades K - 6 Grades K - 6	8:30 a.m. - 3:00 p.m. 8:30 a.m. - 1:00 p.m - Wednesdays
Henderson	Grades K - 6 Grades K - 6	8:30 a.m. - 3:00 p.m. 8:30 a.m. - 1:10 p.m - Wednesdays
Hinkley	Grades K - 8 Grades K - 8	8:30 a.m. - 3:00 p.m. 8:30 a.m. - 1:00 p.m - Wednesdays
Lenwood	Grades K - 6 Grades K - 6	8:30 a.m. - 3:00 p.m. 8:30 a.m. - 1:00 p.m - Wednesdays
Montara	Grades K - 6 Grades K - 6	8:30 a.m. - 3:00 p.m. 8:30 a.m. - 1:10 p.m - Wednesdays
Skyline North	Grades K - 6 Grades K - 6	8:30 a.m. - 3:00 p.m. 8:30 a.m. - 1:10 p.m - Wednesdays
Thomson	Grades K - 6 Grades K - 6	8:30 a.m. - 3:00 p.m. 8:30 a.m. - 1:00 p.m - Wednesdays
Barstow Junior High	Grades 7 and 8 Grades 7 and 8	7:24 a.m. - 1:55 p.m. 7:24 a.m. - 11:57 a.m. - Wednesdays
Barstow High	Grades 9- 12	7:13 a.m. - 2:11 p.m. 7:13 a.m. - 12:15 p.m.- Wednesdays
Central High	Grades 10 - 12	7:35 a.m. - 2:15 p.m.* ²
Challenges CDS	Grades 1 - 4	8:30 a.m. - 3:15 p.m.* ⁴
Independent Study	Grades K - 12	8:00 a.m. - 4:00 p.m.* ⁵

1. Any variations from the above schedule (based on irregular circumstances) must be approved by the Superintendent, Assistant Superintendent of Educational Services, and the Director of Maintenance, Operations, and Transportation.
2. Students at Central High School must attend a minimum of four (4) periods per day.
Session 1: 7:35 - 10:40 a.m. Session 2: 11:10 a.m. - 2:15 p.m.
3. Kindergarten classes are on a full day schedule.
4. Challenges CDS does not have minimum days.
5. Teachers have flex work times.

BARSTOW UNIFIED SCHOOL DISTRICT
2009-2010 Testing Schedule

TEST	ADMINISTRATION DATES	GRADES	SCHOOLS INVOLVED
AP (Advanced Placement)	May 3-14, 2010	11 and 12	Barstow High School
CAHSEE (California High School Exit Exam)	July 28-29, 2009	12 Only	Barstow High Central High Adult Education Independent Study
English Language Arts and Mathematics	November 3-4, 2009	11 and 12	
	February 2-3, 2010	10, 11, and 12	
	March 16-17, 2010	11 and 12	
	May 11-12, 2010	10-Make Up, 11, & 12	
PSAT/NMSQT	October 17, 2009	10 thru 12	Barstow and Central High Schools
SAT Reasoning & SAT Subject Tests	October 10, 2009 November 7 December 5 January 23, 2010 March 13 May 1 June 5	10 thru 12	Barstow and Central High Schools
CAT 6/CST California Achievement Test (CAT 6) Content Standards Test (CST)	TENTATIVE Testing Window: April 26 – May 14	CAT 6: 7 Only CST: 2 thru 11	All Schools including Independent Study
California Writing Standards Test	March 2, 2010 March 3 (Make-up)	4 and 7	All Elementary, Barstow Jr., & Independent Study
CELDT	July 1 – October 31, 2009	K thru 12	All Schools
PFT (Physical Fitness Test)	February 1 – April 30, 2010	5, 7, and 9	All Schools, including Independent Study
STS (Standards Test Spanish)	Testing Window: May 11 - 29, 2010 (Exact dates TBD)	2 thru 11	Students enrolled in the U.S. less than 12 months

Testing Schedule 09-10.doc/Updated 7/20/09, Ed Srvc.

ENROLLMENT

AGE FOR COMPULSORY EDUCATION

Each person between the ages of six (6) and eighteen (18) years, not exempted under the provisions of California Education Code 48200, is subject to compulsory, full-time education.

VERIFICATION OF AGE

Parents shall be required to furnish documentary evidence (birth certificate, baptismal certificate, passport or affidavit of parent or guardian) of the birth date of the child at the time of enrollment in kindergarten or first grade.

HEALTH REQUIREMENTS

The parents or guardians of each child enrolling in kindergarten or who is enrolling as a first-time first grader, are required to present a health certificate to school. The health certificate may be completed 6 months prior to kindergarten or first-time first grade enrollment. Physical examination must be completed within this time frame. Parents or guardians who file a waiver must do so prior to their child entering school as a kindergartner or as a first-time first grader. Students without the health certificate or a waiver on file are subject to exclusion from school up to 5 days until the health certificate or waiver is submitted. It is recommended that the school nurse be notified of significant health problems or health concerns regarding any child enrolled in school.

IMMUNIZATION REQUIREMENTS (The School District will not provide immunizations)

To enter or transfer into public or private elementary and secondary schools (grades K -12), children under age 18 must meet immunization requirements. (See pages 40 - 42)

ADMISSION

All children whose legal residence is within the Barstow Unified School District and whose age is between five (5) years and eighteen (18) years on or before December 2, and who have not been legally exempted, excluded or expelled by the district, and who have not qualified for graduation from high school shall be admitted to the schools of the district.

ADMISSION TO KINDERGARTEN

Pupils shall be admitted to kindergarten during the first school month of the school year if the child will have his or her fifth (5) birthday on or before December 2 of that school year.

ADMISSION TO FIRST GRADE

A child who has reached the age of six (6) years on or before December 2 of the school year shall be admitted to first grade.

A child who has been lawfully admitted to a public school kindergarten in California may be admitted to first grade in accordance with legal provisions, the State Board of Education regulations, and at the discretion of the Superintendent.

REQUEST FOR CHANGE OF NAME OF MINOR

If you are requesting a change in your child's name, you must fill out the appropriate form secured from your child's principal or the Pupil Services' office.

CARE GIVER'S AUTHORIZATION AFFIDAVIT

Enrollment of students not living with a parent or legal guardian must include a completed Care Giver's Authorization Affidavit. This form is available from the principal's office or Pupil Services

REQUEST FOR INTER-DISTRICT TRANSFER (Ed. Code 46600)

If you wish for your child to attend a school outside the Barstow Unified School District, you may contact Pupil Services. A written application must be completed by the parent or legal guardian for the inter-district transfer. Your request will be evaluated based on district policy and submitted to the Board of Education. You will be notified of approval or disapproval by the Pupil Services Department. District transportation is not provided for students approved for inter-district attendance.

REQUEST FOR INTRA-DISTRICT TRANSFER (Ed. Code 35160.5 {b})

If you are interested in requesting that your child attend a B.U.S.D. school other than the one in your area of attendance, please contact the principal of the school in your attendance area. Your request will be given careful consideration based on district policy. You will be notified of approval or disapproval by the principal of the attendance area requested (K-8). District transportation is not provided for students approved for intra-district attendance.

SCHOOLS OF CHOICE (Ed. Code 35160.5{b})

Students who reside within district boundaries may apply for enrollment in any district school. All students who submit applications to the district by **January 1** shall be eligible for admission to their school of choice the following school year. Applications received after the deadline may be considered if further openings exist. A waiting list at the school of choice shall be established to indicate the order in which students may be accepted as openings occur. Once enrolled, a student shall not have to apply for readmission. However, the student may be subject to displacement due to increased enrollment of students from within the attendance area. (A.R. 5116.1. Last revised 12/11/01.)

The Superintendent or designee shall inform applicants by mail as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated. The district will not provide transportation outside the school's attendance area. Upon request, the Superintendent or designee may authorize transportation for students living outside the attendance area to and from a designated bus stop within the attendance area if space is available.

HOME/HOSPITAL INSTRUCTION PROGRAM (HHIP)

Home/Hospital Instruction provides instruction by certificated teachers in the home or hospital for students who are unable to attend school but are capable of receiving instruction in school subjects.

All chronically ill (not contagious) students, injured students, or special education students who anticipate a continuing absence from school exceeding one month may request services. Students out of school for less time may pick up homework through their teacher, school office, or counselor.

Eligibility is determined by a doctor's written recommendation of need and a request by an appropriate nurse/administrator through the Pupil Services Department. Contact your school's nurse for assistance.

FINGERPRINTING

A fingerprinting program is provided through the Barstow Police Department for children enrolling in kindergarten subject to the consent of the parent/guardian. The fingerprints are given to the parent/guardian and are not retained by the district or any other private entity. Contact the local school of attendance for further information.

SCHOOL INSURANCE

At the beginning of the school year, application blanks for student insurance are available at the principal's office or can be obtained from the insurance agency website which is www.studentinsuranceagency.com. This insurance covers medical expense incurred because of injury sustained on the school campus or going directly between home and school. The insurance can be purchased at a very reasonable price. Student insurance is a transaction between parent and insurance company. (ECS 49471)

Under state law (ECS 32221.5), school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses.

Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling the school's activities office (BHS – 255-6114) or the District (Business Services Office – 255-6009).

Healthy Families and Medi-Cal for Families Program (HFP/MCFP)

The State of California offers the Healthy Families and Medi-Cal for Families Program (HFP/MCFP). This is the State's low cost and free health insurance for children and families who qualify. Children with a family income below the federal income guidelines may qualify; a family of four with an income of up to \$3,771 per month may be eligible. For information about this State of California insurance for healthy families, parents should call 1-888-747-1222 (toll-free).

MEDICATION AT SCHOOL

California Education Code ECS 49423 states that any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse, the health clerk, or other designated school personnel if the school district receives:

- 1) A written statement from physician detailing the method, amount and time schedule by which such medication is to be taken.
- 2) A written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in matter set forth on the physician's statement.

Medication release forms are available from the school nurse or school office. Medication brought to the school health office must be in its original container and labeled with the following information:

- 1) Student's full name
- 2) Physician's name
- 3) Dosage schedule and dose form
- 4) Name of medication
- 5) Date of expiration of prescription

In accordance with ECS 49423, students are not permitted to receive any medications at school including aspirin, Tylenol, asthma inhalers, cough syrup, antibiotic ointments, etc. unless the medical release form has been completed. The form is available at the school's health office.

Once medications have been arranged, parents are responsible for delivering the medication to the school health office. Children are not to bring these medications to school.

All controlled medication, like Ritalin, must be counted and recorded on a medicine log when delivered to the school. The parent or other adult who delivers the medicine will verify the count by signing the log.

Self-Administered Prescriptions at School

A pupil may carry and self-administer prescription auto-injectable epinephrine or may carry and self-administer inhaled asthma medication if the school district receives the appropriate written statements:

(1) from the physician detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent, foster parent, or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the statement of the physician.

(2) from the physician and surgeon confirming that the pupil is able to self-administer auto-injectable epinephrine or may carry and self-administer inhaled asthma medication.

(3) from the parent, foster parent, or guardian of the pupil consenting to the self-administration, providing a release for the school nurse or other designated school personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering medication.

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

A pupil may be subject to disciplinary action pursuant to Section 48900 if that pupil uses auto-injectable epinephrine or self-administer inhaled asthma medication in a manner other than as prescribed.

SPECIALIZED MEDICAL PROCEDURE PLANS AT SCHOOL

Parents of students needing specialized medical procedures while at school must assist school staff in the development and implementation of a medical procedure plan. The plan will require medical instructions from a doctor and will require signatures from the parent, the school nurse

and from appropriate school officials. Failure to follow the procedure plan may result in disciplinary action, SARB, or exclusion from school.

CAMPUS VISITORS AND MESSAGES

Persons wishing to visit the campus or attend classes with a friend must receive permission from the Principal or Assistant Principal.

Messages for students and staff, during the school day, should be done by contacting the school office to help eliminate unplanned entrances to classrooms which disrupt the learning process.

BOARD POLICY 1250 - SCHOOL SITE VISITORS *(complete text)*

The Governing Board encourages parents/guardians and interested members of the community to visit the schools and view the educational program.

To ensure minimum interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours shall first be arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during noninstructional time.

Employees are not permitted to have children, family, friends, or pets visit during working hours unless prior approval is secured from the administration. Such visitors may act as a distraction to the successful performance of job duties by the employee. In addition, the district is placed in a position of liability regarding their health, safety, and behavior. The administration is aware that it is impossible to prevent an occasional drop in. Likewise, long term situations where employees' children/visitors are on campus are not permitted.

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register at the Principal's Office immediately upon entering any school building or grounds when school is in session.

For purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission. (Education Code 51512)

(Legal References are available in the District Office)

ADMINISTRATIVE REGULATION 1250 - SCHOOL SITE VISITORS

The Superintendent or designee shall post at every entrance to each school and school grounds a notice setting forth visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. (Penal Code 627.6)

Registration Procedure

In order to register, visitors shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3) Exception to registration requirements exist for attendance at special school events when parents and/or community members are invited.

1. His/her name, address and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds or desire to visit classroom(s)
4. Agree as to date and time of classroom visitation
5. Proof of identity
6. Other information consistent with the provisions of law

Denial of Registration

1. The principal or designee may refuse to register any visitor if he/she reasonably concludes that the outsider's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke an outsider's registration if he/she has a reasonable basis for concluding that the visitor's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students or staff. (Penal Code 627.4)
2. The principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When a visitor is directed to leave, the principal or designee shall inform the visitor that if he/she reenters the school within seven days he/she will be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or designee or principal by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or designee or principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or designee or principal shall be held within seven days after receipt of the request. (Penal Code 627.5)

The decision of the Superintendent or designee or principal may be appealed to the Governing Board. The Board shall address the matter at the next regular public Board meeting for which it can be placed on the agenda. The Board's decision shall be final. (Education Code 32211)

COMPREHENSIVE SAFE SCHOOL PLAN

The District's first responsibility to students and staff is to provide a safe and secure environment. The school district has developed a comprehensive plan involving parents and school staff at each school site, school district personnel, the County Sheriff's Department, the County Health Department, the Fire District and the Barstow Police Department. The plan is School Board approved each year with updates and improvements. The plan for each school site is available for review by community members. The overall District plan is available at the Pupil Services Department for review by community members.

STUDENT CONDUCT

All students in the Barstow Unified School District are expected to behave in a manner that is cooperative, caring, and not disruptive. They should be aware of their words and actions and how they affect others. Students are to be courteous and cooperative with all school personnel which includes identifying themselves when asked by any school employee.

For safety and because the school district is responsible for students when they arrive on campus, students may not leave campus without permission. Permission to leave campus must be obtained by the parent/guardian through the principal's office.

Loitering on campus is not permitted. Loitering is the presence of a non-student on campus with no legal check in at the school office upon arrival at a school campus.

Unless specific permission is granted by the principal or teacher, radios, tape recorders or players, CD players, and beepers are not allowed at school.

Whatever might endanger a student's own safety or that of others should be avoided, such as riding skateboards or bicycles on campus. Starting of fires and possession of fire starting materials such as matches and lighters are prohibited.

Students are not permitted to bring laser pointers on campus.

Driving motor vehicles (any type) on campus is certainly hazardous to the safety of our students and therefore not permitted.

Students are expected to arrive in class prepared and to spend an appropriate amount of time on homework. Kindergarten children usually have assignments that require the participation and assistance of parents. Homework assignments in grades 1 through 3 should continue to involve family participation and promote the development of skills. In addition to these goals, homework in grades 4 and 5 should also help develop good personal study habits. In middle school, students should expect to spend an average of 1-1/2 hours on homework each night. High school students

will need about 10 hours each week to complete assignments and, if college bound, may often spend more time with homework.

Parents can assist their children in developing good study/work habits by making homework time a regular part of the day that is free of other activities and by providing a work area that is free of distractions.

In general, good school behavior is the same behavior one would expect of a child in the company of others.

Each school site may have its own list of behavior rules that are related to the students. For a copy of these, please contact the school principal.

DRESS CODE

The school district and the community are very concerned about the safety, welfare, and education of all students. One aspect of school life which directly and significantly impacts safety, welfare, and the educational environment at each school site is student dress and adornment. It has such an impact that each year each school site involves students, parents, and staff in reviewing the Dress Code and then makes recommendations for improvements. The Board of Trustees considers these recommendations when updating Board Policy and Administrative Regulations related to Dress Code.

Each school site will enforce the Dress Code. Teachers, school staff, and administrators will take appropriate disciplinary action with students not adhering to the Dress Code.

BP 5132 and AR 5132 - DRESS AND GROOMING

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

Students and parents/guardians shall be informed about the school dress code at the beginning of the year and when revised. A student who violates the dress code shall be subject to appropriate disciplinary action.

When gangs constitute a danger to students, the Superintendent or designee may restrict student dress and grooming as necessary to comply with Board Policy related to gang activity.

1. Hair and clothing must be neat and clean. It is recommended that clothing be seasonally appropriate, of proper fit, and in good repair as to not cause a safety hazard. Pants shall not sag and the waist size shall not be more than two inches larger than the student's waist.

2. Safe footwear must be worn at all times. Open toed shoes without socks are not permitted in the elementary grades. All shoes in elementary grades (K-4) must have backs or back straps. No “heelies” (shoes with wheels underneath) are allowed.
3. Clothing or accessories that suggest obscene gestures, pictures, wording (in any language), and/or are drug, tobacco, alcohol, or occult related are not permitted.
4. Barstow Unified School District school apparel such as T-shirts, sweatshirts, jackets, and caps are permitted. Students are not to wear clothing designating membership in private clubs or representing gangs. Apparel representing community organizations may be worn upon approval of the school principal or designee.
5. Barstow Unified School District principal approved school hats or caps may be worn in an acceptable manner. Other headgear is prohibited. Approved Barstow Unified School District school hats or caps may not be adorned in any way which may cause disruption or are gang related. Hats or caps may not be worn in the classroom or inside school buildings. All other hats, caps, “dew rags”, bandanas, or any kind of head scarf are not permitted.
6. Sunglasses (unless prescription) may not be worn in classrooms or inside school buildings. Sunglasses are to be unmarked except for student's proper name. Schools are not responsible if sunglasses are lost, stolen, or damaged.
7. Any apparel, jewelry, accessory, notebook, hair net, or manner of grooming which by virtue of its arrangement, trademark, or any other attribute denotes membership in or relationship to a group/gang which advocates or promotes drug use or disruptive behavior or may be a potential safety hazard are not permitted.
8. Finger rings, body rings, tongue studs, bracelets, earrings, chains, studded chokers or belt buckles which may be considered disruptive, a safety hazard, or used as a weapon are not permitted. Pacifiers are considered infant accessories and are not allowed on campus.
9. Crop tops, clothing exposing bare midriffs, halter tops, plunging necklines, tube tops, open-sided shirts, skirts and shorts shorter than mid-thigh (finger-tip length), shirts, spaghetti straps, and blouses which expose sides of the body, tight stretch or Spandex pants (unless covered by outer wear clothing), and see-through or mesh materials which expose bare skin ARE NOT PERMITTED at school or during school activities. Outer clothing will properly cover all underwear.
10. Apparel, hairstyle, or makeup, which are deemed a safety hazard or are disruptive to the educational process are not permitted. Extreme haircuts (“Mohawks”), or unnatural hair color are not permitted.
11. Makeup, perfume, and false fingernails which cause a safety hazard or disruption are not permitted. Makeup of any kind is not permitted at the elementary schools without the permission of the principal or designee. Elementary students may not wear black or dark colored nail polish.

12. Tattoos will be covered if they promote any disruption to the educational program.
13. Meeting the requirements of Administrative Regulation 5132 (student dress) does not prohibit a student from adhering to the tenets of an established religion or faith as they relate to dress and grooming.
14. Anything not specifically covered in the above rules and regulations that is disruptive to the educational process or considered to pose a safety hazard will be left to the discretion of the school administration or designee with referral to Board Policy 5132 and Administrative Regulation 5132.
15. The state of California and the Barstow Unified School District Board of Trustees is also concerned about health issues related to safety. They include protection from sun damage to students. When out of doors, in sunny areas, students are encouraged to wear clothing including unadorned hats, caps, and sun glasses designed to protect students from sun damage. Sun screen lotion can be used by students during the school day without a physician's note or a prescription. (Education Code 35183.5)

NON-COMPLIANCE OF DRESS CODE

Students who are unable to comply with the standards of conduct may be involved in one or more of the following actions designed to assist the student in developing acceptable behavioral patterns:

1. Conference with student and/or parent.
2. Denial of school privileges.
3. Detention.
4. Removal from class.
5. Suspension.
6. Referral to Student Attendance Review Board.
7. Request for filing incorrigibility petition.
8. Request for voluntary withdrawal in lieu of recommendation for expulsion.
9. Recommendation for expulsion.

Actions may be initiated at any level and may be repeated if appropriate. Actions 1-4 may be carried out by the teacher.

To make an appointment with the teacher, please contact the principal who will assist you in arranging a conference time. This approach will also eliminate entrances to classrooms which disrupt the learning process.

OPERATION CleanSWEEP

Barstow High, Central High, Barstow Junior High and the elementary schools joined for students who are 10 year old or older are members of Operation CleanSWEEP.

Operation CleanSWEEP is a cooperative effort involving these schools, Barstow Police Department, and the San Bernardino Sheriff's Office. This program seeks to improve safety and enhance the learning environment at participating schools through partnership with law enforcement and the juvenile court system.

Under Operation CleanSWEEP, students who develop a pattern of criminal behavior at school, on the way to and from school, or at any school sponsored activity, would receive a citation to appear in juvenile court. Students who are found by the court to have participated in continuing criminal activities will receive fines and be assigned community service hours. The court can also assign counseling for the student and require, when appropriate, classes for parents. If the student fails to follow the courts prescribed rehabilitation, the court can upgrade the case from an infraction (not a criminal matter and not put on the student's criminal record) to a misdemeanor (a criminal charge that will be put on his/her criminal record).

Patterns of criminal activities at school that are citable under Operation CleanSWEEP are:

BMC 9.040.030	Daytime Curfew (Truant)	PC594.1(e)(1)	Possession of Aerosol Paint Container
PC308(b)	Possession of Tobacco	PC647(f)	Public Intoxication
PC374.4	Littering	BP25662(a)	Minor in Possession of Alcohol
PC330	Gaming	BP25658(b)	Minor Consuming Alcohol
PC415	Disturbing the Peace	HS11357(e)	Minor in Possession of less than 1 oz. of Marijuana
PC594.2(a)	Possession of Graffiti Tools		
PC640.6	Affixing Graffiti		
PC485	Keeping Found Property		
PC490.1 & 488	Petty Theft		

Further information about Operation CleanSWEEP can be found on page 53 of the exhibits.

REASONS FOR SUSPENSION AND EXPULSION UNDER EDUCATION CODE 48900/48915

The most important obligation that the school district has to students and parents is to provide a safe and healthful environment in which students may learn. The State of California has strengthened this

obligation by indicating which student misbehaviors may result in suspension and/or expulsion from school. The Board of Trustees has adopted a zero tolerance for drug involvement. It is hoped that all students and parents, for the welfare of all, take the message seriously—**Do not have in your possession or be involved with weapons or drugs while at school or at a school function.** The school district is so concerned about protecting students against illegal drugs that the Board of Trustees enacted a policy in accordance with legal guidelines to use trained dogs to sniff out and alert staff to the presence of illegal substances and firearms. The legitimate privacy rights of students are to be protected and respected. Book bags, purses, backpacks, vehicles in parking lots, and lockers will also be targeted for campus searches. Dogs will not approach students.

In utilizing the services of detection canines, the District will adhere to the following guidelines:

- Parents, students and employees shall be informed of this policy at the beginning of each school year through annual parental notices, direct communication of the policy by administrators to all pupils, and through published notice in local newspapers.
- On random basis set by the Superintendent or his designee, all lockers and vehicles on designated sites will be sniffed by trained detection canines. The dog may be used to sniff lockers, common areas, desks, backpacks, bags, personal items, or vehicles that are on District property.
- Under no circumstance will a dog be allowed to sniff the person of a student, employee, patron, visitor, or anyone else while on District property or at any District event. This prohibition extends to and includes demonstrations. The canines shall not be used in classrooms occupied by students except for demonstration purposes.
- Discovery of prohibited substance or item shall result in referral to law enforcement and/or disciplinary action including but not limited to termination of employment for employees and referral to law enforcement and/or disciplinary action in keeping with District disciplinary policies for students.
- Only canine's official handler will determine what constitutes an alert by the canine. If the canine alerts to a particular item or place, the person having the use or control of that item or place will be called to the scene to witness the inspection. Ownership or control of the item or place will be established and search activities will be conducted in accordance with District policy and applicable law.
- In the event the canine alerts on a locked vehicle, the owner or person bringing it onto District property shall be asked to open the vehicle for inspection. Refusal to open the vehicle for inspection shall result in referral of the matter to law enforcement officials, disciplinary action, including but not limited to suspension or termination of employment for employees, and suspension or expulsion for students and loss of parking privileges on District property.

- In addition to canine handler, there will be a school administrator and School Resource Officer present at all inspections.

The campus search program will serve to maintain middle and high schools as safe environments for students and staff to work and to learn. We ask for the support and cooperation of all students, parents and staff. Working together we can reduce violence, weapons, and drugs in school and in the community.

The Board of Education has voted overwhelmingly to support campus searches using metal detectors and trained dogs. All aspects of the plan involve administrators, staff assistants, trained contractors, and police personnel.

In an effort to keep the schools free of drugs and weapons, the district will use specially trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or district policy. The dogs may sniff around lockers, desks, bags, items or vehicles on district property or at district-sponsored events as long as they are not allowed to sniff any person. Items shall not be sniffed if a person is close by [BP5145.12(b)].

No students shall possess, place, keep or maintain any article or material that is prohibited by state or federal law or District policy in lockers, vehicles, desks, or bags under their control while on District property or at a District sponsored event.

All persons in control of or in possession of any vehicle, locker, desk, bag, backpack or any other item containing illegal drugs, alcohol or weapons on District property, or brought to a District sponsored event, and/or within 1,000 feet of District property are subject to criminal and civil penalties set out in state and federal laws.

A pupil may be suspended or expelled for acts which are enumerated in this section below 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 the campus and 4) during or while going to or coming from a school sponsored activity.

Behaviors which may result in suspension and/or expulsion from school fall under California Education Code 48900:

ECS 48900 - Grounds for Suspension and Expulsion

A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more of subdivisions (a) to (q), (s), (.2) to (.4) and (.7) inclusive:

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

- (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 pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c)** Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d)** Unlawfully offered, arranged or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e)** Committed or attempted to commit robbery or extortion.
- (f)** Caused or attempted to cause damage to school property or private property.
- (g)** Stolen or attempted to steal school property or private property.
- (h)** Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i)** Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j)** Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k)** Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- (l)** Knowingly received stolen school property or private property.
- (m)** Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n)** Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing as defined in subdivision (b) of Section 245.6 of the Penal Code.

(r) Engaged in an act of bullying*, including, but not limited to, bullying by means of an electronic act, directed toward a student or school personnel.

(t) A pupil who aids or abets, as defined in section 31 of the Penal Code, the infliction or the attempted infliction of physical injury to another person.

Cyber BULLYING* – THREATS or HARASSMENT Using the Internet

(a) **At School** - As specified in Board Policy 6163.4 (a) (3), students shall not access, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion, or political beliefs. Inappropriate use shall result in ..., disciplinary action ... in accordance with law and Board policy. This section would relate to infractions described in ECS 48900 (a1), (i), (o), (s), (.2), (.3), (.4), (.7).

(b) **Outside of School** – The school’s disciplinary authority extends beyond school grounds – provided the incident is “related to school activity or attendance.” Threats made by one student to another, using electronic devices (internet, text messaging, etc., using a home computer or at the library), whether on or off campus, can subject a student to discipline because such actions often disrupt or negatively impact school activities. These threats can also result in undue emotional stress and a drop in academic performance at school. Parents should monitor the use of personal websites by their children (“My Space,” “You Tube,” etc.) for such threats or harassment. When a threat or harassment by one student to another student is posted on a web page, parents are encouraged to make a hard copy and present it to a district teacher or administrator.

Cyber THEFT – Theft of Files, Folders and Databases on the Internet

As defined in ECS 48900 (u), "school property" includes electronic files and databases. Both the student and a parent/guardian will need to sign a BUSD Internet Use Agreement if the student is to access computers and/or the Internet at school or during school activities. Suspension or expulsion may result for any student who knowingly violates any condition(s) of his or her most current agreement as they relate to violations described in ECS 48900 (e), (f), (g), (l), or (r) listed above.

Penal Code Section 417.27. [Suspended or Expelled under ECS 48900(b)] - Laser Pointers

No student shall possess a laser pointer on any elementary or secondary school premises unless possession of a laser pointer on the elementary or secondary school premises is for a valid instructional or other school-related purpose.

Penal Code 12550 defines an IMITATION FIREARM.

ECS 48900(m) makes the possession or use of an IMITATION FIREARM at school, at any school sponsored activity, or on the way to and from school, a suspendable and/or expellable infraction.

As used in Penal Code 12550, the following definitions apply:

(a) "BB device" is defined in subdivision (g) of Section 12001.

((g) the term "BB device" means any instrument that expels a projectile, such as a BB or a pellet, not exceeding 6mm caliber, through the force of air pressure, gas pressure, or spring action, or any spot marker gun.)

(b) "Firearm" is defined in subdivision (b) of Section 12001. As used in this title, the term "handgun" means any "pistol," "revolver," or "firearm capable of being concealed upon the person."

((b) As used in this title, "firearm" means any device, designed to be used as a weapon, from which is expelled through a barrel a projectile by the force of any explosion or other form of combustion.)

(c) "Imitation firearm" means any BB device, toy gun, replica of a firearm, or other device that is so substantially similar in coloration and overall appearance to an existing firearm as to lead a reasonable person to perceive that the device is a firearm.

Note: Penal Code 12550 and 12556 makes it a *criminal offense* to openly display or expose any imitation firearm in a public place, including a public school.

A pupil 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 pupil 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 the campus.
4. During or while going to or coming from a school sponsored activity.

It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

ECS 48900.1 - Parent Required to be in Classroom

- (a) The governing board of each school district shall adopt a policy authorizing teachers to provide that the parent or guardian of a pupil who has been suspended by a teacher pursuant to Section 48910 for reasons specified in subdivision (i) or (k) of Section 48900, attend a portion of a school day in his or her child's or ward's classroom (Board Policy 5144.1 (f)). The policy shall take into account reasonable factors that may prevent compliance with a notice to attend. The attendance of the parent or guardian shall be limited to the class from which the pupil was suspended.
- (b) The policy shall be adopted pursuant to the procedures set forth in Sections 35291 and 35291.5. Parents and guardians shall be notified of this policy prior to its implementation. A teacher shall apply any policy adopted pursuant to this section uniformly to all pupils within the classroom. The adopted policy shall include the procedures that the district will follow to accomplish the following: (1) Ensure that parents or guardians who attend school for the purposes of this section meet with the school administrator or his or her designee after completing the classroom visitation and before leaving the school site. (2) Contact parents or guardians who do not respond to the request to attend school pursuant to this section.
- (c) If a teacher imposes the procedure pursuant to subdivision (a), the principal shall send a written notice to the parent or guardian stating that attendance by the parent or guardian is pursuant to law. This section shall apply only to a parent or guardian who is actually living with the pupil.
- (d) A parent or guardian who has received a written notice pursuant to subdivision (c) shall attend class as specified in the written notice. The notice may specify that the parent's or guardian's attendance be on the day in which the pupil is scheduled to return to class, or within a reasonable period of time thereafter, as established by the policy of the board adopted pursuant to subdivision (a).

ECS 48900.2 - Sexual Harassment

In addition to the reasons specified in Section 48900, a student (grade 4-12) may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has committed sexual harassment as defined in EC Section 231.5.

For the purposes of this chapter, the conduct described in EC Section 231.5 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. This section shall not apply to students enrolled in kindergarten and grades 1 to 3 inclusive.

Board Policy 5145.7, Sexual Harassment – Students (*complete text*)

The Governing Board prohibits unlawful sexual harassment of or by any student by anyone in or from the district.

Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

(cf. 5131.5 – Vandalism, Theft and Graffiti)
(cf. 5137 – Positive School Climate)

Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

(cf. 4118 – Suspension/Disciplinary Action)
(cf. 5144.1 Suspension and Expulsion/Due Process)

The Board expects students or staff to immediately report incidents of sexual harassment to the principal or designee or to another district administrator.

Any student who feels that he/she is being harassed should immediately contact the principal or designee at his/her school. If a situation involving sexual harassment is not promptly remedied by the principal or designee, a complaint of harassment can be filed in accordance with *AR 1312.1 – Complaints Concerning District Employees* or *AR 1312.3 – Uniform Complaint Procedures*. The principal or designee shall determine which procedure is appropriate.

The district prohibits retaliatory behavior against any complaint or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

(cf. 1312.1 – Complaints Concerning District Employees)
(cf. 1312.3 – Uniform Complaint Procedures)

(for legal references please go to the school and ask to see the Comprehensive School Safety Plan)

Administrative Regulation 5145.7, Sexual Harassment – Students *(complete text)*

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature when: (Education Code [231.5](#))

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment
4. 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 school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, notes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools.
9. Cornering or blocking of normal movements.
10. Displaying sexually suggestive objects in the educational environment.
11. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code [48980](#))
(cf. [5145.6](#) - Parental Notifications)
2. Be displayed in a prominent location near each school principal's office. (Education Code [231.5](#))
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session. (Education Code [231.5](#))
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures and standards of conduct. (Education Code [231.5](#))

Enforcement

The principal or designee shall take appropriate actions to reinforce the district's sexual harassment policy. These actions may include:

1. Removing vulgar or offending graffiti.
2. Providing staff inservice and student instruction or counseling.
3. Taking appropriate disciplinary action as needed.

ECS 48900.3 - Hate Violence

In addition to the reasons specified in Sections 48900 and 48900.2 a student in any grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 33032.5 and PC 422.6, 422.7

ECS 48900.4 - Harassment, Threats, Intimidation

In addition to the grounds specified in Sections 48900 and 48900.2, a student enrolled in any of the grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that student or group of students by creating an intimidating or hostile educational environment.

ECS 48900.7 - Making Terroristic Threats

(a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3 and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

(b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000) with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety, or for his or her immediate family's safety, or for the protection of school district property or the personal property of the person threatened or his or her immediate family.

ECS 48906 – Release of Minors to a Peace Officer

When a principal or other school official releases a minor pupil to a peace officer for the purpose of removing the minor from the school premises, the school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer, and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code, or pursuant to Section 305 of the Welfare and Institutions Code. In those cases, the school official shall provide the peace officer with the address and telephone number of the minor's parent or guardian. The peace officer shall take immediate steps to notify the parent, guardian, or responsible relative of the minor that the minor is in custody and the place where he or she is being held.

ECS 48910(a) – Teacher Suspensions from Class

A teacher may suspend any pupil from class, for any of the acts enumerated in Section 48900, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal or the designee of the principal for appropriate action. As soon as possible the teacher shall ask the parent or guardian of the pupil to attend

a parent-teacher conference regarding the suspension. A school administrator shall attend the conference if the teacher or the parent or guardian so request.

ECS 48915 – Mandatory Grounds for Expulsion

(a) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

- (1) Causing serious physical injury to another person, except in self-defense.
- (2) Possession of any knife or other dangerous object of no reasonable use to the pupil.
- (3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- (4) Robbery or extortion.
- (5) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

(b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:

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

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

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

(5) Possession of an explosive.

Board Policy 5131(b) - CELLULAR PHONES

Students may possess or use electronic signaling devices, including but not limited to pagers, beepers and cellular/digital telephones, provided that such devices DO NOT DISRUPT THE EDUCATIONAL PROGRAM or school activity. Electronic signaling devices shall be TURNED OFF DURING CLASS TIME and at any other time directed by a district employee. If disruption occurs, the employee may direct the student to turn off the device and/or confiscate the device until the end of the class period, school day, or activity. Continued possession of a cell phone or electronic signaling device may be prohibited to any student who consistently disrupts educational activities or **refuses to surrender** the device to an employee. Parents/guardians will be notified as to the result of this prohibition.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which are limited to health-related purposes. (Education Code 48901.5)

The school is not responsible for the loss or damage of any electronic signaling device that is in the possession of a student pursuant to this policy while at school, to or from school, or any school activity.

Board Policy 5131.41 - ANTI-BULLYING

The Barstow Unified School District asserts that all students have a right to a safe and healthy school environment. The District, schools, and community have an obligation to promote mutual respect, tolerance and acceptance. The District will not tolerate behavior that infringes on the safety of any student. A student shall not be intimidated or harassed by another student through words or actions. Intimidation or harassment includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. This policy applies whenever a student is on school grounds, traveling to and from school or a school sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

Students who act in violation of this policy may be subject to school/District disciplinary procedures up to and including expulsion.

Board Policy 6145.5 - ANTI-HAZING

No student shall conspire to 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 or other person. Persons violating this policy shall be subject to district discipline and penalties specified in law. (ECS 32051)

ALCOHOL, DRUG AND TOBACCO EDUCATION

Instruction is provided in Grades 1-5 on drug education and other dangerous substances in health education courses. In Grades 6-12, instruction on drug education and the effects of the use of tobacco,

alcohol, and other dangerous substances shall be conducted with life science classes and health related courses.

ATTENDANCE AND PROGRESS

Regular attendance is the key to success in learning. Regular attendance is directly related to school success and good grades. From the beginning of your child's school experience, expect and encourage daily attendance. Should you become aware of problems related to your child's attendance, contact the school office to set up an appointment to discuss resolutions to the problem.

It is understood that there are valid reasons for absences: illness; a death in the immediate family; medical, dental, optometric, or chiropractic appointments that cannot be made outside the school day; or quarantine under the direction of a county or city health officer.

When your child is absent from school, please call the school office before 9:00 a.m., if possible. If a call is not possible, please send a note with your child to the office the morning he/she returns to school. This notification is extremely important and may determine if your child's absence is excused or not excused.

California Education Code 48260 defines truancy as: "Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse for three days in one school year or tardy without valid excuse in excess of (30) minutes on each of more than three days in one school year is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district." A list of valid excuses for absence can be found on page 55-56.

If truancy seems to be a problem, every reasonable effort will be made to contact the parents by telephone or mail. *To assist in this process and to ensure that the school can contact you in any emergency, please maintain updated information at the school regarding your address and daytime telephone number.*

If a student is truant or is missing school for an excessive number of days, the parent or guardian will receive notice by the school. Parents and guardians are reminded that they are obligated to compel the attendance of the pupil at school. Parents and guardians who do not meet this obligation may be guilty of an infraction under ECS 48293. Continued failure to meet this obligation may lead to a referral by the school to the Student Attendance Review Board (SARB).

STUDENT ATTENDANCE REVIEW BOARD (SARB)

SARB was created by the State Legislature to help school districts find school and community programs to correct and prevent further attendance problems; to divert young people with severe school attendance and behavior problems from the juvenile justice system and to identify and use all the appropriate resources of school and community to focus on resolving the problem of each child referred to SARB. The SARB may authorize the citation of parents to the courts whose child(ren) does not maintain regular school attendance. The court may take appropriate action on truancy which may include, but not be limited to, fines, alternative programs, assign community service, or jail.

REPORTING TO PARENTS

Recognizing parents' interests in and concerns relating to the success their children experience in school, the district encourages both informal and formal contacts between home and school. The teacher-requested or parent-requested conferences that occur daily in the school are often very effective in resolving issues and concerns before they become problems. These informal meetings are excellent sources of information and support that help both the home and the school develop a more informed profile of the student.

In addition, the district provides three formal means of communication: December Parent/Teacher Conference Day; quarterly Progress Reports for students in grades 6-12 and report cards.

PARENT/TEACHER CONFERENCES

The Superintendent shall arrange for parent-teacher conferences to be held during the school year. These shall be used especially for the purpose of reporting to the parent on student progress in terms of the student's ability and performance.

PROMOTION/ACCELERATION/RETENTION

The Board of Trustees has adopted a revised policy, (BP 5123(a) (b) & AR 5123 (a-e), please refer to Board Policy 5123 (a) and (b) and Administrative Regulations 5123 (a-e), to end social promotion at grades 2,3,4,5, and 8. This means that students not meeting District Standards in reading at grades 2 and 3 or reading and mathematics at grades 4, 5, and 8 may not be promoted. Parents will receive information on this policy revision and the end of social promotion as school begins, and throughout the school year. See pages 42 to 49, marked Exhibits I through IV. These exhibits are the actual retention forms that must be signed by parents and the procedure for remediation and retention - K through 8.

PROGRESS REPORTS (Gr. 7 - 12)

Teachers in grades 7-12 shall issue a progress report form to be mailed to parents five (5) weeks prior to the end of the quarter and semester or whenever it becomes evident that a student is in danger of failing a course (grade of D or F). These progress reports shall be signed by the teacher and student and returned to the school with a parent signature. If a teacher/student/parent conference is deemed necessary, the teacher shall arrange a conference date and time. A copy of such notice shall be filed with the student's records for the duration of that school year. The progress reports of all seniors in danger of not graduating shall be sent by mail during the second semester. Seniors are responsible to have parents sign progress reports and return them to the counselor. Counselors will make all reasonable efforts to contact parents if the senior fails to return the signed progress report.

REPORT CARDS

The Board of Trustees recognizes grades and progress reporting as methods of reporting pupil achievement and progress. The grading procedure is uniform throughout the district and is under the direction of the Superintendent. Report cards are issued three times a year for all students in grades K-6 and four times a year for students in grades 7-12.

STANDARDS BASED REPORT CARDS-KINDERGARTEN THROUGH GRADE 5

The Barstow Unified School District Board of Trustees in conjunction with the California Department of Education adopted rigorous content standards in math, English Language Arts, social

studies and science as part of the transition of the school district to a standards based curriculum and assessment system. The standards based K-5 report card addresses many of the essential learning being incorporated into our curriculum.

GRADUATION REQUIREMENTS

Requirements for graduation from Barstow High School or Central High School may be obtained from the principal's office or the counselor's office. Class requirements for designation as a Sophomore, Junior, or Senior and checklists for college-bound Juniors and Seniors may also be obtained from the counselor's office.

REQUIREMENT FOR HIGH SCHOOL DIPLOMA

State law (Senate Bill 2) passed in 1999, authorized the development of the California High School Exit Examination (CAHSEE). Students in California public schools will have to pass this exam to receive a high school diploma beginning with the graduating class of 2006 (This target year was extended by the State from the original target year of 2004.)

The purpose of the CAHSEE is to help improve student achievement in high school. It is also to help ensure that students who graduate from high school can demonstrate competency in the content standards for reading, writing, and mathematics, adopted by the State Board of Education (SBE).

Students will have many opportunities to meet the CAHSEE requirement for a high school diploma and to receive appropriate instruction on the standards covered by the test. Requiring the exam to be taken for the first time in grade 10 provides the opportunity for students who are unsuccessful to receive additional instruction and to retake the exam. Students will be required to retake only the portion of the exam they did not pass.

If a school district determines that a student does not possess sufficient English language skills to be assessed, the district may defer the requirement that the students pass the CAHSEE for a period of up to 24 calendar months from enrollment in the California public school system until the student has completed six months of instruction in reading, writing, and comprehension in the English language. English language learners must pass the examination in English to receive a high school diploma.

Special education students cannot receive their high school graduation diploma without passing the CAHSEE. The CAHSEE may be administered with appropriate accommodations as required in each student's Individual Educational Plan (IEP). All special education students are required to take the CAHSEE unless the student's IEP does not lead to a high school diploma.

Test results must be returned to students within eight weeks after the test is taken. Specific details about the reporting process will be provided to students and parents as soon as they are available.

Actual test questions will be seen only by the students when they take the examination. This security measure will ensure that the CAHSEE is fair for all students. A test guide with sample test questions and other information will be available before the testing days each year.

The CAHSEE Panel reviewed the standards in English-language arts and mathematics and recommended standards they felt were essential for students to master for graduation from high school. Additionally, the State Board of Education stating that the English-language arts examination should assess the standards through grade 10 and include a writing sample. He also stated that the CAHSEE should include an assessment of mathematics through first-year algebra.

WITHOLDING GRADES FOR PROPERTY DAMAGE OR MISSING PROPERTY

Education Code allows for districts to withhold grades, a diploma, and transcript of any pupil who willfully damages school property, after the district has afforded the pupil due process. This applies to incidents of vandalism and to cases where school property (such as textbooks and equipment) has not been returned to the school. Full text of Education Codes 48904 can be found on pages 59-60.

SPECIAL PROGRAMS

In addition to regular instructional programs, the school district has a number of special interest programs available. If you would like more information about the programs listed below, please contact your principal. (ECS 48980(h))

AVID (Advancement Via Individual Determination)
Community Day School
GATE (Gifted and Talented Education)
Health Services (Nurses, Health Clerks, Healthy Start)
HHIP (Home/Hospital Instruction Program)
Home Reading Clubs
Independent Study
Individual and Group Counseling
Instrumental Music
Before/After School Child Care
LEP (Bilingual Magnet Program, sheltered instruction)
Bully Proofing Strategies
Parent Project (in English and Spanish)
Peace Builders/ Peace Leaders

Peer Counselor (Student Assistance Team - STAT)
Teen Mother Program (CalSAFE)
ROP (Regional Occupational Program)
SEAP (Students with Exceptional Academic Potential)
SIP (School Improvement Program) {old AB777}
Skills for Growing (Quest)
START (Student Truancy Academic Recovery Term)
Student Study Team (SST)
Tech Prep
Title I, Title II, Title III
Title IV - Safe and Drug Free Schools
TUPE (Tobacco Use Prevention Education) Grades 4-8
Vocational Education

SPECIAL EDUCATION

Disabled children from birth through age twenty-one (21) may be eligible for special education services. If you suspect your child is disabled or you know a child who is disabled, you may request an evaluation. Contact your neighborhood school or call Pupil Services at 255-6027 to make a referral or obtain more information. (Ed. Code 56300)

A disabled child is a student who:

- is deaf, deaf and blind, severely hard of hearing, severely language disabled or has speech or language problems
- is blind, partially seeing, physically or orthopedically disabled, or has other health problems
- has learning disabilities
- is developmentally delayed, autistic, mentally retarded, emotionally disturbed or has traumatic brain injury

ADULT CIVILITY AT SCHOOL

California Education Code 32210 specifically states that “any person who willfully disturbs a public school or a public school meeting is guilty of a misdemeanor, and may be punished by a fine....”

Custody Concerns and Schools

It is inappropriate for parents to use the school as a forum for disputing custody matters. Custody disputes must be handled by the courts. The schools and the District have no legal jurisdiction to refuse a biological parent access to their child and/or school records. The only exception is when signed restraining orders, custody orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office.

Any student release situation which leaves the student’s welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene.

Parents are asked NOT to involve school sites in custody matters.

The school will make every attempt to reach the custodial parent of record when another parent or any other person not listed on the emergency card attempts to pick up a child. The parent/guardian should be available during the day at the phone number(s) they list on the emergency card.

CONCERNS AND COMPLAINTS

BEGIN AT THE BEGINNING

If you have a problem or concern: (Title V California Code Regulations 4622)

1. Discuss it with your child’s TEACHER or COUNSELOR.
2. If you are unable to resolve it, talk with the PRINCIPAL, who will inform you of correct procedures and provide you with proper forms if necessary. Your concern should be made in writing if not resolved.

3. Then, if necessary, contact the appropriate DISTRICT ADMINISTRATOR (see below).

COMPLAINT PROCEDURES

The Board of Trustees encourages the resolution of complaints as early and effectively as possible. All complaints submitted in accordance with the procedures adopted by the Board shall be assured of receiving appropriate review and consideration.

- BP1312.1 Complaints Concerning School Personnel
- BP1312.2 Complaints Concerning Instructional Materials
- BP1312.3 (a)(b) Uniform Complaint Procedures: The Governing Board has designated the following compliance officers to receive and investigate complaints and ensure district compliance with state and federal laws and regulations governing educational programs. (See pages 54-74 for a complete text of the Board Policy and Administrative Regulations)
- BP1312.4 Williams Settlement Complaint Procedures (Receive and investigate complaints and ensure district compliance with law).
- AR 1312.3 The Governing Board designates the following compliance officers:

<u>Director II of Pupil Services and Special Education</u>	<u>Assistant Superintendent of Personnel</u>
Student Suspensions and Expulsions	Non-discrimination in District Programs and Activities
Student Attendance Issues	School Personnel
Comprehensive Local Plan / Special Education	
Home/Hospital Instruction Program	
504 Identification Services	<u>Assistant Superintendent of Business</u>
Alternative Education Programs	Free and Reduced Lunch Programs
<u>Assistant Superintendent of Educational Services</u>	<u>Director of Instructional Support Services</u>
Curriculum Content	School Based Coordinated Programs
Vocational Education	School Improvement Programs
Job Training Partnership Act (JTPA)	Education for English Language Learners
Child Care and Development Programs	Title I
Williams and Valenzuela Complaints	

Compliant Procedure can be found on pages 45-48.

A parent or guardian who wishes to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site may contact the school district office. The parent or guardian may also file a formal report with the Department of Children's Services. In San Bernardino County a parent or guardian may call (800) 827-8724, or the local police or sheriff department.

PARENT - TEACHER - STUDENT GROUPS

You are encouraged to participate in the activities and organization of your local parent/teacher group. Please contact your school office for the names of the current officers and other pertinent information.

TOBACCO - FREE SCHOOLS/SMOKING

The Governing Board recognizes the health hazards associated with the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. Employees are encouraged to serve as models for good health practices that are consistent with the district's instructional programs.

In accordance with state and federal law, smoking of and using tobacco is prohibited in all district facilities and vehicles.

The Board further prohibits the use of tobacco products at all times on district grounds. This prohibition applies to all employees, students, visitors, and other persons at any activity or athletic event on property owned, leased or rented by or from the district.

The Board and the administration sincerely request the cooperation of everyone to insure the successful compliance with state and federal law and Board Policy and for the benefit of students.

VOLUNTEERS

The district encourages parents/guardians and other members of the community to share their time, knowledge and abilities with students. Volunteer assistance in schools enhances supervision of students and contributes to school safety while strengthening the school's relationships with the community. Volunteers shall act in accordance with district policies, regulations and school rules. Volunteers who fail to comply with school rules and other required procedures may not be allowed to remain on campus and/or participate in school functions.

To be authorized as a volunteer the following must take place:

- Authorization from school site principal
- Tuberculosis Clearance (required by law)
- Registered Sex Offender Clearance
- Volunteer Training
- Certain circumstances may require fingerprint clearance or DMV report

Note - these requirements are for those who are scheduled to volunteer on a regular basis during the instructional day and do not apply to those who serve exclusively on parent committees or assist in occasional school functions (i.e. field trips, assemblies, etc.)

GUIDELINES FOR PARTICIPATION IN BOARD MEETINGS

Citizens are welcome at all meetings of the Board of Trustees of the Barstow Unified School District and encouraged to express their views on matters affecting the district and its students.

If you want an item placed on the agenda, please phone the Superintendent or Board President a week or more before a Board Meeting. The item should be put in writing (or you may be requested to put it in writing).

A Board meeting is a business meeting of the Board held in a public forum to comply with the Brown Act. It is not a town hall meeting with the Board. This is the time for citizens to present problems or questions they feel the Board should discuss. Individuals will be addressing the full Board, not individual Board members. Individuals will be asked to come to the microphone to make their comments. For the record, please state your name. Request to speak cards should be filled out in advance and presented to the Board President, the Superintendent or the Superintendent's Secretary. The Board has a policy limiting any speaker to not more than three minutes.

Be aware that no action may be taken at this time and if action is required, the item must be placed on the agenda of a future meeting. If you want an item placed on the agenda, please phone the Superintendent or Board President a week or more before a Board Meeting. The item should be put in writing (or you may be requested to put it in writing).

SCHOOL BOARD RESPONSIBILITIES, DUTIES AND OBLIGATIONS

RESPONSIBILITIES

- To establish and support policies that supply the best education for all the students.
- To monitor and evaluate the implementation of these policies.
- To conduct the business of the district by official public action.
- To represent all segments of the community we serve.

DUTIES

- To attend all regular and specially scheduled meetings of the Board.
- To do enough “homework” to make knowledgeable decisions.
- To support majority action taken by the Board regardless of personal views.

OBLIGATIONS

- To be open for input from students, staff, and community.
- To face difficult decisions and take positive action in a responsible manner.
- To uphold all ethical characteristics of “good Boardsmanship.”

GUIDE TO THE REQUIREMENTS OF THE CALIFORNIA SCHOOL IMMUNIZATION LAW FOR GRADES K-12

REFERENCE Health and Safety Code, Division 105, Part 2, Chapter 1, Sections 120325-120380; California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Sections 6000-6075

INSTRUCTIONS Post this guide on a wall or a desktop as a quick reference to help you determine if children seeking admission to your school meet California's school immunization requirements. If you have any questions, call the Immunization Coordinator at your local health department.

IMMUNIZATION REQUIREMENTS To enter or transfer into public and private elementary and secondary schools (grades kindergarten through 12) children under age 18 years must have immunizations as outlined below.

VACCINE	REQUIRED DOSES	
Polio	4 doses at any age, but...	3 doses meet requirement for ages 4-6 if at least one was given on or after the 4 th birthday (1); 3 doses meet requirement for ages 7-17 years if at least one was given on or after the 2 nd birthday. (1)
Diphtheria, Tetanus, and Pertussis		
<i>Age 6 years and under (Pertussis is required)</i>		
DPT, DTaP or any combination of DTP or DTaP with DT (tetanus and diphtheria)	5 doses at any age, but...	4 doses meet requirements for ages 4-6 if at least one was given on or after the 4 th birthday (1)
<i>Age 7 years and older (Pertussis is not required)</i>		
Td, DT, or DTP, DTaP or any combination of these	4 doses at any age, but...	3 doses meet requirement for ages 7-17 years if at least one was given on or after the 2 nd birthday. (1) If last dose was given before the 2 nd birthday, one more (Td) dose is required.
<i>7th grade</i> Td booster	1 dose	Not required but recommended if more than 5 years have passed since last DTP, DTaP, DT, or Td dose.
Measles, Mumps, Rubella (MMR)		
<i>Kindergarten</i>	2 doses (2)	Both on or after 1st birthday. (1)
<i>7th grade</i>	2 doses (2)	Both on or after 1st birthday: (1)
<i>Grades 1-6 and 8-12</i>	1 dose	Must be on or after the 1st birthday. (1)
Hepatitis B		
<i>Kindergarten</i>	3 doses	At any age
<i>7th grade</i>	3 doses (3)	At any age
Varicella		
<i>Kindergarten</i>	1 dose (4)	
<i>Out-of-state entrants (grades 1-12)</i>	1dose	for children under 13 years; 2 doses are needed if immunized on or after 13 th birthday (4)

- (1) Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.
- (2) Two doses of measles-containing vaccine required. One dose of mumps and rubella-containing vaccine required; mumps vaccine is not required for children 7 years of age and older.
- (3) Two doses of the 2-dose 2 dose hepatitis B vaccine formulation along with provider documentation that the 2-dose hepatitis B vaccine formulation was used for both doses and both doses were received at age 11 – 15 years will also fulfill this requirement.
- (4) Physician documentation varicella (chickenpox) disease history or immunity meets the varicella requirement.

EXEMPTIONS The law allows (a) parents/guardians to elect exemptions to immunization requirements based on their personal beliefs, and (b) physicians of children to elect medical exemptions. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem.) See the back of the blue California School Immunization Record (PM 286) for instructions and the affidavit to be signed by parents/guardians electing the personal beliefs exemption. For children with medical exemptions, the physician's written statement should be stapled to the CSIR. Schools should maintain an up-to-date list of pupils with exemptions, so they can be excluded quickly if an outbreak occurs.

PUPILS NOT MEETING REQUIREMENTS

Refer pupils who do not meet these State requirements to their physician or local health department. Give families a written notice indicating which doses are lacking.

DOCUMENTATION

All children must present an immunization record.

What Is It? It is a written immunization record, either a personal record with entries made by a physician or clinic, or a school immunization record--the blue California School Immunization Record (PM 286) from a former school or another state's school record. It must include at least the month and year each dose was received; for measles, rubella and/or mumps vaccine given in the month of the first birthday, month, day and year are required. A record with check marks instead of dates or saying only "up-to-date," "all requirements met"; or "series complete" is inadequate. Also, parents cannot simply fill out a California School Immunization Record from memory but must present a written immunization record. Further, the record must show that all due or past due vaccine doses have been received.

Who must present It? All children under age 18 years entering school or transferring between school campuses. Kindergarten entrants and entrants from outside the US must present a personal immunization record. (Kindergarten entrants can present a California School Immunization Record from a child care center they previously attended, but this record usually will not include the final "booster" polio and DTP or DTaP vaccine doses). Children transferring from other schools in California or other states must present either a personal immunization record or a state school immunization record. As of July 1, 1999, students entering 7th grade must present a personal immunization record so that the new 7th grade requirement immunization dates can be added to the student's school immunization record.

When must it be presented? Kindergarten entrants, 7th grade entrants (effective July 1, 1999) and entrants from outside the US must present the record at or before entry; no "grace period" of attendance is allowed for these pupils if they do not have a record. Children transferring from other schools in California or other states at other grade levels may be given up to 30 school days of attendance while waiting for their records to arrive from the previous school; some schools elect to require transferring children to present their immunization record at entry and do not allow the 30 days of attendance while waiting for records.

What do schools do with It? School staff must transcribe the immunization dates onto the California School Immunization Record (CSIR or blue card; PM286), which is available from local health departments. School staff should then review the blue card to determine if all immunization requirements have been met. The blue card is part of the child's Mandatory Permanent Pupil Record and must be transferred to the child's new school when he/she leaves your school. Although some vaccine doses are not required, please record dates of all doses from the child's personal immunization record on the PM 286; this information will be valuable should outbreaks of these diseases occur in your school.

CONDITIONAL ADMISSIONS

Children lacking one or more required vaccine doses but not currently due for a dose may be admitted on condition that they receive the remaining doses when due, according to the schedule below. If the maximum time interval has passed, the child must be excluded until the next immunization is obtained.

VACCINE
Polio

TIME INTERVALS BETWEEN DOSES

2nd dose: 6-10 weeks after 1st dose
3rd dose: 6 weeks to 12 months after 2nd dose

DTP, DTaP, DT, Td
Under 7 years (DTP, DTaP, DT)

2nd dose: 4-8 weeks after 1st dose
3rd dose: 4-8 weeks after 2nd dose
4th dose: 6-12 months after 3rd dose

Age 7 years and older (TD)*

2nd dose: 4-8 weeks after 1st dose
3rd dose: 6-12 months after 2nd dose

MMR

2nd dose: 1-3 months after 1st dose

Hepatitis B
for 3-dose formulation

2nd dose: 1-2 months after 1st dose
3rd dose: 2-6 months after 2nd dose
and at least 4 months after 1st dose

for 2-dose formulation
(7th grade entry for child 11-15 years)

2nd dose: 4-8 months after 1st dose

Varicella
(unlimited out-of-state entrants > 13 years old)

2nd dose: 4 weeks to 3 months after 1st dose

* Note: DTP, DTaP, DT doses received previously are counted toward meeting the 3-dose tetanus-diphtheria immunization requirement for this age group.

Barstow Unified School District

551 South Avenue "H" • Barstow, CA 92311 • 760 255-6000

(Exhibit I)

Agreement for Pupil to Continue in Kindergarten

Reflects amendments to Education Code Sections 46300 and 48011, effective January 1, 1992

Name of Pupil _____

Kindergarten attendance anniversary date _____

Name of school official approving for District _____

Information for parent or guardian

California law provides that after a child has been lawfully admitted to a kindergarten and has attended for a year, the child shall be promoted to the first grade unless the school district and the child's parent/guardian agree to have the child, continue to attend kindergarten for not longer than one additional year. This rule applies whether a child begins kindergarten at the beginning of a school year or at some later date, so that a child who begins kindergarten in January, for example, shall be promoted the following January unless there is formal agreement to having him or her continue. Because kindergarten-age children often do not develop at steady or predictable rates, the California Department of Education recommends that approval for a child to continue not be given until *near the anniversary* of a child's admittance to kindergarten.

I agree to having my child (named above) continue in kindergarten until _____
Date

(may not be more than one year beyond anniversary date)

Signature of Parent/Guardian _____ Date _____

Printed/typed name of Parent/Guardian _____

Address _____

Phone _____

Distribute as follows: Student Cum Folder * Parent * Assistant Superintendent, Ed Services

Form - Continuing Kindergarten - English.wpd (KC)

Barstow Unified School District

Recommendation for Retention

(Exhibit II)

Pupil's Name

Grade

Date

School

Teacher

We (I) have been informed that our (my) child is not working at an adequate level for promotion and that retention has been advised.

Parent Acceptance Statement

We (I) accept the recommendation of the teacher and principal and request that our (my) child remain in the same grade for the coming school year.

Parent or Guardian's Signature

Date

Parent Rejection Statement

We (I) fully understand the problems which our (my) child may meet in the next grade and the reasons given for recommending retention. We (I) plan to appeal the recommendation for retention. Within 10 school days of receiving this retention, we (I) will submit a written request to the school principal to appeal the teacher's decision.

Parent or Guardian's Signature

Date

Administrative Review _____ Date _____
Principal's Signature

Barstow Unified School District
Official Notice of Placement in _____ Grade
(Exhibit III)

School _____

Date _____

Student _____

Student ID _____

Dear Parent/Guardian:

- You have previously been notified on _____ that your child may be retained because he/she is not achieving at grade level standards in:

Reading

Language Arts

Math

- Therefore, in accordance with District Board Policy and Administrative Regulation 5123, it has been determined that your child will be placed in the _____ grade, and put on an Individual Learning Plan (ILP) for the upcoming school year.

- If you have any questions regarding your student=s placement and program for next school year, please contact:

- If you wish to appeal the decision, please notify the school within 10 school days of the date you receive this letter. California Education Code (48070) places the burden on the Parent/Guardian to show why the student should not be retained. (See attached)

Sincerely,

Principal's Printed Name and Signature

Teacher's Printed Name and Signature

cc: Principal
Teacher
Cum Folder

Tear off and return to School Office

- I understand that my child will be placed in the _____ grade for the upcoming school year.

Signature of Parent/Guardian _____ Date _____

Student _____

BARSTOW UNIFIED SCHOOL DISTRICT
(Exhibit IV)

PROCEDURE FOR REMEDIATION AND RETENTION K-8

Timeline for Parents Appeal Process

(Based on Board Policy and Administrative Regulation 5123)

1. Classroom teacher(s) determine(s) that the student should be retained primarily based upon multiple assessments in Reading, Language Arts, and Mathematics.
2. The Notice of Retention is sent to the parent by certified mail with return receipt requested. (This process will document the actual date that the parent receives notice.)
3. Within 10 school days of receiving the retention notice, the parent must submit a written request to appeal the teacher's decision. This request should be submitted to the school principal.
4. Within 10 days, the principal shall:
 1. notify the classroom teacher that a parent appeal has been filed so that the teacher has the opportunity to state orally and/or in writing the criteria on which his/her decision was based.
 2. submit the written parent appeal along with the classroom teacher's written criteria for the retention to the Superintendent. (If the teacher orally stated this criteria, the principal shall provide a written summary of the teacher's oral statement.)
5. Within 20 days, the Superintendent's designee (a three-member committee of site/district Administrators) shall meet to determine whether or not to overrule the teacher's decision. Prior to making the determination, the Superintendent's designee (committee) may meet with the appealing party and the teacher. If the Superintendent's designee (committee) determines that the appealing party has overwhelmingly proven that the teacher's decision should be overruled, he/she (they) shall overrule the teacher decision.
6. If the Superintendent's designee determines that the parent appeal should be overruled and that the decision to retain the student shall stand, the parent may appeal this determination by submitting a written appeal to the Board. This written appeal must be received within 15 school days after the parent is notified of the determination made by the Superintendent's designee.
7. Within 30 days of receiving this second written parent appeal, the Board shall meet in closed session to decide the appeal. The Board's decision may be made on the basis of documentation prepared as part of the appeal process, or at the discretion of the Board. The Board may also meet with the appealing party, the teacher and the Superintendent/designee to decide the appeal. The decision of the Board shall be final.
8. If the decision of the Superintendent or designee of the Board is unfavorable to the appealing party, he/she shall have the right to submit a written statement of objections, which shall become part of the student record.

COMPLAINT FORM:
WILLIAMS UNIFORM COMPLAINT PROCEDURES (BP 1312.4)
(Exhibit V)

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, teacher vacancy or misassignment, or the lack of opportunity to receive intensive instruction and services to pupils who did not pass one or both parts of the high school exit examination by the end of grade 12. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? Yes _____ No _____

Contact Information

Name: _____

Address: _____

Phone Number: Day: _____ Evening: _____

E-mail address, if any _____

Location of the problem that is the subject of this complaint: _____

Name of School: _____

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

Date problem was observed: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

_____ A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials, or state- or district-adopted textbooks or other required instructional materials to use in class.

_____ A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets textbooks or instructional materials for each pupil.

_____ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

_____ A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4681)

_____ A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

_____ A teacher lacking credentials or training to teach English learners or is assigned to teach a class with more than 20 percent English learners in the class.

_____ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility conditions: (Education Code 35186, 35292.5; 5 CCR 4683)

- _____ The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when closing of the restroom is necessary for pupil safety or to make repairs.
- _____ A condition exists that poses an emergency or urgent threat to the health or safety of pupils or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer stop page; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; or structural damage creating a hazardous or uninhabitable condition.
- _____ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.

4. High school exit exam intensive instruction and services: (Education Code 35186)

- _____ Pupils who have not passed the high school exit exam by the end of grade 12 were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after the completion of grade 12.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of pupils or staff.

Please file this complaint at the following location:

	<u>551 South Avenue H, Barstow, CA 92311</u>
Principal or designee of the Superintendent	Address

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

Signature	Date

BARSTOW UNIFIED SCHOOL DISTRICT
551 South Avenue H
Barstow, California 92311
(Exhibit VI)
COMPLAINT

Statement of Complaint or Board Policy violated: _____

District personnel involved: _____

Remedy sought: _____

Date: _____ Signature: _____

Phone: _____ Address: _____

RESPONSE

Date: _____ Signature: _____

FINDING: _____

Recommendations: _____

DISTRIBUTION: White: BUSD Yellow: Returned with response Pink: Originator

BARSTOW UNIFEID SCHOOL DISTRICT
2008/2009 RELEASE FORM FOR DIRECTORY INFORMATION
(Applicable Only For The Current School Year)

PARENTS: PLEASE READ AND COMPLETE THE INFORMATION BELOW AND RETURN IT TO YOUR SCHOOL

Student Name: _____ Date of Birth: _____
Address: _____
City: _____ Zip Code: _____
Telephone No: _____ Grade: _____
School: _____

The primary purpose of directory information is to allow the Barstow Unified School District to include this type of information from your child’s education records in certain school publications. Directory information includes names, addresses and telephone listings, information that is generally not considered harmful or an invasion of privacy if released.

The Family Educational Rights and Privacy Act (FERPA) and CEC § 49073 permits Barstow Unified School District to disclose appropriately designated “directory information” without written consent, unless you have advised the District that you do not want your student’s directory information disclosed without your prior written consent.

Student Directory Information

- 1. I do not wish to have any directory information release to any individual or organization.
- 2. I do not wish to release the names, address and telephone number of the student names above to the agency or agencies I check below:

United States Armed Forces* Universities or Other Institutions of Higher Education *
 PTA (if applicable) Health Department Elected Officials

Media Release

- The student may be interviewed, photographed, or filmed by members of the media.
- The student may NOT be interviewed, photographed, or filmed by members of the media.

Signature of Parent/Guardian (if student is under 18)

Signature of Student (if student is 18 or older)

* For 11th or 12th grade students only

BARSTOW UNIFEID SCHOOL DISTRICT
 2009/2010 PARENTAL OPTIONS
 (Applicable Only For The Current School Year)

PARENTS: PLEASE READ AND COMPLETE THE INFORMATION BELOW AND RETURN IT TO YOUR SCHOOL

Student Name: _____ Date of Birth: _____
 Address: _____
 City: _____ Zip Code: _____
 Telephone No: _____ Grade: _____
 School: _____

Physical Examination

Barstow Unified School District may require physical examinations of students enrolled in District programs or activities. Any physical examination required by the District shall be kept confidential. A parent or guardian having control or charge of any child enrolled in public schools may file annually with the principal of the school in which she/he is enrolled a statement in writing, signed by the parent or guardian, stating that she/he will not consent to a physical examination of the child.

- I **do not** want my child to undergo a physical exam for District programs or activities.
- I grant consent for my child to undergo a physical examination for District programs or activities.

Sexual Health and HIV/AIDS Prevention Education

Students enrolled in District programs or activities may receive instruction in health education, which may include sexually transmitted disease prevention and alcohol/drug abuse prevention. Parents or guardians may submit a written request to excuse their child from participation in any class involving comprehensive sexual education or HIV/AIDS prevention education, or from participation in any anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks.

I would like my child **excused** from

- participation in any class involving comprehensive sexual education or HIV/AIDS prevention education,
- participation in any anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks.

My child **may**

- participate in any class involving comprehensive sexual education or HIV/AIDS prevention education.
- participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks.

Right to Refrain from Harmful or Destructive Use of Animals

Pursuant to CEC § 32255 *et seq.*, any student with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, shall notify his or her teacher regarding this objection. The student must obtain a note from his or her parent or guardian requesting exemption from participation in an education project involving the harmful or destructive use of animals.

- I would like my child **excused** from participation in an education project involving the harmful or destructive use of animals.

- My child **may** participate in an education project involving the harmful or destructive use of animals.

Signature of Parent/Guardian (if student is under 18)

Signature of Student (if student is 18 or older)

PESTICIDE NOTIFICATION LETTER

(Exhibit IX)

Dear Parent or Guardian,

The Healthy School Act of 2000 was signed into law September, 2000, and requires that all schools provide parents or guardians of students with annual written notification of expected pesticide use on school sites. The notification will identify the active ingredient or ingredients in each pesticide product and will include the Internet address (<http://www.cdpr.ca.gov>) for further information on pesticides and their alternatives. We will send out annual notifications starting September 1, 2001.

Parents and guardians may request prior notification of individual pesticide applications at the school site. Beginning October 1, 2001, people listed on the registry will be notified at least 72 hours before pesticides are applied. If you would like to be notified every time we apply a pesticide, please complete and return the form below and mail it to: Joe Fink, 551 South Avenue "H", Barstow, CA 92311.

If you have any questions, please contact Joe Fink at 760-252-5065.

Sincerely,

[*Name of School Principal*]

Tear off and return

REQUEST FOR INDIVIDUAL PESTICIDE APPLICATION NOTIFICATION

[*Name of School*]

I understand that, upon request, the school district is required to supply information about individual pesticide applications at least 72 hours before application. I would like to be notified before each pesticide application at this school.

I would prefer to be contacted by (*circle one*): U.S. Mail E-mail Phone

Please print neatly:

Name of Parent/Guardian: _____ Date: _____

Address: _____

Day Phone: () _____ Evening Phone: () _____

E-mail: _____

Return to [*School Contact Name, Address*]



You are on a CleanSWEEP campus.

If you engage in any of the following activities, you may receive a ticket that will land you in Juvenile Traffic Court. Listed are violations and possible judgements (fines). Others might be imposed at the discretion of the judge:

Code	Violation	Possible Fine
BMC 9.040.030	Daytime Loitering (partial or full day)	Community Service Up to \$170.00
PC 308(b)	Smoking or tobacco products (Includes pipes, papers, Skoal, etc.)	“Smokeless Saturday” Up to \$75./CS*
PC 374.4	Littering (Even if you clean up your mess)	Community Service \$100 to \$750.
PC 330	Gaming (Dice, Cards, etc.)	Community Service Up to \$170.
PC 415	Fighting or disturbing the peace (Includes challenging, gestures, etc.)	“Anger Management” Up to \$400./Community Service
PC 485	Keeping Lost Property (“I found it.”)	Community Service Up to \$170.
PC 490.1 & 488	Petty theft (Take anything not yours)	Community Service Up to \$1,000.
PC 594.1(e)(1)	Minor possess aerosol paint can	Community Service Up to \$1,000.
PC 594.2(a)	Minor possess graffiti tools (Markers, paint tips, etc.)	Community Service Up to \$1,000.
PC 640.6	Affix Graffiti (Any tagging, gang related or not)	Up to 200 hours CS Up to \$1,000./Driver’s Lic. Suspension**
PC 647(f)	Under the influence (Alcohol or marijuana)	Alcohol/Drug Diversion Up to \$1,000./Driver’s Lic. Suspension**
BP 25662	Minor possess alcohol (Any person under 18 years old)	Alcohol/Drug Diversion Up to \$250./ Driver’s Lic. Suspension**
BP 25658(b)	Minor Consuming Alcohol (any amount)	Alcohol/Drug Diversion Up to \$170./ Driver’s Lic. Suspension**
HS 11357(e)	Possess less than 1 oz. Marijuana (even 1 joint)	Alcohol/Drug Diversion Up to \$500./ Driver’s Lic. Suspension**

*Community Service

**Automatic 1 year Driver License Suspension

**If you have any questions,
contact your Principal, Assistant Principal, Dean of Students or School Resource Officer**

MANDATORY

PARENT

NOTIFICATIONS

2009 - 2010

Barstow Unified School District

BARSTOW UNIFIED SCHOOL DISTRICT
551 SOUTH AVENUE 'H'
BARSTOW CA 92311

Dear Parents:

It is the intent of this material to inform you of your rights and responsibilities as a parent or guardian and the rights and responsibilities of your child. It is important that you read this material so that you will be informed.

MANDATORY PARENT NOTIFICATION SUMMARY

Education Code Section (ECS) 48205-Excused Absences

Education Code states that no pupil may have his or her grade reduced or lose academic credit for any absence or absences excused pursuant to Section 48205 if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

ECS 48205 (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to his or her illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

(8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

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

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

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

(e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."
Amended by SB 1208, Ch. 312, Statutes of 1999.

ECS 221.5 – Sexual Discrimination

All classes and courses, including non-academic and elective classes and courses, shall be conducted without regard to the sex of the students enrolled in such classes and courses.

All classes and courses shall be offered to all students without regard to the sex of the student. No student will be prohibited from enrolling and pursuing study in a class or course based on the sex of the student. Affirmative career counseling is offered to all students regardless of the sex of the student. Schools are required to send a general notification to parents of career counseling involving their child. The parent may participate in the counseling with their child. No student shall be required to participate in a class or sport if it is not available to all students regardless of the student's sex.

ECS 231.5 – Sexual Harassment

The governing board prohibits the unlawful sexual harassment of any student by any employee, student, or any other person in or from the district. The written policy shall be a part of any student orientation for new students, shall be distributed to all employees, shall be displayed in a prominent location on the campus or school site, and shall be included with a mandated parental notification.

ECS 32051 - Hazing

No student, or other person in attendance at any public, private, parochial, or military school, community college, college, or other educational institution, shall conspire to 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 or person attending the institution.

The violation of this section is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.

ECS 32210 – School Civility

Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars (\$500).

ECS 32255-32255.4 – Dissection Alternatives

Students who object to participation in classes or courses which involve dissection or otherwise harming or destroying animals shall be offered alternative means to complete the required work. Parents are required to put this objection in writing. (A sample "opt out" form is provided as VIII on pages 50 and 51) Alternative means may include, but not be limited to, video tapes, books, models, films, and computers.

The pupil shall not be discriminated against because of their objection. The decision of the teacher to select an alternate project shall not be arbitrary or capricious. Every teacher teaching a course that utilizes live or dead animals or animal parts shall also inform the pupils of their rights pursuant to this chapter. Students shall be required to pass all examinations of the respective course of study in order to receive credit. However, if tests require the harmful or destructive use of animals, a pupil may similarly seek alternative tests

ECS 32280 - Comprehensive School Safety Plans

Each Barstow Unified School District school site has a School Safety Plan, which includes a comprehensive disaster preparedness plan. Copies are available to read at each school office (for that school only) and in the Superintendent's office or the Pupil Services office (for all school sites). Fire drills are held monthly in elementary schools; emergency drills are held periodically throughout the district.

ECS 35183.5 – Sunscreen and Sun-protective Clothing

This provides that pupils may use sunscreen during the school day without a physician's note or prescription. Schools are required to adopt a policy regarding the type of sun-protective clothing, including but not limited to hats, that pupils may wear for outdoor use during the school day. (See Dress Code)

ECS 35256 – Annual School Accountability Report Card

The governing board of the school district shall annually issue a School Accountability Report Card for each school in the district and publicize such reports. As required per ECS 35258, the School Accountability Report Card is available on the internet at www.barstow.k12.ca.us. Starting with the 2008/09 school year hard copies of the school's report card may be requested by parents/guardians. Contact the school after February 1, 2009 to make this request.

ECS 37254 – Twelfth Graders Who Have Not Passed the High School Exit Exam

The governing board wishes to ensure that a student who has not passed one or both parts of the California High School Exit Exam (CAHSEE) by the end of their 12th grade year are notified in writing at the last known address before the end of the school term of the *availability* of intensive instruction services in sufficient time to avail themselves of those services each term for *two consecutive academic years*. Students must also be notified in writing of their right to file a complaint pursuant to the district's Uniform Complaint Process. This notice is posted in the school and district office and can be found on the district's website.

ECS 44807 – Reasonable Force Used to Enforce Rules - Student Conduct

Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning. The provisions of this section are in addition to and do not supersede the provisions of Section 49000.

However, the governing board of a school district may permit the pupils enrolled at any high school to leave the school grounds during the lunch period of such pupils. Currently Barstow Unified School District schools are "Closed Campuses". Students must remain on campus from arrival to dismissed of BOLD.

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

In the event that the governing board grants such permission, it shall send notice along with the notification of parents and guardians required by Section 48980.

ECS 46010.1 – Confidential Medical Services

This requires pupils in grades 7 through 12 and all parents to be notified that the *law permits school authorities to excuse pupils in grades 7 through 12 to obtain confidential medical services without consent of parent*. This is a mandatory notification to parents, however it is left to the school to determine whether or not to excuse the student.

ECS 46014 – Religious Exercises, Board Policy 5113

The governing board of the district of attendance, in its discretion, may adopt a resolution permitting students to participate in religious exercises. If so adopted, the *student must attend the minimum school day* and may not be excused on more than four days per school month.

ECS 46600 – Interdistrict Transfers

(a) The governing boards of two or more school districts may enter into an agreement, for a term not to exceed five school years, for the interdistrict attendance of pupils who are residents of the districts. The agreement may provide for the admission to a district other than the district of residence of a pupil who requests a permit to attend a school district that is a party to the agreement and that maintains schools and classes in kindergarten or any of grades 1 to 12, inclusive, to which the pupil requests admission. The agreement shall stipulate the terms and conditions under which interdistrict attendance shall be permitted or denied. The supervisor of attendance of the district of residence shall issue an individual permit verifying the district's approval, pursuant to policies of the board and terms of the agreement, for the transfer and for the applicable period of time. A permit shall be valid upon concurring endorsement by the designee of the governing board of the district of proposed attendance. The stipulation of the terms and conditions under which the permit may be revoked is the responsibility of the district of attendance.

ECS 48200 & 48204 – Compulsory School Attendance (Residency)

A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located.

A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following:

- ✓ placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code (WIC);
- ✓ an emancipated pupil;
- ✓ a pupil who lives in the home of a caregiving adult; or
- ✓ a pupil residing in a state hospital located within the boundaries of the school district.

A school district may also deem a pupil as having complied with the residency requirements for school attendance in the school district if one or both the parents or legal guardians of the pupil are employed within the boundaries of the school district.

ECS 48206.3 – Home Instruction

A pupil with a temporary disability which makes attendance in the regular day classes or the alternative education program in which pupil is enrolled impossible or inadvisable may receive individual instruction provided in the pupil's home for one hour a day. Please contact the school for more information.

ECS 48207 – Home / Hospital Instruction

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

ECS 48208 – Required Notification by Parent of Hospital Instruction

It shall be the primary responsibility of the parent or guardian of a pupil with a temporary disability to notify the school district in which the pupil is deemed to reside pursuant to ECS 48207 of the pupil's presence in a qualifying hospital. (The resident school district shall commence home/hospital services within five days after verifying the residence of the pupil.)

ECS 48216 – Exclusion From School Attendance.

(a) The county office of education or the governing board of the school district of attendance shall exclude any pupil who has not been immunized properly pursuant to Chapter 1 (commencing with Section 120325) of Part 2 of Division 105 of the Health and Safety Code.

(b) The governing board of the district shall notify the parent or guardian of the pupil that they have two weeks to supply evidence either that the pupil has been properly immunized, or that the pupil is exempted from the immunization requirement pursuant to Section 120365 or 120370 of the Health and Safety Code.

(c) The governing board of the district, in the notice, shall refer the parent or guardian of the pupil to the pupil's usual source of medical care to obtain the immunization, or if no usual source exists, either refer the parent or guardian to the county health department, or notify the parent or guardian that the immunizations will be administered at a school of the district.

ECS 48850 – Homeless Students

(a) It is the intent of the Legislature to ensure that all pupils in foster care and those who are homeless as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11301 et seq.) have a meaningful opportunity to meet the challenging state pupil academic achievement standards to which all pupils are held. In fulfilling their responsibilities to these pupils, educators, county placing agencies, care providers, advocates, and the juvenile courts shall work together to maintain stable school placements and to ensure that each pupil is placed in the least restrictive educational programs, and has access to the academic resources, services, and extracurricular and enrichment activities that are available to all pupils. In all instances, educational and school placement decisions must be based on the best interests of the child.

ECS 48904 - Parental Liability for Damages to School Property

(a) (1) ...the parent or guardian of any minor whose willful misconduct results in injury or death to any pupil or any person employed by, or performing volunteer services for, a school district or private school or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district or private school, or personal property of any school employee, shall be liable for all damages so caused by the minor. The liability of the parent or guardian shall not exceed ten thousand dollars (\$10,000). The parent or guardian shall also be liable for the amount of any reward not exceeding ten thousand dollars (\$10,000) paid pursuant to Section 53069.5 of the Government Code. The parent or guardian of a minor shall be liable to a school district or private school for all property belonging to the school district or private school loaned to the minor and not returned upon demand of an employee of the district or private school authorized to make the demand.

(b) (1) Any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the district or private school authorized to make the demand may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages thereto, as provided in subdivision (a).

(2) The school district or private school shall notify the parent or guardian of the pupil in writing of the pupil's alleged misconduct before withholding the pupil's grades, diploma, or transcripts pursuant to this subdivision. When the minor and parent are unable to pay for the damages, or to return the property, the school district or private school shall provide a program

of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the grades, diploma, and transcripts of the pupil shall be released.

(3) The governing board of each school district or governing body of each private school shall establish rules and regulations governing procedures for the implementation of this subdivision. The procedures shall conform to, but are not necessarily limited to, those procedures established in this code for the expulsion of pupils.

ECS 48904.3. - (Ref. Page 35)

(a) Upon receiving notice that a school district has withheld the grades, diploma, or transcripts of any pupil pursuant to Section 48904, any school district to which the pupil has transferred shall likewise withhold the grades, diploma, or transcripts of the pupil as authorized by that section, until the time that it receives notice, from the district that initiated the decision to withhold, that the decision has been rescinded under the terms of that section.

(b) Any school district that has decided to withhold a pupil's grades, diploma, or transcripts pursuant to Section 48904 shall, upon receiving notice that the pupil has transferred to any school district in this state, notify the parent or guardian of the pupil in writing that the decision to withhold will be enforced as specified in subdivision (a).

ECS 48980(e) – California High School Exit Exam (CAHSEE)

At the beginning of each school year the district shall advise the parent or guardian of the pupil that each pupil completing 12th grade will be required to successfully pass the high school exit examination (CAHSEE) administered pursuant to Chapter 8 (commencing with Section 60850) of Part 33. The notification shall include, at a minimum, the date of the examination, the requirements for passing the examination, and shall inform the parents and guardians regarding the consequences of not passing the examination and shall inform parents and guardians that passing the examination is a condition of graduation with a regular diploma.

ECS 48980(k) Availability of funds to cover costs/Advanced Placement Examination Fees

State funds are available to cover the costs of advanced placement examination fees or the International Baccalaureate examination fees or both pursuant to section 52244. Please contact the school for information.

Board Policy 6163.4

Student Use Of Technology

The Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. In addition, electronic resources foster workplace skills that may be transferable to new technologies. Every effort shall be made to provide equal access to technology throughout the district's schools and classes.

On-Line Services

To discourage access to adult content on on-line electronic 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 user contract indicating that the student understands and agrees to abide by specified user obligations and responsibilities.

Staff shall closely supervise students while using on-line services and may ask teacher aides and student aides to assist in this supervision.

The Superintendent or designee shall establish administrative regulations governing use of the district's on-line services. He/she shall ensure that users have no expectation of privacy and understand that district staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by these regulations shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate.

Student Use Of Technology

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He/she shall ensure that all students using these resources receive training in their proper use as well as copies of related district policies and regulations. In order to use this technology in school, students and staff will need to sign a "Users Agreement". Please see page 60-62 regarding possible disciplinary consequences for students who misuse technology or violate the terms of this "User Agreement".

On-Line Services: User Obligations and Responsibilities

Students are authorized to use the district's on-line services in accordance with user obligations and responsibilities specified below:

1. The student in whose name an on-line services account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.
2. The system shall be used only for purposes related to education. Commercial, political and/or personal use of the district's system is strictly prohibited. The district reserves the right to monitor any on-line communications for improper use.
3. Users shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy.
4. Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
5. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only.
6. Vandalism will result in the cancellation of user privileges. Vandalism includes uploading, downloading, or creating viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user.

7. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
8. Users are expected to keep messages brief and use appropriate language.
9. Users shall report any security problem or misuse of the network to the teacher or principal.

ECS 48980.3 – Written Notification of Use of Pesticides

The school district shall annually provide to all staff and parents or guardians of pupils enrolled at a school site a written notification of the name of all pesticide products expected to be applied at the school facility during the upcoming year. The notification shall identify the active ingredient or ingredients in each pesticide product. The notice shall also contain the Internet address used to access information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation.. Refer to Exhibit IX on page 52 for a sample of the notification letter.

ECS 48985 – Notices to Parents/Guardians in Languages Other than English

If 15 percent or more of the pupils enrolled in a public school that provides instruction in kindergarten or any of grades 1 to 12, inclusive, speak a single primary language other than English, as determined from the census data submitted to the department pursuant to Section 52164 in the preceding year, all notices, reports, statements, or records sent to the parent or guardian of any such pupil by the school or school district shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language.

ECS 49063 – Student and Parent Right to Privacy, Access to Records

Notification of Privacy and Rights of Parents and Students. Federal and state laws grant certain rights of privacy and rights of access to students and to their parents. (ECS 60614)

Custodians of Records

The Superintendent or designee shall designate a certificated employee to serve as custodian of records, with responsibility for student records at the district level. At each school, the principal or a certificated designee shall act as custodian of records for students enrolled. The custodian of records shall establish procedures which maintain the confidentiality of information contained in student records. (Code of Regulations, Title 5, Section 431)

Definitions

Parent means a natural parent, adoptive parent, or legal guardian. If parents are divorced or legally separated, only a parent having legal custody of the student may challenge the content of a record, offer a written response to a record, or consent to release records to others. Either parent may grant consent if both parents notify the district, in writing, that such an agreement has been made. (ECS 49061)

Once a student reaches the age of 18 or attends a post secondary school, he/she alone shall exercise these rights and grant consent for the release of records. (ECS 49061)

Student record shall not include informal notes about a student which a school employee keeps for private use and are not revealed to any other person except a substitute. (ECS 49061)

Student record means information relative to a student gathered within or without the school system. Any information maintained for the purpose of second party review is considered a student record. (Title 5, Section 430)

Adult student means a person who is or was enrolled in school and who is at least 18 years of age. (Title 5, Section 430)

Eligible student means a person 16 years or older or who has completed grade ten. (Title 5, Section 430)

School officials and employees are Governing Board members, district certificated employees and district administrators.

A legitimate educational interest is one held by officials and employees whose duties and responsibilities to the district require that they have access to student records.

Mandatory Permanent Student Records, which shall be kept indefinitely, include: (Title 5, Section 432) legal name of student; date and place of birth; method of verification of birth date; sex of student; name and address of parent of minor student, address of minor if different from above and annual verification of parent's name and address and student's residence; entering and leaving date of each school year; subjects taken during each year, half-year, summer session or quarter, and marks or grades given; verification of required immunizations or waiver; and date of high school graduation or equivalent.

Mandatory Interim Student Records, which may be destroyed after a stipulated length of time, include: (Title 5, Section 432) a log identifying persons or agencies who request or receive information from the student record (Log shall be accessible only to the legal parent or guardian, eligible student, dependent adult student, adult student or custodian of records); health information, including Child Health Development Disabilities Prevention Program verification or waiver; information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge; language training records; progress slips/notices required by ECS 49066 and 49067; parental stipulations regarding access to directory information; parent or adult student rejoinders to challenged records and to disciplinary action; parental authorization or denial of student participation in specific programs; and results of standardized tests given within the past three years.

Permitted Records, kept only as currently useful, may include: (Title 5, Section 432) objective counselor/teacher ratings; disciplinary notices and data; verified reports of relevant behavior patterns; standardized test results older than three years; and supplementary attendance records.

Access means a personal inspection and review of a record, an accurate copy of a record, or receipt of an accurate copy of a record, an oral description or communication of a record, and a request to release a copy of any record. (ECS 49061)

Mandatory Access

The following persons or agencies shall have access to student records: natural parents, adoptive parents, or legal guardians of students younger than age 18. Upon request, qualified certificated staff will be available to interpret the records (ECS 49069); adult students, age 18 or older (ECS 49061); those so authorized in compliance with a court order (ECS 49077) [If lawfully possible, the district shall first give the parent or adult student three days' notice, telling who is requesting what records (Title 5, Section 435)].

The following persons or agencies shall have access to those particular records which are relevant to the legitimate educational interests of the requester: natural parents, adoptive parents or legal guardians of a dependent student age 18 or older (ECS 49076); students 16 or older or who have completed the tenth grade (ECS 49076); school officials and employees (ECS 49076); school attendance and review board members and involved school officials and employees (ECS 49076); officials or employees of other public schools or school systems where educational programs leading to high school graduation are provided (ECS 49076); federal, state and local

officials, as needed for program audits or compliance with law (ECS 49076); and county child welfare services workers responsible for the case plan of a minor who is being placed in foster care (Welfare and Institutions Code 16010).

Upon written request, peace officers designated by their law enforcement agency shall receive information about the transfer of a student's records to another district or private school within the state, or to a district within another state, when authorized by law to assist in suspected kidnapping investigations. (ECS 49076.5)

Log

For each student's record, the school custodian of records shall keep a log identifying all persons, agencies or organizations requesting or receiving information from the records. The log does not have to be signed by: (ECS 49064) parents or adult students; students 16 years of age or older who have completed the tenth grade; parties obtaining district-approved directory information; parties who provide written parental consent (in this case, the consent notice shall be filed with the record); school officials or employees who have legitimate educational interest.

The log may be inspected by a parent, the school custodian of records, and certain state/federal officials. (ECS 49064)

Reproduction of Student Records

To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of reproducing, handling and mailing (if necessary). No charge shall be made for furnishing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (ECS 49065)

Release of Directory Information

The Superintendent or designee may authorize the release of student directory information to representatives of the news media, prospective employers or nonprofit organizations as provided by law. Unless prohibited by the parent/guardian in accordance with law, directory information which school officials may disclose consists of the following: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, and most recent previous school attended. Telephone numbers shall be released only with express parental consent.

Military services representatives shall have access to directory information. The Federal government, under "No Child Left Behind" requires release of student directory information on students to military recruiters. Such notification shall include "opt out" options related to the release of a student's name, address and telephone number. (ECS 49073.) (See VII on page 49-50 for a sample release form for directory information.)

Challenging Educational Records - Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to appeal the request for amendment.

The parent/guardian of any student may submit to the Superintendent or designee a written appeal of the school's decision not to correct or remove from his/her child's records any information concerning the child which he/she alleges to be any of the following: inaccurate; an unsubstantiated personal conclusion or inference; a conclusion or inference outside of the observer's area of competence; not based on the personal observation of a named person with the time and place of the observation noted; misleading; and in violation of the privacy or other rights of the student.

Within 30 days of receiving the appeal, the Superintendent or designee shall meet with the parent/guardian and with the employee (if still employed) who recorded the information in question. The Superintendent shall then sustain or deny the allegations. If the allegations are sustained, the Superintendent shall order the correction or removal and destruction of the information.

If the Superintendent denies the allegations, the parent/guardian may write within 30 days to appeal the decision to the Governing Board. Within 30 days of receiving the written appeal, the Board shall meet in closed session with the parent/guardian and the employee (if still employed) who recorded the information in question. The Board shall then decide whether or not to sustain or deny the allegations. If it sustains any or all of the allegations, the Superintendent shall immediately correct or remove and destroy the information from the student's records. The decision of the Board shall be final.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

20 United States Code (Section 1232h)

Subsection 4 lists exceptions pertaining to ACCESS TO STUDENT RECORDS related to MARKETING, or the providing of student records to groups, companies and/or organizations that seek information for EDUCATIONAL PRODUCTS OR SERVICES.

This section of the U.S. Code provides for the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

ECS 49069 – Parental Rights to Student Records

Parents of currently enrolled or former pupils have an absolute right to access to any and all pupil records related to their children that are maintained by school districts or private schools. The editing or withholding of any of those records, except as provided for in this chapter, is prohibited.

Each school district shall adopt procedures for the granting of requests by parents for copies of all pupil records pursuant to Section 49065, or to inspect and review records during regular school hours, provided that the requested access shall be granted no later than five business days following the date of the request. Procedures shall include the notification to the parent of the location of all official pupil records if not centrally located and the availability of qualified certificated personnel to interpret records if requested.

ECS 49091.14 – Notice of Curriculum.

The curriculum, including titles, descriptions, and instructional aims of every course offered by a public school, shall be compiled at least once annually in a prospectus. Each school site shall make its prospectus available for review upon request. When requested, the prospectus shall be reproduced and made available. School officials may charge for the prospectus an amount not to exceed the cost of duplication.

ECS 49403 - Immunizations

The district may administer immunizing agents to prevent or control communicable diseases to pupils whose parents have consented in writing to such immunization. Effective August 1997, all children entering kindergarten shall be fully immunized against Hepatitis B. (See charts on pages 40-41)

ECS 49451 – Exemption from Physical Examination

A parent or guardian having control or charge of any child enrolled in the public schools may file annually with the principal of the school in which he or she is enrolled a statement in writing, signed by the parent or guardian, stating that he will not consent to a physical examination of his or her child. Thereupon, the child shall be exempt from any physical examination, but whenever there is a good reason to believe that the child is suffering from a

recognized contagious or infectious disease, he or she shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist.

ECS 49452.8 – Oral Health Assessment

(a) A pupil, while enrolled in kindergarten in a public school, or while enrolled in first grade in a public school if the pupil was not previously enrolled in kindergarten in a public school, shall, no later than May 31 of the school year, present proof of having received an oral health assessment by a licensed dentist, or other licensed or registered dental health professional operating within his or her scope of practice, that was performed no earlier than 12 months prior to the date of the initial enrollment of the pupil.

(b) The parent or legal guardian of a pupil may be excused from complying with subdivision (a) by indicating on the form described in subdivision (d) that the oral health assessment could not be completed because of one or more of the reasons provided in subparagraphs (A) to (C), inclusive, of paragraph (2) of subdivision (d).

ECS 49471 – Availability of Medical Services in Cases of Athletic Injuries

If the governing board of any school district maintaining junior high schools or high schools does not provide or make available medical and hospital services for pupils of the district injured while participating in athletic activities, in accordance with Section 49470, the board shall notify, in writing, the parent or guardian of each pupil of the district participating in such athletic activities that the services are not provided or made available by the governing board.

ECS 49472 – Medical Insurance for Athletic Activities

The governing board may provide or make available for purchase by the parent or guardian insurance for medical or hospital services for injuries to students arising from school programs or activities. No student shall be compelled to accept such insurance without his or her consent, or if a minor, without the consent of a parent or guardian.

ECS 49480 – Continuing Programs of Medication at School

This section requires parents to inform the school if a child is on a CONTINUING PROGRAM OF MEDICATION as follows: The parent or legal guardian of any public school pupil on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian of the pupil, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. The superintendent of the school district shall be responsible for informing parents of all pupils of the requirements of this section.

ECS 49520 – Free and Reduced Meals

Needy children may be eligible for free or reduced price nutritionally adequate meals. Parents feeling their children may qualify for these meals should contact their child's school for the application.

At the Board meeting conducted on June 12, 2007, the BUSD Board of Trustees approved the following school meal prices. This new meal prices will remain in effect until changed by the Board of Trustees.

	New Prices
Breakfast Elementary-Intermediate	\$1.00
Breakfast-Junior & High School	1.25
Adult Breakfast	1.75
<i>Reduced Price Breakfast</i>	<i>0.30</i>
Lunch Elementary-Intermediate & Junior High	2.00
Lunch High School	2.25
<i>Reduced Price Lunch</i>	<i>0.40</i>
Adult Lunch	2.75

Contact the Food Services Department for concerns on this or any other issue by calling 255-6070 or 255-6071.

ECS 51229 – Counseling Grades 9 through 12 about University and Career Training

Requires the District to provide at least a one page letter for parents of high school students (grades 9-12) that includes all of the following:

1. A brief explanation of the college admission requirements.
2. A list of current University of California (UC) and California State University (CSU) web sites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU.
3. A brief description of what career technical education is, as defined by the California Department of Education (CDE).
4. The internet address for the portion of the web site of the CDE where students can learn about career technical education.
5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses.

If the parent/guardian has not received this information from the high schools, please contact the school to request a copy.

ECS 51513 – Personal Beliefs

No test, questionnaire, survey, or examination containing any questions about the pupil's personal beliefs or practices in sex, family life, morality, and religion, or any questions about the pupil's parents' or guardians' beliefs and practices in sex, family life, morality, and religion, shall be administered to any pupil in kindergarten or grades 1 to 12, inclusive, unless the parent or guardian of the pupil is notified in writing that this test, questionnaire, survey, or examination is to be administered and the parent or guardian of the pupil gives written permission for the pupil to take this test, questionnaire, survey, or examination.

ECS 51938 – Sexual Health Education

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

The purpose of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act (ECS 51930 through 51939) is to provide every student with the knowledge and skills necessary to protect their sexual and reproductive health from unintended pregnancy and sexually transmitted diseases.

The school district will provide instruction in comprehensive sexual health education, HIV/AIDS prevention education, and/or will conduct assessments on pupil health behaviors and risks in the coming year.

Parents or guardians may:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV/AIDS prevention education.
2. Request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education.
3. Request a copy of the ECS 51930 through 51939.
4. The comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel.

The District may administer to students in grades 7 through 12 anonymous, voluntary, and confidential research and evaluation instruments, including tests and surveys, containing age-appropriate questions about their attitudes or practices related to sex. Prior to administering such a research and evaluation instrument, parents/guardians shall be provided written notice of the administration. Parents/guardians shall be given an opportunity to review the research instrument and to request in writing that their child not participate. (Exhibit VIII, pages 49-51)

ECS 56301 – Special Education

Requires the special education local plan area (SELPA) to establish written policy and procedures for a continuous child find system, *including children with disabilities who are homeless or wards of the state*. Policies and procedures are to include written notification to all parents of their rights regarding identification, referral, assessment, instructional planning, implementation, review and procedures for initiating the referral for assessment. These policies and procedures are typically given to parents when they attend any Individual Education Plan (IEP) meeting.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

Federal law requires that a free and appropriate education in the least restrictive environment be offered to all handicapped students and the district is required to pay the costs for an appropriate program.

ECS 56329 – Procedural Safeguards for Handicapped Students

The parent of a handicapped child shall be provided with written notice of procedural safeguards that he or she may obtain, upon request, a copy of the findings of the assessment or assessments conducted. This notice may be provided with the assessment plan given to parents.

A parent has the right to obtain, at public expense, an independent educational assessment of the pupil from qualified specialists, as defined by regulations of the board, if the parent disagrees with an assessment obtained by the public agency. However, the public education agency may initiate a fair hearing which may result in the parents having to pay for such an assessment.

ECS 56380 – Due Process Rights

Parents, handicapped students and the public education agency all have due process rights when there is a proposal to change, refusal to change or refusal to consent to an assessment by either party. All parties concerned have a right to a mediation conference. The pupil has a right to be present if the parents desire and the parents or guardians may request the hearing to be open to the public.

ECS 56506 – Written Notifications

The parent and handicapped pupil have the right to receive written notice in language easily understood by the general public and in the primary language of the parent, unless to do so is clearly not feasible. These rights may include, but not be limited to, the right to initiate an assessment, the right to obtain an independent educational assessment, the right to participate in

the development of the individualized education program and to be informed of the right to a free and appropriate education and of all alternative programs. The parent must agree in writing to any educational assessment of their child and must agree in writing before their child may be placed in any special education program.

Section 504, Rehabilitation Act of 1973 - Handicapped Students

The Barstow Unified School District does not discriminate on the basis of sex, handicap, race, color, national origin or lack of English skills. Any student who is identified as handicapped under Section 504 will have reasonable access to a free appropriate public school program.

ECS 58501 "NOTICE OF ALTERNATIVE SCHOOLS"

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative schools as a school or separate class 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 his desire to learn; (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choice of learning projects; (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; and (e) Maximize the opportunity for the students, teachers and parents to continuously react to the changing world, including but not limited to, the community in which the school is located.

In the event any parent, pupil or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorized interested persons to request the governing board of the district to establish alternative school programs in each district.

Further, a copy shall be posted in at least two places normally visible to pupils, teachers, and visiting parents in each attendance unit for the entire month of March in each school year.

ECS 17612 – Written Notification of Use of Pesticides

The school district designee shall annually provide to all staff and parents or guardians of pupils enrolled at a school site a written notification of the name of all pesticide products expected to be applied at the school facility during the upcoming year. The notification shall identify the active ingredient or ingredients in each pesticide product. The notice shall also contain the Internet address used to access information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to Section 13184 of the Food and Agricultural Code and may contain other information deemed necessary by the school district. (See Exhibit IX, page 52, for a sample of this notification.)

Megan's Law – Release of Sex Offender Information (Penal Code 290.4)

The law requires the Department of Justice (DOJ) to operate a service where members of the public may provide a list of up to six persons on an approved DOJ form and inquire whether any of those on that list is required to register as a sex offender and is subject to public notification. Presently, the DOJ posts public information about certain sex offenders on the internet: www.meganslaw.com

California Code of Regulations 5CC 4622, Uniform Complaint Procedures

The governing board has adopted uniform complaint procedures which apply to all state and federal programs. The formal complaint procedures are to be used when an alleged act of discrimination on the basis of ethnic group identification, religion, age, sex, color, and physical or mental disability is made.

ECS (32289) 35294.95 – Filing a Complaint

A complaint of noncompliance with this article may be filed with the department under the Uniform Complaint Procedures as set forth in Chapter 5.1 (commencing with Sections 4600) of Title 5 of the California Code of Regulations.

WIC 18976.5 – Child Abuse Prevention

Parent shall be given notice of and may refuse to have their children participate in child abuse primary prevention programs.

40 CFR 763.93, Federal Register Asbestos Management Plan

The Barstow Unified School District will make available to parents, teachers, and employee organizations a complete, updated management plan for asbestos-containing material in school buildings. Further, parents will be notified annually that this asbestos management plan will be available for review.

TITLES VI & IX – Equal Opportunity in Education

Our school district is committed to equal opportunity for all individuals in education. Our district programs and activities shall be free from discrimination based on sex, race, color, religion, national origin, ethnic group identification, gender, ancestry, sexual orientation, marital or parental status, physical or mental disability or any other unlawful consideration. The district shall promote programs which insure that these discriminatory practices are eliminated in all district activities.

You have certain rights under the law, including Title VI of the Civil Rights Act of 1974 and Title IX of the Education Amendments Education for All Handicapped Children Act of 1975. The California Department of Education and the Office for Civil Rights of the U. S. Department of Education have authority to enforce these laws and all programs and activities that receive federal funds. (ECS 260, et seq., above cited federal statutes.)

If you wish further details in this regard, or wish to file a complaint, please contact the superintendent or other appropriate agency.

Health and Safety Code 124085, 124100, 124105 and 120475 – Health Screening

The district will notify parents of kindergarten and first grade children of the requirement for a physical examination for first grade enrollment and the availability of free health screening through the local health department.

Failure to comply to sign a waiver requires a five day exclusion from school.

ECS 60800 – Physical Performance Testing

(a) During the month of February, March, April, or May, the governing board of each school district maintaining any of grades 5, 7, and 9 shall administer to each pupil in those grades the physical performance test designated by the State Board of Education. Each physically handicapped pupil and each pupil who is physically unable to take all of the physical performance test shall be given as much of the test as his or her condition will permit.

(b) Upon request of the State Department of Education, a school district shall submit to the department, at least once every two years, the results of its physical performance testing.

(c) The State Department of Education shall compile the results of the physical performance test and submit a report every two years, by December 31, to the Legislature and Governor that standardizes the data, tracks the development of high-quality fitness programs, and compares the performance of California's pupils with national performance, to the extent that funding is available.

(d) Pupils shall be provided with their individual results after completing the physical performance testing. The test results may be provided orally as the pupil completes the testing.

(e) The governing board of a school district shall report the aggregate results of its physical performance testing administered pursuant to this section in their annual school accountability report card required by Sections 33126 and 35256.

Assembly Bill 1665 - spells out fifteen specific rights that parents have.

PARENTS HAVE THE RIGHT TO:

1. Visit their child's classroom to observe activities. The time and date of the visitation must be arranged in advance with the school. (*See page 13-20 of this handbook for Board Policy and Administrative Regulations 1250*)
2. Request a conference with their child's teacher(s) or the principal. Contact the school to schedule a date and time convenient to all participants. (*See pages 13-20*)
3. Volunteer their time and resources to improve school facilities and programs. Contact the school to determine the terms and conditions of this service.
4. Be notified in a timely manner if their child is absent from school without permission.
5. Be notified of their child's performance on standardized and statewide tests and the school's ranking on these tests. (Under other state law, parents may request that their child not participate in the statewide tests.)
6. Request that their child be enrolled in any school in the district's boundaries. However, the district is not compelled to grant the request.
7. Be assured of a safe and supportive learning environment for their child.
8. Examine the curriculum materials of the class or classes in which their child is enrolled.
9. Be informed of their child's academic progress in school and of the persons to contact if they wish more information or assistance with their child.
10. Access their child's records and question anything they feel is inaccurate, misleading, or an invasion of privacy. Parents have the right to a timely response from the school district about their questions.
11. Receive information regarding the academic standards their child is expected to meet.

12. Receive written notification of school rules, attendance policies, dress codes, and procedures for school visitations.
13. Receive information on all psychological testing recommended for their child.
14. Participate as a member of a parent advisory committee, school-site council, or site-based management leadership team in accordance with established rules and regulations for membership. Parents also have the right to attend at least two meetings per year scheduled by the school to get information on school issues and activities.
15. Work in a mutually supportive and respectful partnership with the school to help their child succeed. The governing board of each school district shall adopt a jointly created policy that outlines how parents and guardians, school staff, and students may share the responsibility for the intellectual, physical, emotional, social development, and well-being of their students.

No Child Left Behind – Information Regarding Professional Qualification of Teachers

Parents of all students enrolled in Title I schools have the right to request information regarding the professional qualifications of their child’s teacher, including:

- 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 child is provided services by paraprofessionals, and, if so, their qualifications

Information regarding the professional qualifications of a teacher can be obtained through *written request* from the Personnel Services Office. Request forms are available at the Receptionist’s Desk of the District Office, Barstow Unified School District, 551 South Avenue H, Barstow, California.

California Code of Regulations Title 5, Section 300 - Student Responsibilities

EVERY PUPIL SHALL:

- attend school punctually and regularly;
- conform to the regulations of the school;
- obey promptly all directions of his teacher and others in authority;
- observe good order and propriety of deportment;
- be diligent in study;
- respectful to his teacher and others in authority;
- be kind and courteous to schoolmates; and
- refrain from the use of profane and vulgar language.

Board Policy 1312.3 - UNIFORM COMPLAINT PROCEDURES *(Complete text)*

The Governing Board recognizes that the district is responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures. (5 CCR 4620)

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance. (5 CCR 4610)

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

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.4 - Williams Uniform Complaint Procedure)

(cf. 0420.1 - School-Based Coordinated Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 4031 - Complaints Concerning Discrimination In Employment)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5148 - Child Care and Development)

(cf. 6159 - Individualized Education Program)

(cf. 6171 - Title I Programs)

(cf. 6174 - Education for English Language Learners)

(cf. 6175 - Migrant Education Program)

(cf. 6178 - Vocational Education)

(cf. 6200 - Adult Education)

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments shall be investigated pursuant to the district's Williams uniform complaint procedure (AR 1312.4).

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and

the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee, on a case-by-case basis.

(cf. 4119.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

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

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

(Legal references are on file in the district office)

Administrative Regulations 1312.3:

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

Director II, Pupil Services and Special Education

Comprehensive Local Plan for
Special Education
551 South Avenue H
Barstow, CA 92311
(760) 255-6028

Assistant Superintendent of Personnel

Nondiscrimination in District
Programs and Activities
Teacher Vacancy or Misassignment
551 South Avenue H

Assistant Superintendent of Business

Nutrition Services
Conditions of Facilities that Pose an
Emergency or Urgent Threat to Health
and Safety
551 South Avenue H
Barstow, CA 92311
(760) 255-6009

Assistant Superintendent of Educational Services

Adult Education
Career Technical Education
Child Development
Instructional Materials
Williams & Valenzuela Complaints
551 South Avenue H
Barstow, CA 92311
(760) 255-6021

Director of Instructional Support Services

Education for Students of Limited
English Proficiency
Consolidated Programs
State and Federal Categorical Aid Programs
551 South Avenue H
Barstow, CA 92311
(760) 255-6024

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.
(*cf. 9124 - Attorney*)

Notifications

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee school advisory committees, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge. (5 CCR 4622)

The notice shall:

1. Identify the person (s), position(s), or units(s), responsible for receiving the complaints.
2. Advise the complainant of any civil law remedies that may be available to him/her under stated or federal discrimination laws, if applicable.
3. Advise the complainant of the appeal process pursuant to Education Code 232.3, including the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or to her public agencies.
4. Include statements that:
 - a. The district is primarily responsible for compliance with state and federal laws and regulations.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
 - c. An unlawful discrimination complaint must be filed not later than six months from the date alleged discrimination occurs, or six months from the date of the complainant first obtains knowledge of the facts of the alleged discrimination.
 - d. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 days of receiving the district's decision.
 - e. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.

(*cf. 5145.6 - Parental Notifications*)

Procedures

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint *(see complaint form, VI, page 48)*

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the district. (5 CCR 4630)

A Complaint alleging unlawful discrimination shall be initiated no later than six months from the date when the alleged discrimination occurred or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. (5 CCR 4630)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Step 2: Mediation

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint. (5 CCR 4631)

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

The district's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or the engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Step 4: Response

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step 5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision is final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Step 5: Final Written Decision

The district's decision shall be in writing and sent to the complainant. (5 CCR 4631)

The district's decision shall be written in English and in the language of the complainant whenever feasible or required by law.

This decision shall include:

1. The findings of fact based on the evidence gathered (5 CCR 4631)
2. The conclusion(s) of law (5 CCR 4631)
3. Deposition of the complaint (5 CCR 4631)

4. Rationale for such disposition (5 CCR 4631)
5. Corrective actions, if any are warranted (5 CCR 4631)
6. Notice of the complainant's right to appeal the decision within 15 days to the CDE, and procedures to be followed for initiating such an appeal (5 CCR 4631)
7. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies (Education Code 262.3)

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE within 15 days of receiving the district's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint
6. A copy of the district's complaint procedures
7. Other relevant information requested by the CDE

The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district.

Types of Williams Uniform Complaints

The district shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred: (Education Code 35186; 5 CCR 4681, 4682,4683)

1. Textbooks and instructional materials

- a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
- b. A student does not have access to instructional materials to use at home or after school.
- c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

2. Teacher vacancy or misassignment

- a. A semester begins and a teacher vacancy exists.
- b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner students in the class.

(cf. 4112.22 - *Staff Teaching Students of Limited English Proficiency*)

- c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. (Education Code 35186,

5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186, 5 CCR 4600)

(cf. 4112.2 - *Certification*)

(cf. 4113 - *Assignment*)

3. Facilities

- a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer stop page; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; or structural damage creating a hazardous or uninhabitable condition. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means, except as necessary for student safety or to make repairs, the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. (Education Code 35292.5)

4. High school exit examination intensive instruction and services

A student, including an English learner, who has not passed the exit exam by the end of grade 12 was not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after completion AR 1312.4(c) of grade 12 for two consecutive academic years or until the student has passed both parts of the exam, whichever comes first. (Education Code 35186)

(cf. 6162.52 - High School Exit Examination)

(cf. 6179 - Supplemental Instruction)

Filing of Complaint

A complaint alleging any condition(s) specified in items #1-3 above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days. (Education Code 35186, 5 CCR 4680)

A complaint alleging any deficiency specified in item #4 above shall be filed with a district official designated by the Superintendent. Such complaints may be filed at the district office or at a school site and shall be immediately forwarded to the Superintendent or designee. (Education Code 35186)

Investigation and Response

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received.

(Education Code 35186; 5 CCR 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to his/her complaint, the principal or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. If a response is requested, the response shall be made to the mailing address of the complainant as indicated on the complaint form. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed.

(Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the Governing Board at a regularly scheduled hearing. (Education Code 36186, 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186, 5 CCR 4687)

All complaints and written responses shall be public records.

(Education Code 35186, 5 CCR 4686)

(cf. 1340 - Access to District Records)

Reports

The Superintendent or designee shall report summarized data on the nature and resolution of all complaints to the Board and the County Superintendent of Schools on a quarterly basis. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting. (Education Code 35186, 5 CCR 4686)

Forms and Notices

The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the

location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. However, complainants need not use the district's Williams complaint form in order to file a complaint. (Education Code 35186)

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. (Education Code 35186)

(Legal References are kept on file in the district office)

Revised: May 27, 2008

BARSTOW UNIFIED SCHOOL DISTRICT
551 S. Avenue "H", Barstow, CA 92311
(760) 255-6000

PARENT, **YOU NEED NOT** COMPLETE THIS PAGE AND RETURN IT TO THE SCHOOL *IF YOU RECEIVED* THE PARENT/STUDENT HANDBOOK FOR THE 2009-2010 SCHOOL YEAR (WITH MANDATORY PARENT NOTIFICATIONS) **IN THE MAIL.**

IF YOU DID NOT RECEIVE THE PARENT/STUDENT HANDBOOK FOR THE 2009-2010 SCHOOL YEAR (WITH MANDATORY PARENT NOTIFICATIONS) IN THE MAIL **PLEASE SIGN THIS PAGE IMMEDIATELY AND RETURN IT TO THE SCHOOL OFFICE.**

I hereby acknowledge receipt of information required by Education Code Sections 48980 and 60850.

_____	_____
Name of Student	Grade
_____	_____
Name of Student	Grade
_____	_____
Name of Student	Grade
_____	_____
Name of Student	Grade
_____	_____
Signature of Parent or Guardian	Date
